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MEMORANDUM CIRCULAR NO. 91
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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 External 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 2018 Annual Accomplishment Report

The year is almost over and as our usual activity we are required to prepare our accomplishment reports for the year. In this connection, please prepare and submit the 2018 Annual Report following the attached format and schedules:

- a. Submission of 2018 Annual Accomplishment Reports to respective Deans and Directors, copy furnished the Vice President for Planning, Resource Generation & External Affairs, on or before **December 20, 2018**.
- 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 **January 4, 2019**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the Office of the President on or before **January 15, 2019**.

For immediate compliance.


EDGARDO E. TULIN
President