



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

14 December 2001

MEMORANDUM CIRCULAR NO. 79
Series of 2001

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

R E: Submission of the 2001 Annual Report

Please submit your accomplishment reports for CY 2001 to your respective Directors and Vice Presidents, copy furnished the Planning and Development Office on or before **December 21, 2001**. The following Directors shall make a summary of the accomplishments of the different departments, research centers and office/units under them and submit to their respective Vice Presidents on or before **December 28, 2001**. The summarized reports shall be submitted to the Office of the President not later than **January 11, 2002**.

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

Attached are the format and flow chart for your guidance.

For immediate compliance.


PACENCIA P. MILAN
President

FORMAT FOR THE 2001 ANNUAL REPORT Academic Departments

I. Instruction

A. Highlights (important accomplishments)

B. New Curricular Offerings and Curriculum Development

C. Faculty Performance

1. Awards received

NAME OF AWARD	NAME OF Awardee	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

2. Other achievements

D. Faculty Development

1. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

E. Student Performance

1. Licensure Examinations (list of placers and passers)

2. Awards Received

3. Student Activities

F. Linkages (International, national, regional, local, NGOs, etc.)

G. Other Accomplishments

II. Research

- A. Highlights (Important accomplishments, awards received, etc.)
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed for dissemination
- D. Linkages
- E. Other Accomplishments

III. Extension

- A. Highlights (Important accomplishments, awards received, etc.)
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants

- D. Linkages
- E. Other Accomplishments (example: pilot projects established, etc.)

IV. Facilities

- A. List of facilities acquired in 2001 only

NOTE:

1. Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Planning and Development Office.
2. Provide captions indicating the occasion, date/time, place and names of persons/visitors found in the picture including positions of visitors.
3. Pictures submitted will be returned to the respective departments/centers/offices.

FORMAT FOR THE 2001 ANNUAL REPORT

Research Centers, ODRD and ODEX-NFE

I. Highlights of Accomplishments (Important accomplishments, awards received, etc.)

A. Staff Development

1. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

B. Staff Performance

1. Awards Received

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

2. Other Achievements

II. Research

- A. Highlights (Important accomplishments, awards received, etc.)
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed and technologies for dissemination
- D. Linkages
- E. Other Accomplishments

III. Extension

- A. Highlights (Important accomplishments, awards received, etc.)
- B. Significant results of completed and ongoing extension projects

C. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants

D. Linkages

E. Other Accomplishments (example: pilot projects established, etc.)

IV. Facilities

A. List of facilities acquired in 2001 only

NOTE:

1. Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Planning and Development Office.
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FORMAT FOR THE 2001 ANNUAL REPORT
College Registrar

I. Highlights (Important accomplishments)

II. Enrollment, Graduate and Delinquency Reports

A. Enrollment

1. Enrollment of students by program and by semester

B. Graduates

1. Number of graduates by program and by semester
2. List of Licensure Exam Passers

C. Dropouts

1. List of Dropouts of students by course, sex and by semester

D. Delinquency Status

1. List of delinquent students by course, sex and by semester (warning, probation, dismissed).

III. New Curricular Offerings and BOT Resolution Number

IV. 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)

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

2. List of staff pursuing graduate studies whether on scholarship or on their own.

C. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF Awardee	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

V. Facilities - acquired in 2001 only

FLOW CHART OF THE CY 2001 ACCOMPLISHMENT REPORT PREPARATION

PREPARATION OF
2001 ANNUAL REPORT

COPY FURNISHED
CMO/PLANNING OFFICE

SUMMARIZES
ANNUAL REPORT

FINAL
SUBMISSION

BEGIN

December 21, 2001

December 28, 2001

January 11, 2002

