

08

Visayas State College of Agriculture
Baybay, Leyte

December 17, 1999

OFFICE OF THE PRESIDENT

Memorandum No. 137
Series of 1999

T O: Vice Presidents for Administration and Academic Affairs; Superintendents of LNCAS, INAVS, LSSA and LSSF; All Department Heads; Research Center Directors; Office/Unit Heads; Directors of Instruction, Research and Development, Extension and Non-Formal Education, Office of Student Affairs and Land Use and Agribusiness Project

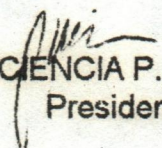
R E: SUBMISSION OF THE 1999 ANNUAL REPORT

Please submit your 1999 annual report to your respective Directors and Vice Presidents, copy furnished the Planning and Development Office on or before **December 29, 1999**. The following directors shall make a summary of the accomplishments of the different departments, research centers and offices/units under them and submit to their respective Vice Presidents on or before **January 7, 2000**. The summarized reports shall be submitted to the Office of the President not later than **January 14, 2000**.

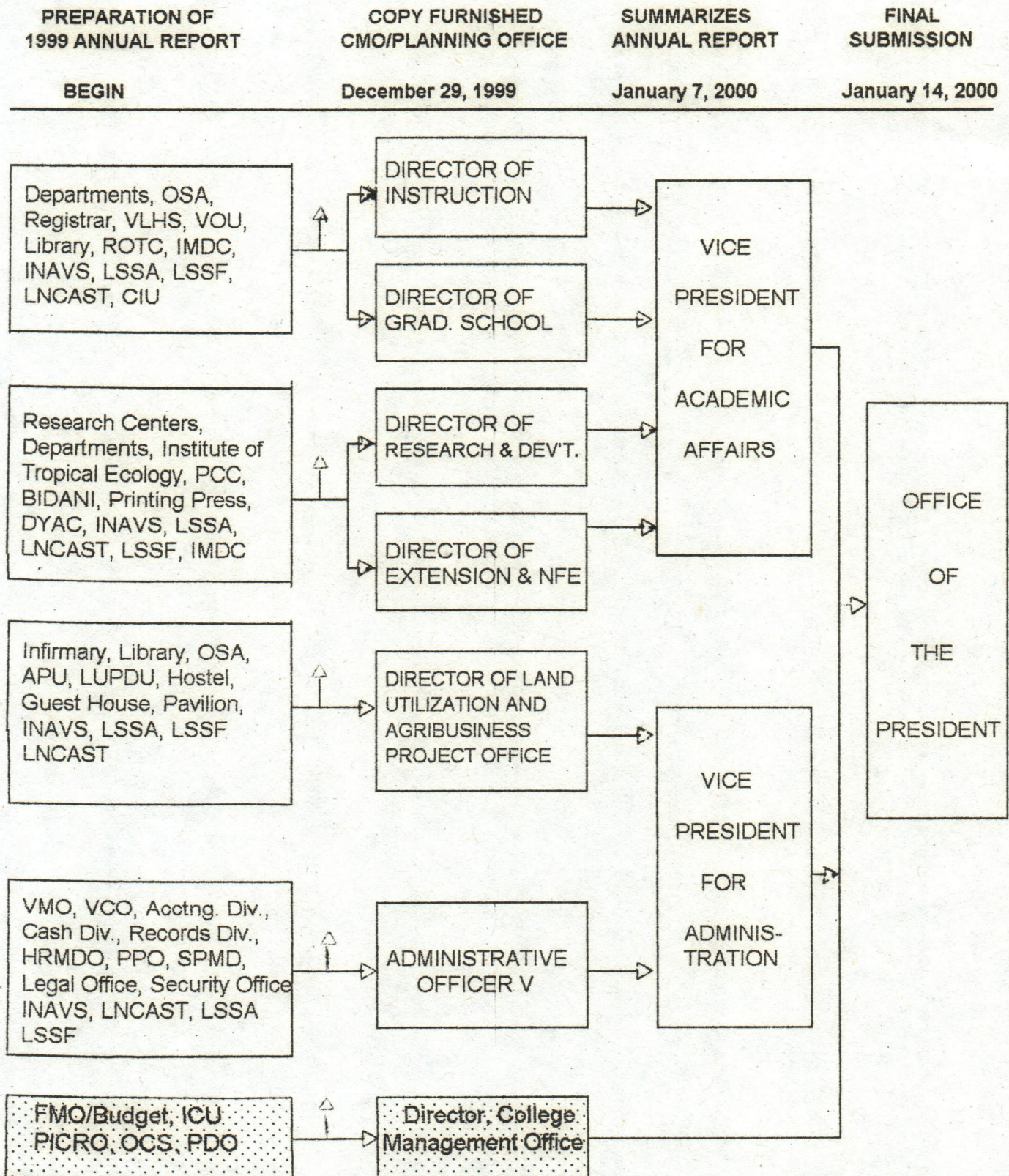
1. Director of Instruction (Instruction Accomplishments)
2. Director of Research and Development (Research & Devt. Accomplishments)
3. Director of Extension and Non-Formal Education (Extension and NFE Accomplishments)
4. Director of Graduate School (Graduate School Accomplishments)
5. Director of LUAP (Accomplishments of Auxiliary Services)
6. Administrative Officer V (Administrative Offices & Units)

Attached are the format and flow chart for your guidance.

For immediate compliance.


PACIENCIA P. MILAN
President

FLOW CHART OF THE CY 1999 ACCOMPLISHMENT REPORT PREPARATION



FORMAT FOR THE 1999 ANNUAL REPORT
Administrative Offices/Units and Auxiliary Services

- I. Highlights (Important accomplishments)
- 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)
 - 2. List of staff pursuing graduate studies whether on scholarship or on their own.
 - C. Staff Performance (awards received, etc.)
- III. Facilities - acquired in 1999 only
- IV. Linkages
- V. Other Accomplishments
- VI. Problems Encountered and Actions Taken