

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte

***Office of the President***

February 23, 1999

**MEMORANDUM NO. 17**  
Series of 1999

**T O: All Concerned**


**R E: Moving this Year's Schedule and Regular Involvement to the Annual IGP Review**

Due to conflict of schedule and the necessary preparations being made for the in-coming AACCUP Re-survey, please be informed that this year's Annual IGP Review and Planning Workshop which was scheduled on February 25-26, 1999 as indicated in Memorandum No. 11 is moved to March 11-12, 1999, same time and place.

In order to provide an opportunity for IGP managers to interact directly with concerned offices/unit heads involved in income generating project operations, the following office/unit heads are hereby informed of their participation in every IGP annual review as follows:

1. APU and LUAPO staff shall serve as coordinators and facilitators who will take charge of the necessary preparations and activities prior to and during the whole duration of the review and planning workshop; and
2. Members of the Board of Management and members of the Facilitative Committee for income generating projects shall serve as review panelist during the individual project presentations. In case of conflict in schedule, a member of the board/committee may designate a colleague in lieu of his/her absence.

Please be guided accordingly.

  
**SAMUEL S. GO**  
President  
2/24/99

cc: OVPA  
ODI  
LUAPO  
Chief Accountant  
FMO  
Chief, SPMD  
Cashier  
COA