



12 December 2023

MEMORANDUM CIRCULAR NO. 185
Series of 2023

T O: All VPs, Deans, Directors and Heads

R E: Operational Planning and Revisiting of the Strategic Plan

The University Strategic Direction for 2024 had been presented to the Vice Presidents, Deans, and other members of VSU staff and faculty. We have submitted our OTPs enumerating our accomplishments, and the risk assessments are now being verified.

Now is the time to conduct a review of your "unit's" annual strategic plan for 2023 and establish an annual strategic plan for 2024 with the University Strategic Plan of 2017 to 2027, the University Strategic Direction for 2024, and your other previous plans as reference and bases.

In view of the forthcoming ISO February 2024 Visit, we have to conduct and produce the operational plan and the work and financial plan for 2024 to show the plans we have from the smallest functional.

Hence, it is expected that updates of the following documents shall be received by the Planning Office **on or before January 10, 2024**:

- | | |
|--------------|-------------|
| 1. SWOT 2024 | 4. OTP 2024 |
| 2. NIEP 2024 | 5. WFP 2024 |
| 3. ROAM 2024 | |

Each of these documents should be approved by the responsible officers. Do not forget to submit your OPCR's both for the 2023 Accomplishments and 2023 Targets.

Distribution of Copies

Three copies should be printed and submitted through channels and reviews and approved accordingly. One copy for the unit file, another for the dean/director/VP, and the other copy for the Planning Office.

Reminder for the Deputy Risk Managers

Deputy Risk Managers are to assist in the creation or updating of the Planning forms. The planning forms are available in the QMS portal via Google Drive.

For your information and guidance.



DANIEL LESLIE S. TAN
OIC-President

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000