

## Office of the President

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29 November 2017

MEMORANDUM CIRCULAR NO. 89
Series of 2017

- 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 <u>Deans and Directors</u>, copy furnished the <u>Vice President for Planning</u>, <u>Resource Generation & External Affairs</u>, 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 <u>Vice Presidents</u>, copy furnished the <u>Vice President for Planning</u>, <u>Resource Generation & External Affairs</u>, on or before **December 29, 2017**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the <u>Office of the</u> <u>President</u> 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 SUBMISSION

FINAL

Jan. 15, 2018 **December 15, 2017** December 29, 2017 BEGIN USSO, Graduate School, VICE Online Programs, Registrar, Library, Quality Assurance Office, VSU Alangalang, VSU Isabel, VSU Tolosa, VSU **PRESIDENT** FOR INSTRUCTION Villaba **DEANS OF** Academic Departments & COLLEGES Institutes VICE Res. Program, Dev't/Ext'n **PRESIDENT** Program, RDE Network, DIRECTOR FOR FOR TESDA, Research Centers, RESEARCH/ RESEARCH RCC R&D Center, NCERC, **EXTENSION** AND NCRC-V, PhilRootcrops, **EXTENSION** NARC, Eco-FARMI, External Campuses DIRECTOR FOR **OFFICE** Accounting Office, Budget **FINANCE** Office, Cash Office DIRECTOR FOR VICE OF PRPEO, Records Office, PRESIDENT ADMIN. & HUMAN Training & Dev't. Office FOR RESOURCE DEV'T ADMINIS-THE TRATION IDBMU, PESMU, WSSMU, DIRECTOR FOR HELVMU, LSWMU AND **GENERAL FINANCE SERVICES** PRESIDENT VSU Health Services Office, Cebu Office, SPMO, PMO, Security Office, ILFMU, UCO DIRECTOR, RESOURCE IGP (RF/STF), Housing & VICE GENERATION Utilities Office, Recreational PRESIDENT OFFICE Facilities & Eco-Tourism Off **FOR** PLANNING. Planning Office, MIS, Faculty DIRECTOR, RESOURCE & Staff Dev. Office **PLANNING & DEV GENERATION &** OFFICE **EXTERNAL AFFAIRS** Manila Office, Univ. Review Center Office of the Exec. Assist., IASO, OUS, Legal Office, ASHU, ACRO, Info. Office

# 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				2)/
c. Regional				
d. Local		-		

#### E. Student Performance

- 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 clienteles served per training

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