VISAYAS STATE COLLEGE OF AGRICULTURE Baybay, Leyte

February 17, 1992 14

Memorandum No. 13 Series of 1992

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

R E: 1993 ANNUAL DEVELOPMENT PLANS

Please be reminded that as our yearly activities you are to prepare and submit the annual development plans of your unit/office/department/center for CY 1993 to the Office of the President on or before March 18, 1992 copy furnished the Planning Office and your respective directors for their file and/or monitoring purposes.

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

For your immediate compliance.

M. R. VILLANUEVA