

LEYTE STATE UNIVERSITY

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Office of the President

5 November 2004

MEMORANDUM CIRCULAR NO. 76 Series of 2004

Vice Presidents for Administration and Finance, Academic Affairs, T 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 **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.

President

FLOW CHART OF THE 2005 ANNUAL DEVELOPMENT PLAN PREPARATION

PREPARATION OF **COPY FURNISHED** SUMMARIZES FINAL **2004 ANNUAL REPORT** PLANNING OFFICE ANNUAL REPORT SUBMISSION BEGIN November 15, 2004 November 25, 2004 Dec. 10, 2004 DIRECTOR Colleges, Departments, Dean of Students, Graduate School, Curriculum & Accreditation & Evaluation. Instructional Materials VICE. Curri. & Instruct'l. Mat. Dev't., Development PRESIDENT Admissions Office, NSTPO, DIRECTOR Registrar, Library, MMDC, FOR Accreditation & ITE, LSU-Villaba, LSU-Tolosa. **ACADEMIC** Evaluation LSU-Alangalang, LSU-Isabel **AFFAIRS** DIRECTOR VP for R & E, Technology R&D VICE Dissemination, R & D **Programs** Programs, Colleges, Depart-PRESIDENT ments, NARC, ISRDS. FOR PhilRootcrops, NCRC-V, RESEARCH & OFFICE FARMI, DYAC, LSU-Villaba, DIRECTOR **EXTENSION** LSU-Isabel, LSU-Alangalang, R&D LSU-Tolosa Technology OF Dissemination Budget Office, Accounting, Publications Office, Cebu THE VICE Office, Procurement Office. DIRECTOR **PRESIDENT** LSU-Villaba, LSU-Isabel, LSU FINANCE Alangalang, LSU-Tolosa FOR PRESIDENT ADMINIS-Legal Office, Cash Division, TRATION Records Division, HRMDO. PPO, Property Office. **FINANCE** DIRECTOR Infirmary, SDMU, Security ADMINISTRATION Office, LSU-Villaba, LSU-Isabel, LSU-Alangalang, LSU-Tolosa ASSISTANT TO THE Planning Office, ICU, IGP: PRESIDENT Hostel, Publications Office. for Corporate Guest House/ Pavilion, other Planning & Income **IGPs** Generation UNIVERSITY Information Office SECRETARY Manila Office, Guest House Culture & Arts Center, Alumni & Community Relations Office.

LSU Review Center

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