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Office of the President

31 January 2013

MEMORANDUM NO. 22

Series of 2013

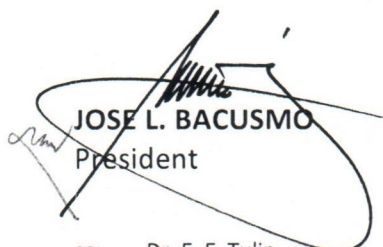
T O: All Project Leaders/Managers of IGP and STF Projects

R E: 2013 Annual Review of IGP and STF Projects

Please be informed that the **2013 Annual Review of IGP and STF Projects** will be on **February 19-21, 2013** at the **2nd Floor of the Center for Continuing Education**. 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 2013 including the projected income and expenses considering full accounting.

All project leaders/managers are required to prepare a presentation in matrix form following the attached format. Eight (8) hard copies and an e-copy should be submitted to the Office of the Vice President for Planning and Resource Generation (OVPPRG) on or before February 12, 2013. Please be reminded that as provided for in the attached program of activities, each presenter is given 10 minutes for oral presentation and another 10 minutes is allotted to answer questions from the evaluators.

For your information and guidance.


JOSE L. BACUSMO
President

cc: Dr. E. E. Tulin
Dr. S. C. Bantugan
Records
File

REVIEW PRESENTATION FORMAT

Title of Project: _____

Name of Presenter: _____

1. Brief description of the project:

2. 2012 Accomplishments

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

3. Presentation of 2011 and 2012 Total income and expenses:

INCOME	2011	2012
Account Title	Amount	Amount
Sales/Income		
Other Income		
Total		
EXPENSES		
Account Title	Amount	Amount
1. Personal Services		
- Salary (Manager Proportionate Amount)		
- Wages		
2. Maintenance and Other Operating Expenses (MOOE)		
- Supplies		
- Travel		
- Electricity		
- Communications		
- Depreciation		
- Repair and Maintenance		
3. Capital Outlay		
Total		

4. Problems encountered and actions taken

PROBLEMS ENCOUNTERED	ACTIONS TAKEN
a.	
b.	

5. 2013 Objectives and Performance Targets

OBJECTIVES	TARGET (Total)	TARGET BY QUARTER			
		Q1	Q2	Q3	Q4
a. Financial					
b. Non-financial					

6. Budget for 2013 and Projected Income

PROJECTED INCOME	2013
Account Title	Amount
Sales/Income	
Other Income	
Total	
EXPENSES	Amount
Account Title	
4. Personal Services	
- Salary (Manager Proportionate Amount)	
- Wages	
5. Maintenance and Other Operating Expenses (MOOE)	
- Supplies	
- Travel	
- Electricity	
- Communications	
- Depreciation	
- Repair and Maintenance	
6. Capital Outlay	
Total	