

# Visayas State University

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Office of the President

26 February 2010

**MEMORANDUM NO. 108**

Series of 2010

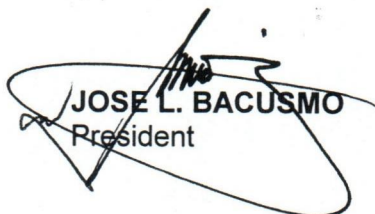
**T O: All Project Leaders/Managers of IGP and STF Projects**

**R E: 2010 Annual Review of IGP and STF Projects**

For an improved and standardized operations of all its income generating activities, an **Annual Review of IGP & STF Projects** will be held at the **2<sup>nd</sup> Floor of the Center for Continuing Education** on **March 9 – 11, 2010**. You are therefore enjoined to attend and present the situation, updates or plans of your respective projects during this annual review.

All project leaders/managers are therefore required to submit 6 hard copies and a soft copy of their 2009 Project Report and 2010 plans to the Office of the IGP Director on or before **March 5, 2010**. Each report and presentation shall follow the format herewith attached. Each project is given only 10 minutes for a power point presentation and 10 minutes for question.

For guidance and immediate compliance.

  
**JOSE L. BACUSMO**  
President

**PRESENTATION FORMAT**  
IGP and STF Projects

**I. PROJECT REVIEW COVERAGE**

**A. Brief Project Description**

1. Name of Project
2. Project Leader/Manager and Staff Involved
  - Name of Project Leader - No. of workload units
  - Names of Project Staff - No. of workload units
3. Date Started
4. Location
5. Objectives of the Project
6. Funding History for the last five years (2004-2009)

**B. Summary of Accomplishments for the last 5 years**

1. Physical structures developed
2. Facilities acquired
3. Annual Manpower requirement
4. Financial Accomplishments

**C. Problems Encountered**

- Physical
- Manpower
- Financial
- Management

**II. 2010 PLANS (2 PAGES ONLY MAXIMUM)**

1. Justification for the project to continue
2. List of activities lined up to be conducted
3. Budgetary requirements (include manpower requirements)
4. Projected income for 2010
5. Name of VSU personnel to be involved