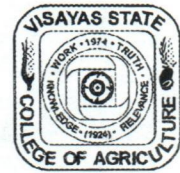


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



3 April 2001

MEMORANDUM NO. 61
Series of 2001

T O: Concerned Directors, Heads and CSI Superintendents
R E: Submission of Data for FY 2002 – 2004 Budget Proposals


It has come to my attention that there are still data not yet submitted to the Budget Office for evaluation and consolidation.

The concerned official is therefore requested to submit the following data pertaining to your office:

1. Approved plans and programs (4 external campuses included) which cover the strategies involved to make these programs and activities operational and the major final outputs and/or accomplishments
2. Data on graduates and board examination performance
3. List of research and extension projects reflecting the targeted clientele, output and/or impact and project's/study's budgets
4. Proposed MOOE budgets for Advanced Education, Higher Education, Research and Extension Services and justifications
5. Prioritized listing of equipment (P10,000.00 and above) giving priority to technical equipment. The list shall reflect the complete specifications, quantity, unit cost, inventory of existing similar equipment and justifications
6. Project cost estimates and justification for capital outlay projects and status of locally funded capital outlay projects
7. Proposed budget estimates of external campuses (Isabel and Tolosa) using the prescribed budget preparation forms

Please submit the documents on or before April 5, 2001 to give us time to review the college budget before submitting it to the BOT and DBM .

For compliance.


PACIENCIA P. MILAN
President