



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

14 November 2005

MEMORANDUM CIRCULAR NO. 53

Series of 2005

- T O: Vice Presidents for Administration & Finance, Academic Affairs, and Development and External Affairs; Deans of Colleges, Graduate School, Students, Satellite Campuses; Department Heads; Research Center Directors; Directors for Curriculum & Instruction, Research and Extension; Office/Unit Heads**
- R E: Submission of the 2005 Annual Accomplishment Report**

The year is almost over and as expected we are required to prepare our accomplishment reports for the year. Please follow the following schedules for consolidation and early release of the University's 2005 Annual Report:

- a. Submission of 2005 Annual Accomplishment Report to respective **Deans and Directors** copy furnished the **Planning Office** on or before **November 30, 2005**.
- b. Submission of summary of accomplishments by the Deans/Directors of the different departments, research centers and offices/units under them to their respective **Vice Presidents** copy furnished the **Planning Office** on or before **December 15, 2005**.
- c. Submission of the summarized reports of the three Vice Presidents to the **Office of the President** on or before **December 29, 2005**.

Attached are the format and flow chart for your guidance.

For immediate compliance.


PACIENCIA P. MILAN
President