



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

25 October 2001

MEMORANDUM CIRCULAR NO. 69
Series of 2001

T O: All IGP Managers Including Project In-Charge of CSIs
R E: Budget and Planning Seminar-Workshop for IGP Managers

You are all required to attend the Budget and Planning Seminar-Workshop which will be held at the LSU Main Campus on November 15-16, 2001. The purpose of the seminar-workshop is to re-tool IGP managers with basic procedures in formulating plans and budget for income generating projects. In addition, the new implementing guidelines for managing IGPs among SUCs in Region VIII will also be discussed.

A registration fee of Seven Hundred Pesos (P700.00) will be collected from each participant to cover cost of lodging, snacks, lunch and other supplies and materials.

Please be guided accordingly.


PACIENCIA P. MILAN
President