

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

October 6, 1997


MEMORANDUM No. 97
Series of 1997

T O: Vice Presidents, Center/Office Directors, and Dept./Unit Heads
R E: Preparation of the 1998 Action Plan

The Director of CHED Region 8 is requiring each SCU to submit an ACTION PLAN for 1998. In this connection, all department, office, and unit heads are directed to submit their action plans to the concerned directors/AO/EO, copy furnish the Planning and Development Office, on or before October 20, 1997. The Directors, Administrative officer, and Executive officer shall consolidate the submitted Action Plans and submit the same to the Offices of the Vice President for Administration and Vice President for Academic Affairs for review and submission to the Office of the College President not later than October 24, 1997.

Attached is a sample format of the Action Plan for your guide.

For immediate compliance.


SAMUEL S. GO
President