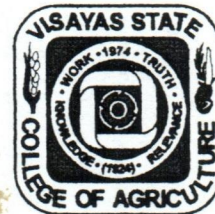


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Visayas State College of Agriculture

Baybay, Leyte, Philippines

Office of the President



15 January 2000

MEMORANDUM CIRCULAR NO. 7

Series of 2001

T O: All Department/Center/Office Heads, Directors
R E: Data Survey for the ViSCA Video Story Update

A new Video Story is currently in the works in order to provide up-to-date information about ViSCA and its many activities for the numerous guests and visitors that frequent this institution.

ViSCA's various Departments, Centers and Offices are encouraged to put into the limelight their milestones, breakthroughs, highlights and activities in the field of Research, Development, Extension and Administration. For this end, the committee tasked to accomplish the aforementioned production is conducting a comprehensive survey among the different ViSCA Departments, Centers and Offices in order to provide fair representation for everyone.

Attached is a **Topical Guide** for the various aspects that the Video Story intends to cover. Please provide the required information on areas applicable to your Department/Center/Office. Furthermore, the committee would also appreciate suggestions on additional areas you find necessary for inclusion in the video.

Please submit your output to the ODREX office not later than Tuesday, January 30, 2000.

Everyone is expected to cooperate on this project.


PACIENCIA P. MILAN
President

TOPICAL GUIDE FOR THE VISCA VIDEO STORY UPDATE

A. R & D

- a.1. Vision, Mission
- a.2. Updated/revised thrust – Time frame
- a.3. Major breakthroughs
 - Technologies and profile
 - Impact : piloted/commercialized
: location, beneficiaries, area, investment
 - Collaboration/networking
- a.4. Facilities
- a.6. Staff development
- a.7. Existing activities
- a.8. Awards and citations
- a.9. Others (Suggestions on what else to include in the video)

B. INSTRUCTION

- b.1. Vision, Mission
- b.2. Present curriculum
 - undergraduate
 - graduate
 - VLHS
- b.3. Impact of the curriculum
 - top notchers
 - percentage of passing examinations
 - employment of graduates
 - etc.
- b.4. Staff development
- b.5. Present enrollment and geographic distribution of students
- b.6. Major facilities (state-of-the-art)
- b.7. Student activities
 - Miss VISCA, Sports, ROTC, Etc.
- b.8. Awards and citations
- b.9. Others (Suggestions on what else to include in the video)

C. EXTENSION

- c.1. Vision, Mission
- c.2. Revised program thrusts
- c.3. Staff development
- c.4. Linkages
- c.5. Training/Programs/Forums/Field Visits
- c.6. Publications
- c.7. Other Extension/Outreach Activities
- c.8. Impact
- c.9. Others (Suggestions on what else to include in the video)

TOPICAL GUIDE FOR THE VISCA VIDEO STORY UPDATE

D. ADMINISTRATION

- d.1. Organizational structure
- d.2. Fund generation
- d.3. Infrastructure development
- d.4. Auxiliary services
 - Sports facilities
 - Printing press
 - Infirmary
 - Hostel
 - Etc.
- d.5. Staff development
- d.6. External/satellite campuses
 - strength
 - programs (Instruction, Research and Extension)
- d.7. Total budget and distribution
 - including outside sources
- d.8. Linkages
- d.9. Institutional awards
- d.10. Manpower strength
- d.11. Impact
- d.12. Others (Suggestions on what else to include in the video)