

Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu-visca.edu.ph

Office of the President

11 January 2011

MEMORANDUM CIRCULAR NO. 5

Series of 2011

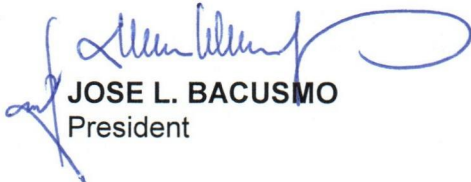
T O: All IGP Project Managers

R E: Seminar on Report Preparation

The IGP Board of Management noted the delay in the submission of project reports by some Project Managers probably due to the tedious job in preparing said reports. In this connection, the Board came up with a template of all these forms to facilitate preparation of reports.

A half-day seminar-workshop in the preparation of IGP Project Reports is therefore scheduled by the IGP Board of Management on **January 28, 2011** at the **CCE Building** to start at exactly **1:00 p.m.** All Project Managers and the clerk in charge in the preparation of project reports are therefore required to attend this seminar-workshop. Kindly bring a laptop installed with MSExcel and your report for January 2011.

For compliance.



JOSE L. BACUSMO
President

SEMINAR ON IGP REPORT PREPARATION

January 28, 2011

1:00 p.m. - 1:30 p.m.

Registration

1:30 p.m. - 2:00 p.m.

Opening Program

Invocation

Pambansang Awit

Opening Remarks

- **Ms. Ma. Fe Limsiaco**

- **Dr. Edgardo E. Tulin**

VP for Planning & Resource Generation

Intermission Number

Message

- **Dr. Jose L. Bacusmo**

University President

2:00 p.m. – 2:15 p.m.

**Rationale of the Seminar and
other Administrative details**

- **Dr. Sulpecio C. Bantugan**
Director, IGP

2:15 p.m. – 3:30 p.m.

How to Prepare the Reports

- **Dr. Fe M. Gabunada**
Member, IGP-BOM

- **Prof. Alan B. Loreto**
Member, IGP-BOM

3:30 p.m. – 4:30 p.m.

Workshop

4:30 p.m. – 5:00 p.m.

Closing Program

Message

Distribution of Certificates

Closing Remarks

- **Dr. Jose L. Bacusmo**

- **Dr. Edgardo B. Tulin**