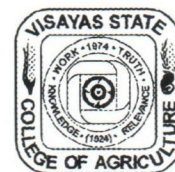


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



10 October 2000

MEMORANDUM CIRCULAR NO. 81

Series of 2000

T O: Vice Presidents for Administration and Academic Affairs; All Department Heads, Graduate School and Center Directors, Office/Unit Heads, Directors of Instruction, Research and Development, Extension and Non-Formal Education, and OSA, Administrative Officer V, and Superintendents of INAVS, LNCAST, LSSA and LSSF

R E: Preparation of the CY 2001 Annual Development Plan

Please submit your CY 2001 Annual Development Plan to your respective Directors, copy furnished the Planning and Development Office, on or before October 27. The Vice Presidents will again consolidate the plans of the different directors and will submit one copy to the Office of the President not later than November 3, 2000.

Attached are the format and flow chart for your guidance.

For immediate compliance.


PACIENCIA P. MILAN

President

CY 2001 Annual Development Plan Format

I. Introduction

- Situational Analysis

II. Objectives by function (must be measurable)

- Instruction
- Research
- Extension
- Production

III. Targets

- Quantification of objectives
- Specify in numeral terms the intended output of every activity by function: instruction, research, extension, production

IV. Strategies (by function)

- Identify the general approach to be adopted to attain the objectives set

V. Programs/Projects

- List all programs/projects by function

VI. Plan Implementation and Monitoring

- Ways/methods by which the instruction, research, extension, and production programs/projects identified will be implemented and monitored.

VII. Development Administration and Financing

- Budgetary requirements

FLOW CHART OF THE CY 2001 ANNUAL DEVELOPMENT PLAN PREPARATION

