



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**




Management  
System  
ISO 9001:2015  
  
www.tuv.com  
ID: 9108658749

**OP Memorandum No. 462**

Series of 2024

TO: **Dr. Rotacio S. Gravoso, VPAA**  
**Dr. Elwin Jay V. Yu, VPAF**  
**Dr. Aleli A. Villocino, VPSAS**  
**Dr. Santiago T. Peña, Jr., VPREI**  
**Dr. Moises Neil V. Serioño, VPPRGAS**

RE: **Submission of Accomplishment Reports**

FROM:   
**DR. PROSE IVY G. YEPES**  
University President

DATE: **May 28, 2024**

In preparation for the upcoming Board Meeting on June 7, 2024, you are hereby directed to submit accomplishment reports detailing the achievements and significant accomplishments of the different units under your offices from all campuses not later than May 30, 2024. These reports will be included in The President's Report.

The accomplishment reports should cover the period up to May 2024 and should include the following areas:

**Under the Office of the Vice President for Academic Affairs (OVPA):**

1. Higher Education KPIs (GAA 2024)
2. Advanced Education KPIs (GAA 2024)
3. Curriculum and Instruction
4. Faculty Development (Scholarships, International conferences, exchanges, immersion, etc.)
5. Awards and Recognition
6. Number of Graduating Students Class of 2024
7. Other significant accomplishments

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 2  
**FM-OOP-01**  
V4 05-09-2023  
No. **24-462**

**Under the Office of the Vice President for Student Affairs and Services (OVPSAS):**

1. Student Development initiatives
2. NSTP
3. Other significant accomplishments

**Under the Office of the Vice President for Research, Extension, and Innovation (OVPREI):**

1. Research Program KPIs (GAA 2024)
2. Extension Program KPIs (GAA 2024)
3. Technology and Innovation initiatives
4. Research Centers' programs, projects, and activities
5. Other significant accomplishments

**Under the Office of the Vice President for Planning, Resource Generation, and Auxiliary Services (OVPPRGAS):**

1. Budget Proposals for FY 2025
2. Income Performance as of the 1st quarter of FY 2024
3. Conduct of university Scenario and Strategic Planning
4. Other significant accomplishments

**Under the Office of the Vice President for Administration and Finance (OVPAF):**

1. Financial Performance as of the first quarter of FY 2024
2. Staff Development Programs For Administrative
3. Other significant achievements

Routine activities such as but not limited to conducting meetings should not be included in the report.

Additionally, all Chancellors are also required to submit their respective accomplishments in alignment with the above-mentioned areas by the specified dates.

Moving forward, all Vice Presidents are required to submit accomplishment reports on a monthly basis to ensure continuous monitoring and documentation of our progress and achievements and facilitate the timely submission of reports which avoids last-minute rushes.

For your information and usual support.

cc: File  
Records Office  
VITA Campuses Chancellors