

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

June 24, 1996

Memorandum No. 78
Series of 1996

T O: ALL Department Heads, Center Directors, Office/Unit Heads, Directors of Instruction, Research, Extension, & LUAPO, Administrative Officer V, Executive Officer, and Vice Presidents for Administration/Academic Affairs

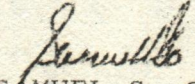
R E: PREPARATION OF THE 1997 ANNUAL DEVELOPMENT PLAN

As an essential component of our yearly activities, you are requested to submit your annual development plans to your respective directors; copy furnish the Planning and Development Office, on or before July 5, 1996. The following directors, Administrative Officer and Executive Officer will consolidate the plans of the different departments, research centers, offices/units under them by program and submit the consolidated development plan to the Offices of the Vice Presidents for Academic Affairs/Administration for review and submission to the Office of the College President not later than July 26, 1996:

1. Director of Research (Research Reports)
2. Director of Extension (Extension Reports)
3. Director of Instruction (Instruction Reports)
4. Director of Graduate School (Graduate School Report)
5. Director, LUAPO (Auxiliary Service Reports)
6. Administrative Officer V (Administrative Offices)
7. Executive Officer (Other Administrative Offices)

Please follow the attached format and flow chart.

For immediate compliance.


SAMUEL S. GO
President

1997 ANNUAL DEVELOPMENT PLAN FORMAT
(For Departments/Centers/Offices/Units)

I. Objectives:

- if possible objectives must be measurable

II. Targets:

- quantification of objectives
- specify in numeral terms the intended outputs of certain activity by function - instruction, research, extension

III. Strategies:

- identifies the general approach to be adopted to attain objectives

IV. Programs/Projects:

- list of programs/projects by function

V. Plan Implementation/Monitoring

- ways/methods by which these programs/projects are implemented and monitored

VI. Development Administration/Financing

- persons in-charged of these programs
- budgetary requirements

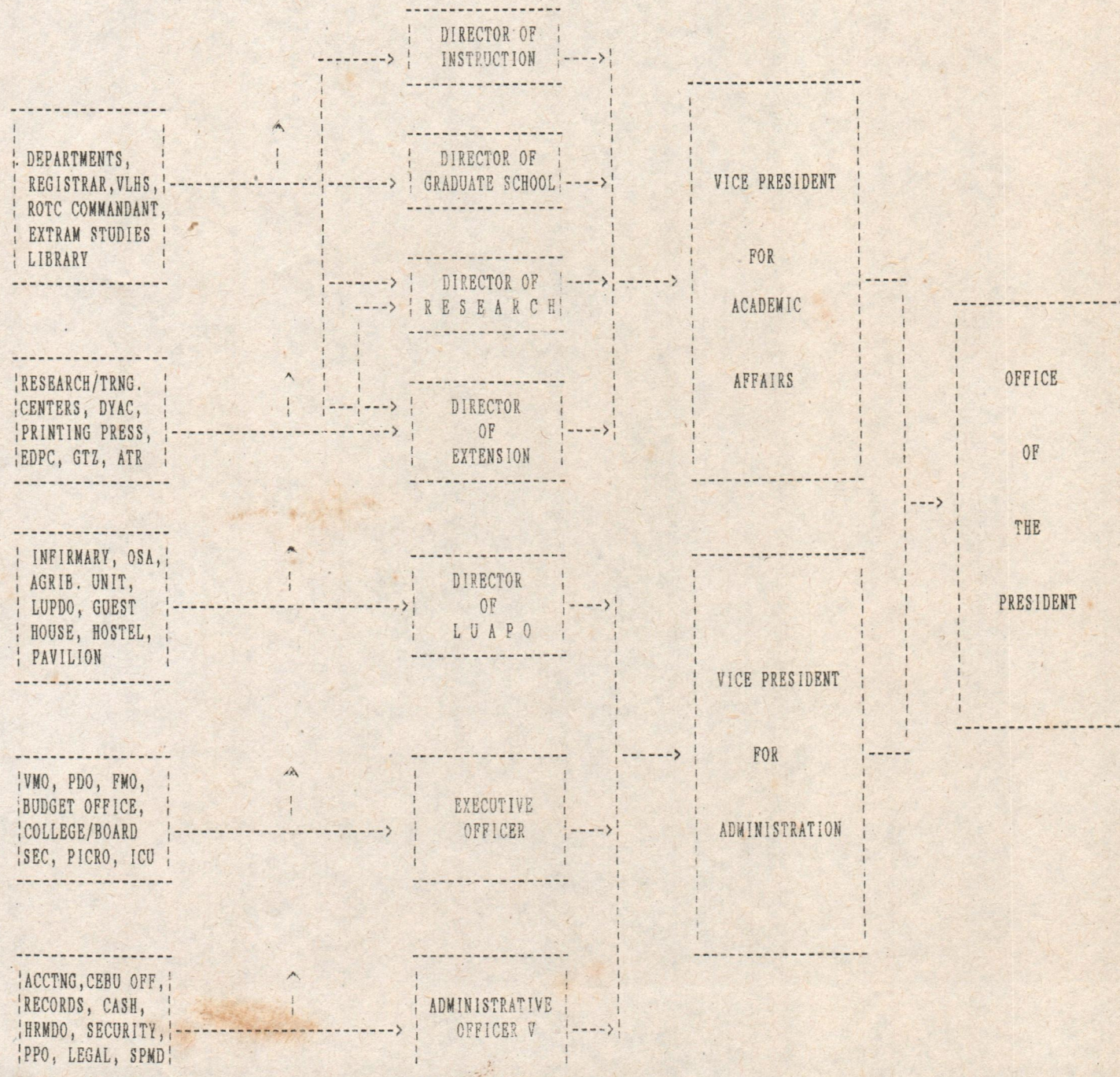
1997 ANNUAL DEVELOPMENT PLAN FORMAT

(For Directors of: Instruction, Graduate School, Research, Extension & Non-Formal Education, LUAPO, Administrative Officer, Executive Officer and Vice Presidents for Administration/Academic Affairs)

- I. Situational Analysis - By Program Area (Instruction, Research, Extension, Auxiliary & Administration)
 - inventory of your resources (including human resources)
- II. Goal - by Program Area (Instruction, Research, Extension, Auxiliary & Administration)
 - a general statement of what is to be done
 - the intention to accomplish the mission
- III. Objectives:
 - if possible objectives must be measurable
- IV. Targets:
 - quantification of objectives
 - specify in numeral terms the intended outputs of certain activity by function - instruction, research, extension
- V. Strategies:
 - identifies the general approach to be adopted to attain objectives
- VI. Programs/Projects:
 - list of programs/projects by function
- VII. Plan Implementation/Monitoring
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- VIII. Development Administration/Financing
 - persons in-charged of these programs
 - budgetary requirements

FLOW CHART OF THE 1997 ANNUAL DEVELOPMENT PLAN PREPARATION

PREPARATION OF ANNUAL DEV. PLANS	COPY FURNISH PLANNING OFFICE	CONSOLIDATE ANNUAL DEVELOPMENT PLANS	REVIEW DEVELOPMENT PLANS	FINAL SUBMISSION
June 24-July 5, 1996	July 5, 1996	July 6 -15, 1996	July 15, 1996	July 26, 1996



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