

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

145
September 7, 1988

Memorandum No. 123
Series of 1988

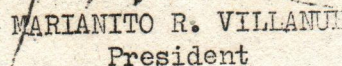
TO: Dept./Office Heads and Center Directors

Re: Submission of 1990 Annual Development Plans and
Budget Proposals

In accordance with the new planning and budget cycle, all department/office heads and center directors are hereby reminded to prepare their 1990 Annual Development Plans and Budget Proposals and to submit these in accordance with the attached schedule. The directors should likewise review and consolidate the plans and budgets of their respective units and submit them to the Planning and Development Office, on or before November 1, 1988. In the past it became difficult to get the materials on time from some of the ViSCA units resulting in unnecessary delay in the preparation of the final draft. Please consider the time table prescribed.

You may follow the format attached.

For your guidance and compliance.


MARIANITO R. VILLANUEVA
President