

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 3, 1997

Memorandum No. 2
Series of 1997

T O : All Department Heads, Center Directors, Office/Unit Heads, Directors of Instruction, Research, Extension, and Vice Presidents for Administration and Academic Affairs

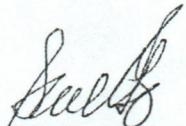
R E: SUBMISSION OF THE 1996 ANNUAL REPORT

As provided for under Section 5 of RA 6713, each office is required to submit its annual report by the end of each year. In view thereof, you are requested to submit your annual report to your respective directors and vice presidents, copy furnish the Planning and Development Office, on or before the dates specified on the attached flow chart. The following shall make a summary of the accomplishments of the different departments, research centers, offices/units under them.

1. Director of Research (Research Report)
2. Director of Extension (Extension Reports)
3. Director of Instruction (Instruction Reports)
4. Director of Graduate School (Graduate School Report)
5. Vice President for Administration
6. Vice President for Academic Affairs

Please follow the attached format.

For your compliance.


SAMUEL S. GO
President

FORMAT FOR THE 1996 ANNUAL REPORT
Administrative Offices and Units

I. Highlights (Important accomplishments)

II. Manpower (Profile by educational attainment, trainings attended and number of scholars)

III. Facilities

FACILITIES/ EQUIPMENT	STATUS							
	FUNCTIONAL (Number)				NONFUNCTIONAL (Number)			
	Branded (specify)	Year Acquired	Cloned	Year Acquired	Branded (specify)	Year Acquired	Cloned	Year Acquired
A. Computers (Old and New)								
XT								
286								
386								
486								
Pentium based								
Laptop/notebook								
B. Printers (Old and New)	Number (Specify brand)		Year Acquired		Number (Specify brand)		Year Acquired	
C. Others (New Acquisitions)								

IV. Budget

V. Linkages

VI. Other Accomplishments

VII. Problems Encountered and Actions Taken

FORMAT FOR THE 1996 ANNUAL REPORT
Academic Departments

I. Instruction

A. Highlights (Important accomplishments)

B. New Curricular Offerings

C Faculty Profile

NAME OF FACULTY	EDUCATIONAL ATTAINMENT	FIELD OF SPECIALIZATION

D. Faculty Development

a. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

b. List of trainings/seminars/workshops attended

TITLE	PARTICIPANT	PLACE	DATE
a. International			
b. National			
c. Regional			
d. Local			

E. Student Activities and Development Programs

F. Board Exam Passers

G. Linkages

H. Other Accomplishments

I. Facilities

FACILITIES/ EQUIPMENT	STATUS							
	FUNCTIONAL (Number)				NONFUNCTIONAL (Number)			
	Branded (specify)	Year Acquired	Cloned	Year Acquired	Branded (specify)	Year Acquired	Cloned	Year Acquired
A. Computers (Old and New)								
XT								
286								
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486								
Pentium based								
Laptop/notebook								
B. Printers (Old and New)	Number (Specify brand)		Year Acquired		Number (Specify brand)		Year Acquired	
C. Others (New Acquisitions)								

J. Problems Encountered and Actions Taken

II. Research

- A. Highlights (Important accomplishments)
- B. Number of ongoing research projects by commodity
- C. List of completed R & D projects/studies by commodity
- D. Matured technologies developed/disseminated
- E. Linkages
- F. Other Accomplishments
- G. Problems Encountered and Actions Taken

III. Extension

- A. Highlights (Important accomplishment)
- B. Ongoing extension projects
- C. Trainings conducted/services rendered (include number of clientele served per training)
- D. Linkages
- E. Other accomplishments (example: Pilot projects established, etc.)
- F. Problems Encountered and Actions Taken