



15 November 2021

MEMORANDUM CIRCULAR NO. 117

Series of 2021

T O: All VPs, Director, Deans, Department/Units Heads, dDRCs, ISO Core Team

R E: Monitoring of Accomplishments (Final Schedule)

In view of the postponement of the scheduled Monitoring of Accomplishments, please be informed that the Planning Office will conduct the virtual orientation and overview of the monitoring forms on **November 18, 2021, 9AM, Thursday via Zoom**.

All units are requested to prepare the following:

1. OTP Monitoring Form
2. Operational Plan Monitoring Form
3. OPCR Monitoring Form
4. Risk Monitoring Form (New Form)
5. Strategic Plan Monitoring Form

Accomplished monitoring forms should be submitted to OVPPRGAS on or before November 26, 2021, 5PM.

ID: 85667853245

Passcode: 35ttG3Pd

For your guidance and compliance.


EDGARDO E. TULIN
President