VISAYAS STATE COLLEGE OF AGRICULTURE Baybay, Leyte

N.

March 11, 1993

Memorandum No. 26 Series of 1993

TO: ALL DEPT./OFFICE/UNIT HEADS & CENTER DIRECTORS

R E : 1994 ANNUAL DEVELOPMENT PLANS

Please be reminded of the yearly requirement that you are to prepare and submit the annual development plans of your unit/office/department/center for CY 1994 to the Office of the President on or before April 15, 1993 copy furnished the Planning and Development Office and your respective directors.

In the planning process please follow the attached format for your guidance.

For your immediate compliance.

M. R. VILLANUEVA

President

1 plan V 1-0BK

25021