



24 October 2023

MEMORANDUM CIRCULAR NO. 164

Series of 2023

T O: All VPs, Directors, Deans, Department/Unit Heads, dDRCs, ISO Core Team

R E: New Schedule for Monitoring of Accomplishments

The university will be conducting the monitoring of Accomplishments for CY 2023 using the new OTP monitoring form. The Planning Office will conduct a virtual orientation and overview of the new monitoring form on **November 08, 2023, Wednesday at 2:00 PM via Google Meet**. Google Meeting Link: <https://meet.google.com/fgr-fryp-uar>

All units are requested to prepare their respective 2023 OTPs. All accomplished monitoring forms should be submitted to the Planning Office **on or before November 24, 2023, at 5:00 PM**.

For your information and compliance.

This Memorandum supersedes OP Memo Circular No. 162, series of 2023.

EDGARDO E. TULIN
President

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000