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Office of the President

25 November 2010

MEMORANDUM CIRCULAR NO. 69
Series of 2010

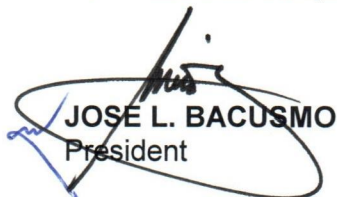
T O: Vice Presidents for Administration & Finance, Academic Affairs, Research & Extension, and Planning & Resource Generation; Deans of Colleges, Graduate School, Students, and External Campuses; Department Heads; Directors of Research Centers, Finance, Administration, General Services, and Auxiliary Services; Office/Unit Heads

R E: Submission of the 2010 Annual Accomplishment Report

Please prepare and submit your 2010 accomplishment reports following the attached format and schedules:

- a. Submission of 2010 Annual Accomplishment Reports to respective Deans and Directors copy furnished the Planning Office on or before **December 15, 2010**.
- 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 copy furnished the Planning Office on or before **December 29, 2010**.
- c. Submission of the summarized reports of the three Vice Presidents to the Office of the President on or before **January 14, 2011**.

For immediate compliance.


JOSE L. BACUSMO
President

FORMAT FOR THE 2010 ANNUAL REPORT **Colleges/Academic Departments**

I. Instruction

A. Highlights: Important accomplishments: (a) in relation to targets and (b) others

B. New Curricular Offerings and Curriculum Development

C. Faculty Performance

1. Awards received

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

2. Other achievements

D. Faculty Development

1. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

E. Student Performance

1. Licensure Examinations (list of placers and passers; percentage passing – institution & national; date of examination)

2. Awards Received

3. Student Activities

F. Linkages (international, national, regional, local, NGOs, etc.) – include the nature of MOA signed with agencies during the year in review.

II. Research

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed for dissemination
- D. Linkages (include the nature of MOA signed with agencies during the year)

III. Extension

- A. Highlights: Important accomplishments, awards received, etc., (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants

- D. Linkages (include the nature of MOA signed with agencies)
- E. Other Accomplishments (example: pilot projects established, etc.)

IV. Administration

- A. Include what changes had been implemented to show your department/college is better than last year (include new policies, new procedures/processes, etc.).
 - Describe the policy/procedure/process implemented that improve the output of your department/college.
 - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

NOTE:

Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning and Resource Generation (OVPPRG).