



# Visayas State University

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## Office of the President

30 June 2015

MEMORANDUM NO. 98  
Series of 2015

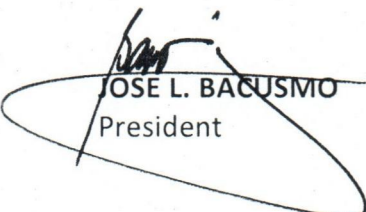
T O: All Project Leaders/Managers of IGP & STF Projects

R E: 2015 Annual Review of IGP & STF Projects

Please be informed that the **2015 Annual Review of IGP & STF Projects** will be held on **July 16-17, 2015** at the **OVPPRGEA Conference Room**. You are therefore required to attend and present the status of your project, the implementation of the previous years' recommendations, your plans and targets for the year 2016 including the projected income and expenses considering full cost accounting.

All project leaders/managers are required to prepare a presentation in matrix form following the attached format. Six (6) hard copies and an e-copy should be submitted to the Office of the IGP Director on or before July 10, 2015. Please be reminded that as provided for in the attached program of activities, each presenter is given only 10 minutes for presentation and another 10 minutes is allotted for questions from the IGP-BOM.

For your information and guidance.

  
JOSE L. BACUSMO  
President

cc: Dr. V. B. Asio  
Prof. A. B. Loreto  
Dr. M. A. Quevedo  
Dr. F. M. Gabunada  
Dr. E. E. Sudaria  
Records  
File

**Continuation**

2:00-2:10 p.m.	VSU Infirmary Services	<i>Dr. Elwin Jay V. Yu</i>
2:20-2:30 p.m.	CCE	<i>Dr. Rotacio S. Gravoso</i>
2:40:2:50 p.m.	Custom Made Garments	<i>Ms. Magnolia C. Lao</i>
3:10-3:20 p.m.	VSU Cebu Lodging House	<i>Mr. Nevin A. Pacada</i>
3:30-3:40 p.m.	VSU Manila Lodging House	<i>Ms. Delia L. Silao</i>
3:41-4:00 p.m.	VSU Apartelle, Core Value Cottage )	
4:01-4:20 pm.	VSU Computer Center )	<i>Ms. Alice M. Flores</i>
4:21:4:40 p.m.	VSU Spring Water )	
4:41-5:00 pm	DOF Sustained Yield	<i>Dr. Teofanes A. Patindol</i>

**ANNUAL VSU IGP AND STF PROJECTS REVIEW**

Visayas State University  
OVPPRGEA Conference Room  
16-17 July 2015



*You're Invited*

REVIEW PRESENTATION FORMAT

Title of Project: \_\_\_\_\_  
Name of Presenter: \_\_\_\_\_

1. Brief description of the project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Target based on 2014 plans  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Accomplishments in 2014

OBJECTIVES	ACCOMPLISHMENTS	REMARKS
a. Financial a.1 a.2		
b. Non-Financial b.1 b.2		

4. Presentation of 2013 and 2014 Total Income and Expenses:

INCOME	2013	2014
Account Title	Amount	Amount
Sales/Income		
Other Income		
EXPENSES		
Account Title	Amount	Amount
Electricity		
Communications		
Wages		
Proportionate Salary of Project Manager/ Other employees assigned (%)		
Supplies Expenses		
Travel Expenses		
Depreciation		
Repair and Maintenance		

5. Problems encountered and actions taken:

PROBLEMS ENCOUNTERED	ACTIONS TAKEN
1.	
2.	

6. 2014 Plans and/or recommendations:

PLANS	RECOMMENDATIONS
a.	
b.	
c.	