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Office of the President

20 November 2009

MEMORANDUM CIRCULAR NO. 68
Series of 2009

T O: Vice Presidents for Administration & Finance, Academic Affairs, Research & Extension, and Planning & Resource Generation; Deans of Colleges, Graduate School, Students, and Satellite Campuses; Department Heads; Directors of Research Centers, Finance, Administration, General Services, and Auxiliary Services; Office/Unit Heads

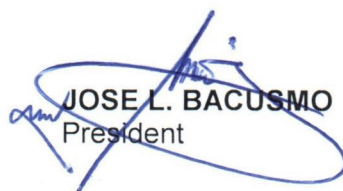
R E: Submission of the 2009 Annual Accomplishment Report

The year is almost over and as expected we are required to prepare our accomplishment reports for the year. Please follow the schedule below so that we can consolidate and release the University's 2009 Annual Report earlier:

- a. Submission of 2009 Annual Accomplishment Reports to respective Deans and Directors copy furnished the Vice President for Planning & Resource Generation on or before **December 15, 2009**.
- 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 on or before **December 29, 2009**.
- c. Submission of the summarized reports of the three Vice Presidents to the Office of the President on or before **January 15, 2010**.

Attached are the format and flow chart for your guidance.

For immediate compliance.


JOSE L. BACUSMO
President

FLOW CHART OF THE 2009 ANNUAL REPORT PREPARATION

**PREPARATION OF
2009 ANNUAL REPORT**

**COPY FURNISHED
VP for PLANNING &
RESOURCE GENERATION**

**SUMMARIZES
ANNUAL REPORT**

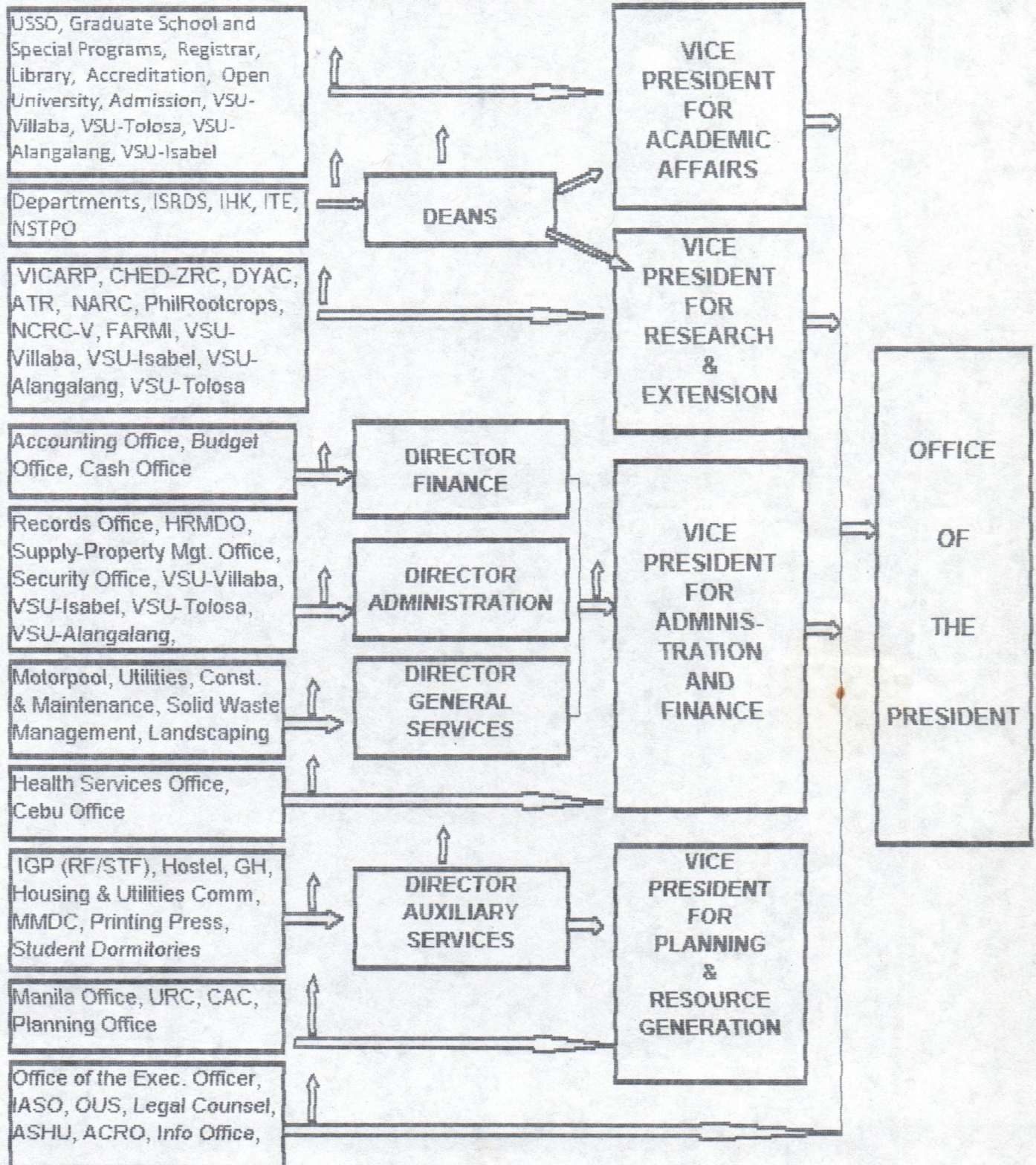
**FINAL
SUBMISSION**

BEGIN

December 15, 2009

December 29, 2009

January 15, 2010



FORMAT FOR THE 2009 ANNUAL REPORT

Colleges/Academic Departments

I. Instruction

A. Highlights: Important accomplishments: (a) in relation to targets and (b) others

B. New Curricular Offerings and Curriculum Development

C. Faculty Performance

1. Awards received

NAME OF AWARD	NAME OF Awardee	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

2. Other achievements

D. Faculty Development

1. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

E. Student Performance

1. Licensure Examinations (list of placers and passers; percentage passing – institution & national; date of examination)

2. Awards Received

3. Student Activities

F. Linkages (international, national, regional, local, NGOs, etc.) – include the nature of MOA signed with agencies during the year in review.

II. Research

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed for dissemination
- D. Linkages (include the nature of MOA signed with agencies during the year)

III. Extension

- A. Highlights: Important accomplishments, awards received, etc., (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants

- D. Linkages (include the nature of MOA signed with agencies)
- E. Other Accomplishments (example: pilot projects established, etc.)

IV. Administration

- A. Include what changes had been implemented to show your department/college is better than last year (include new policies, new procedures/processes, etc.).
 - Describe the policy/procedure/process implemented that improve the output of your department/college.
 - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

NOTE:

Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning and Resource Generation (OVPPRG).

FORMAT FOR THE 2009 ANNUAL REPORT
Vice President for Research and Extension and Research Centers

I. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others

A. Staff Development

1. List of faculty/staff on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE	SPONSORING AGENCY
a. International					
b. National					
c. Regional					
d. Local					

