



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601
e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

5 November 2004


MEMORANDUM CIRCULAR NO. 76
Series of 2004

- T O: Vice Presidents for Administration and Finance, Academic Affairs, Research and Extension; Deans of Colleges, Graduate School, Students, Satellite Campuses; Department Heads; Research Center Directors; Directors of Curriculum & Instructional Materials Development, Accreditation & Evaluation, R & E Programs/Technology Dissemination, Finance, Administration; Office/Unit Heads**
- R E: Preparation of 2005 Annual Development Plan**

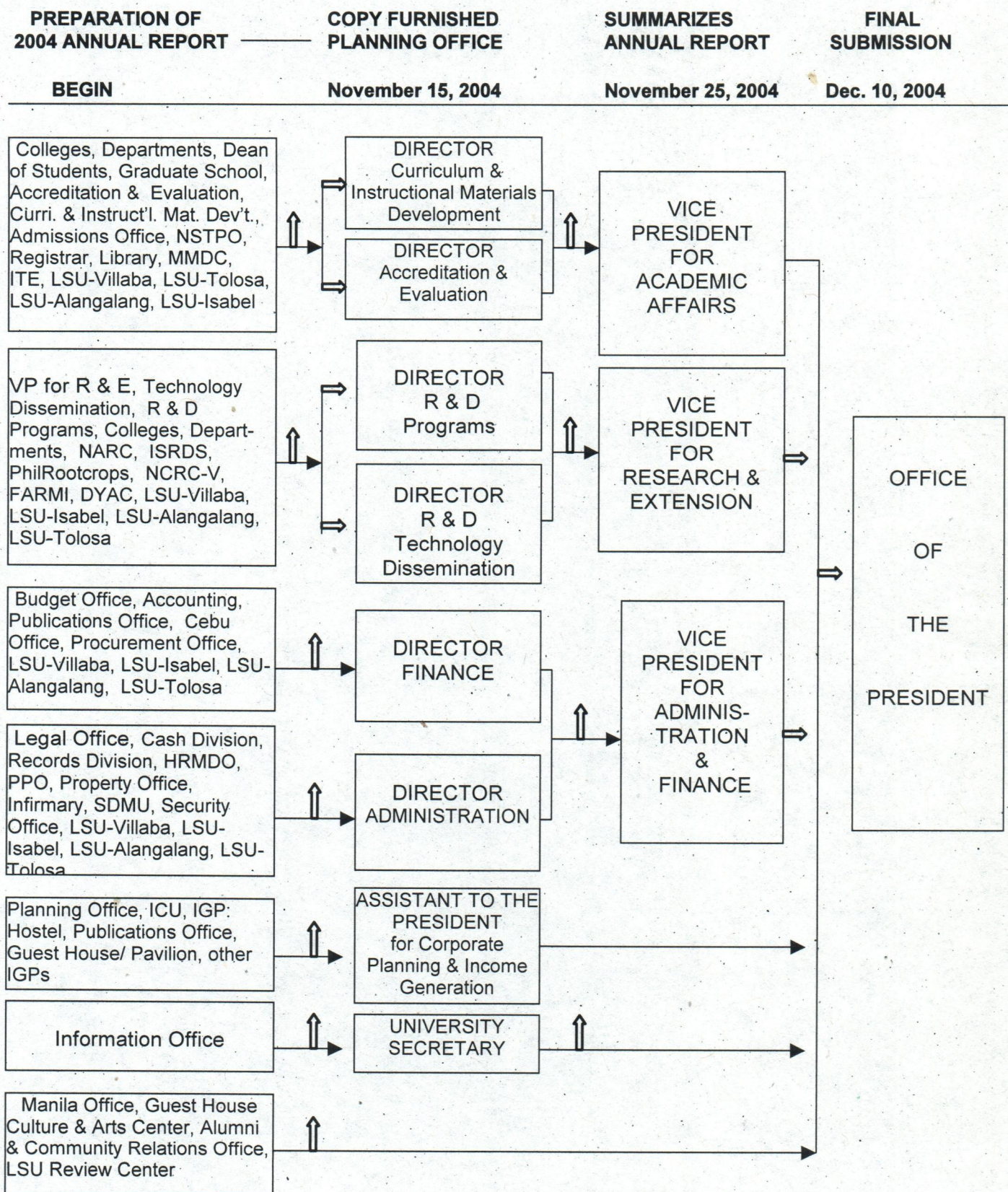
Please prepare and submit your 2005 Annual Development Plan to your respective **Deans and Directors**, copy furnished the **Planning Office**, on or before **November 15, 2004**. The concerned Directors will consolidate the different plans and will submit a copy to their respective **Vice Presidents** on or before **November 25, 2004** copy furnished the **Planning Office**. The Vice Presidents will again consolidate the plans of the different Directors and will submit one copy to the **Office of the President** not later than **December 10, 2004**.

Attached are the format and flow chart for your guidance.

For immediate compliance.


PACIENCIA P. MILAN
President

FLOW CHART OF THE 2005 ANNUAL DEVELOPMENT PLAN PREPARATION



FORMAT FOR THE CY 2005 ANNUAL DEVELOPMENT PLAN PREPARATION

I. Introduction

- Situational Analysis (Include key change signals)

II. Objectives by function (must be measurable)

- Instruction
- Research
- Extension
- Production
- Administrative
- etc.

III. Targets

- Quantification of objectives
- Specify in numeral terms the intended output of every activity by function: instruction, research, extension, production, administrative, etc.

IV. Strategies (by function)

- Identify the general approach to be adopted to attain the objectives set
- Include success indicators and breakthrough strategies in response to key change signals

V. Programs/Projects

- List all programs/projects by function

VI. Plan Implementation and Monitoring

- Ways/methods by which the instruction, research, extension, production, administrative programs/projects identified will be implemented and monitored.

VII. Development Administration and Financing

- Budgetary requirements