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Office of the President

15 November 2011

MEMORANDUM CIRCULAR NO. 62

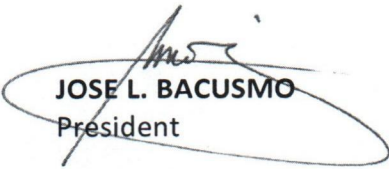
Series of 2011

- T O:** Vice Presidents for Administration & Finance, Academic Affairs, Research & Extension, and Planning & Resource Generation; Deans of Colleges, Graduate School, Students, and External Campuses; Department Heads; Directors of Research Centers, Finance, Administration, General Services, and Auxiliary Services; and Office/Unit Heads
- R E:** Submission of the 2011 Annual Accomplishment Report

Please prepare and submit your 2011 accomplishment reports following the attached format and schedules:

- a. Submission of 2011 Annual Accomplishment Reports to respective Deans and Directors and Heads of Institutes copy furnished the Vice President for Planning & Resource Generation on or before **December 15, 2011**.
- b. Submission of summary of accomplishments by the Deans/Directors of the different departments/research centers and offices/units under them to their respective Vice Presidents on or before **December 29, 2011**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the Office of the President on or before **January 13, 2012**.

For immediate compliance.


JOSE L. BACUSMO
President