December 17, 1999

## OFFICE OF THE PRESIDENT

Memorandum No. <u>137</u> Series of 1999

T O: Vice Presidents for Administration and Academic Affairs; Superintendents of LNCAST, 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 <u>Directors and Vice Presidents</u>, copy furnished the <u>Planning and Development Office</u> on or before <u>December 29</u>, 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 <u>Vice Presidents</u> on or before <u>January 7</u>, 2000. The summarized reports shall be submitted to the <u>Office of the President</u> not later than <u>January 14</u>, 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 LUAPO (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

PREPARATION OF COPY FURNISHED SUMMARIZES FINAL 1999 ANNUAL REPORT CMO/PLANNING OFFICE ANNUAL REPORT SUBMISSION BEGIN December 29, 1999 January 7, 2000 January 14, 2000 DIRECTOR OF Departments, OSA, MINSTRUCTION Registrar, VLHS, VOU, Library, ROTC, IMDC, VICE INAVS, LSSA, LSSF, LNCAST, CIU DIRECTOR OF PRESIDENT GRAD. SCHOOL FOR ACADEMIC Research Centers, DIRECTOR OF Departments, Institute of RESEARCH & DEV'T. AFFAIRS Tropical Ecology, PCC, BIDANI, Printing Press. OFFICE DYAC, INAVS, LSSA, LNCAST, LSSF, IMDC DIRECTOR OF **EXTENSION & NFE** OF Infirmary, Library, OSA, THE APU, LUPDU, Hostel, DIRECTOR OF LAND Guest House, Pavilion, UTILIZATION AND INAVS, LSSA, LSSF PRESIDENT **AGRIBUSINESS** LNCAST PROJECT OFFICE VICE PRESIDENT FOR VMO, VCO, Acctng. Div., Cash Div., Records Div., ADMINIS-HRMDO, PPO, SPMD, **ADMINISTRATIVE** TRATION Legal Office, Security Office OFFICER V INAVS, LNCAST, LSSA LSSF FMO/Budget, ICU Director, College PICRO, OCS, PDO Management Office

## 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