B. Staff Performance

1. Awards Received

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

II. Research

A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others

B. Significant results of completed and ongoing researches

C. List of matured technologies developed and technologies for dissemination

D. Linkages – include nature of MOA signed with agencies

III. Extension

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/Participants	Date and Place of Training	Number of Participants

- D. Linkages – include nature of MOA signed with agencies
- E. Other Accomplishments (example: pilot projects established, demo farms, technical assistance and other extension activities conducted)

IV. Administration

- A. Include what changes had been implemented to show your center/office is better than last year (include new policies, new procedures/processes, etc.).
 - Describe the policy/procedure/process implemented that improve the output of your office/center.
 - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

NOTE:

Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning & Resource Generation (OVPPRG).

FORMAT FOR THE 2009 ANNUAL REPORT
University Registrar

I. Highlights: Important accomplishments (a) in relation to targets and (b) others

II. Enrollment, Graduate and Delinquency Reports

A. Enrollment

1. Enrollment of students by program and by semester

B. Graduates

1. Number of graduates by program and by semester
2. List of Licensure Exam Passers (include date of exam, passing percentage (national and institutional))

C. Dropouts

1. List of Dropouts of students by course, sex and by semester

D. Delinquency Status

1. List of delinquent students by course, sex and by semester (warning, probation, dismissed).

E. New Policies Implemented – new changes to improve registration procedures.

III. New Curricular Offerings and BOT Resolution Number

IV. Manpower Profile and Development

A. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

C. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

FORMAT FOR THE 2009 ANNUAL REPORT
Administrative Offices/Units

I. **Highlights:** Important accomplishments (a) in relation to targets and (b) others

II. **Manpower Profile and Development**

A. Staff Profile (include educational attainment and status of appointment)

B. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. <i>International</i>				
b. <i>National</i>				
c. <i>Regional</i>				
d. <i>Local</i>				

2. List of staff pursuing graduate studies whether on scholarship or on their own.

C. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

D. Title/Number of trainings conducted and type of participants

E. Changes in the procedure/process, etc. to improve performance; implementation of new policies, etc.

III. **Linkages** – include nature of MOA signed with agencies

NOTE:

Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Planning Office.

FORMAT FOR THE 2009 ANNUAL REPORT
University Student Services Office

I. Highlights: Important accomplishments (a) in relation to targets and (b) others

II. Manpower Profile and Development

A. Staff Development

1. List of trainings attended (local, regional, national, international)

TITLE OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

B. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

III. Student Performance

A. Awards Received (individual or by student organizations)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

B. Activities of Student Organizations

IV. Administration

A. New Policies Implemented. Changes in procedures/processes to improve performance of the unit.

- Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

V. Linkages