



# Visayas State University

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## Office of the President

7 February 2011

**MEMORANDUM NO. 72**

Series of 2011

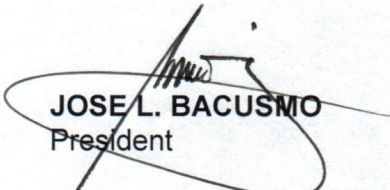
**T O: All Project Leaders/Managers of IGP & STF Projects**

**R E: 2011 Annual Review of IGP & STF Projects.**

Please be informed that the 2011 Annual Review of IGP & STF Projects will be on **February 28 - March 2, 2011** at the **2<sup>nd</sup> Floor of the Center for Continuing Education**. You are therefore required to attend and present the status of your project, the implementation of the previous years' recommendations, your plans and targets for the year 2011 including the projected income and expenses considering full cost accounting.

All project leaders/managers are required to prepare a presentation in matrix form following the attached format. Eight (8) hard copies and an e-copy should be submitted to the Office of the IGP Director on or before February 25, 2011. Please be reminded that as provided for in the attached program of activities, each presenter is given only 10 minutes and another 10 minutes is allotted for the questions from the evaluators.

For your information and guidance.

  
**JOSE L. BACUSMO**  
President

cc: Dr. E. Tulin  
Dr. S. Bantugan  
Records  
File