

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

332

OFFICE OF THE PRESIDENT

November 29, 1991

MEMORANDUM No. 143
Series of 1991

T O : All Department/Office Heads and Center Directors
Subject : SUBMISSION OF THE 1991 ANNUAL REPORT

Please be reminded that CY 1991 is about to end. As a routine requirement at this time of the year, your accomplishment report is needed for our Annual Report.


The accomplishment reports must reflect how much of your 1991 targets were met. Please include all problems and shortfalls you encountered in implementing your plans and the measures undertaken to solve such problems.

Your usual prompt action will prevent long delay in the preparation of the Annual Report. All reports should be submitted directly to the Planning and Development Office on or before January 23, 1992.

Attached is the guide format in the preparation of your reports.

Thank you.

Very truly yours,


MARIANITO R. VILLANUEVA
President