



29 November 2017

**MEMORANDUM CIRCULAR NO. 89**

Series of 2017

**T O:** Vice Presidents for Instruction, Research and Extension, Planning Resource Generation & External Affairs, and Administration and Finance; Deans of Colleges, Graduate School, Students, and Satellite Campuses; Department Heads; Directors of Research Program, Development/Extension Program, RDE Network, Research Centers, Regional Climate Change R&D Center, Non-Convention Energy Research Center, Finance, Administration and Human Resource Development, General Services, and Resource Generation; and Heads of Office/Unit

**R E:** Submission of the 2017 Annual Accomplishment Report

As the year is almost over, we will need to prepare our Annual Accomplishment Report for 2017. In this connection, please submit the 2017 Annual Report of your respective units following the attached format and schedules:

- a. Submission of 2017 Annual Accomplishment Reports to respective Deans and Directors, copy furnished the Vice President for Planning, Resource Generation & External Affairs, on or before **December 15, 2017**.
- 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 Vice President for Planning, Resource Generation & External Affairs, on or before **December 29, 2017**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the Office of the President on or before **January 15, 2018**.

For immediate compliance.

  
**EDGARDO E. TULIN**

President

**Vision:** The premier university of science and technology in the Visayas.

**Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

FLOW CHART OF THE 2017 ANNUAL REPORT PREPARATION

PREPARATION OF  
2017 ANNUAL REPORT

COPY FURNISHED  
VP for PLANNING &  
RESOURCE GENERATION

SUMMARIZES  
ANNUAL REPORT

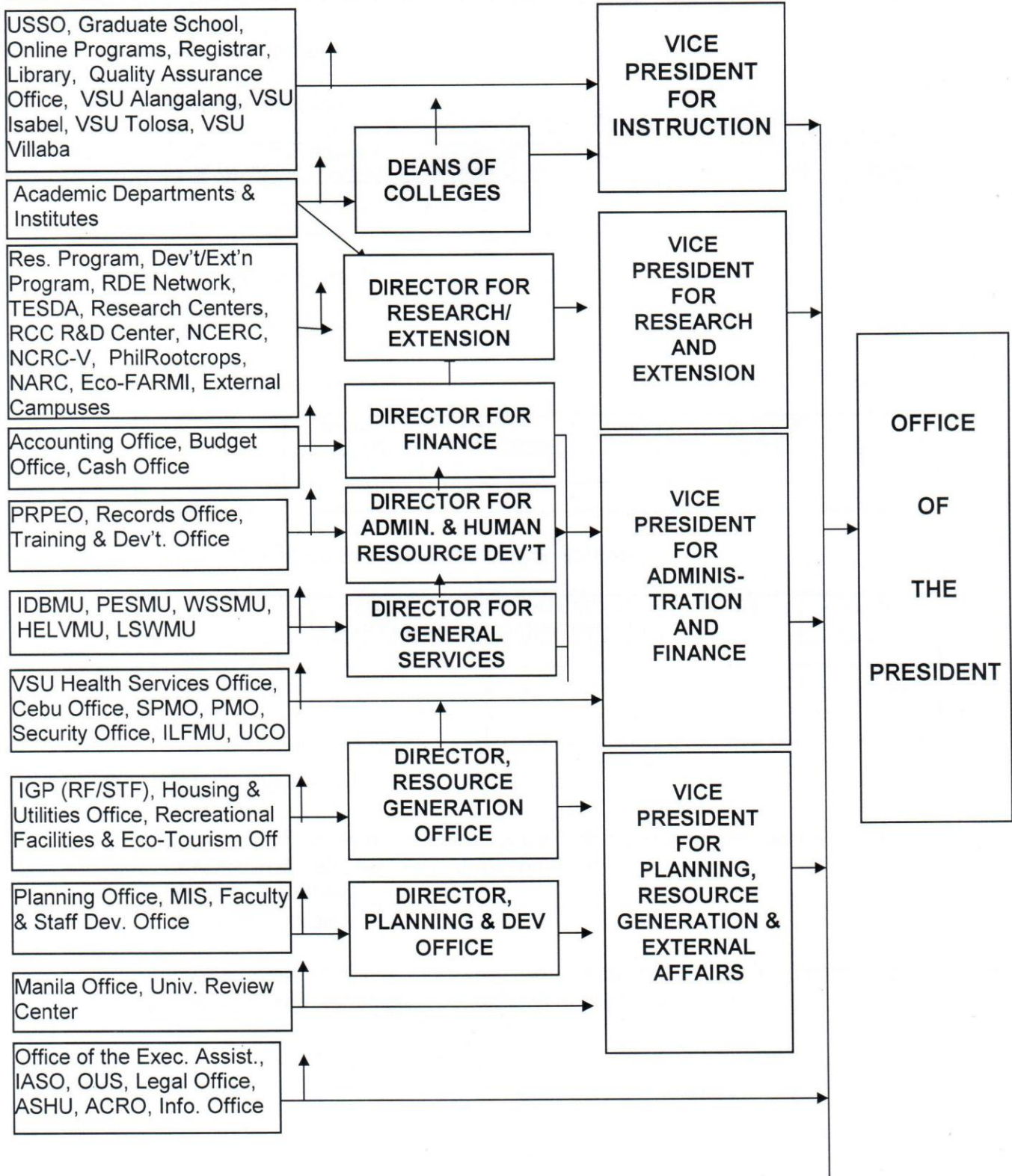
FINAL  
SUBMISSION

BEGIN

December 15, 2017

December 29, 2017

Jan. 15, 2018





**FORMAT FOR THE 2017 ANNUAL REPORT**  
**Colleges/Academic Departments/Institutes**

**I. Instruction**

- A. Highlights: Important accomplishments: (a) in relation to targets and (b) others
- B. New Curricular Offerings and Curriculum Development
- C. Faculty Performance

1. Awards received

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

2. Other achievements

D. Faculty Development

1. List of faculty on study leave

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

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

E. Student Performance

- 1. Licensure Examinations (list of placers and passers; percentage passing – institution & national; date of examination)
- 2. Awards Received
- 3. Student Activities

F. Linkages (international, national, regional, local, NGOs, etc.) – include the nature of MOA signed with agencies during the year in review.

**II. Research**

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed for dissemination
- D. Linkages (include the nature of MOA signed with agencies during the year)

**III. Extension**

- A. Highlights: Important accomplishments, awards received, etc., (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants

- D. Linkages (include the nature of MOA signed with agencies)
- E. Other Accomplishments (example: pilot projects established, etc.)

**IV. Administration**

- A. Include what changes had been implemented to show your department/college is better than last year (include new policies, new procedures/processes, etc.).
  - Describe the policy/procedure/process implemented that improve the output of your department/college.
  - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

**NOTE:**

Please provide an **e-copy** of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation & External Affairs (OVPPRGEA).