



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**




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**MEMORANDUM CIRCULAR NO. 252**  
Series of 2024

**TO:** All Vice Presidents  
All Center/Office Directors  
All College Deans  
All Department/Unit Heads  
All dDRCs  
ISO Core Team

**RE:** Submission of 2024 Accomplishment in Preparation for the  
University Management Review

**FROM:**   
DR. PROSE IVY G. YEPES  
University President

**DATE:** November 6, 2024

In view of **Management Review Committee Meeting** scheduled on **November 25-26, 2024**, all Offices/Units are hereby requested to **submit their accomplishments as of November 10, 2024**, using the OTP monitoring form. Your participation in this process is essential to ensure accurate tracking and reporting of our progress and achievements as a university.

Hereunder is the schedule:

<b>November 12, 2024</b>	<b>Unit Heads to Directors:</b> (Submit one copy to the respective Director, and one Hardcopy and softcopy to the Planning Office.)
<b>November 13, 2024</b>	<b>Directors to Vice President:</b> (Submit one copy to the respective Vice President, and one Hardcopy and softcopy to the Planning Office.)
<b>November 15, 2024</b>	<b>Vice Presidents to Planning Office and Risk Management Office:</b> (Submit final monitoring forms to the Planning Office and the Risk Management Office.)

All offices/Units are requested to review and complete their respective monitoring forms thoroughly, following the dates outlined above.

For your guidance and compliance.

**OFFICE OF THE PRESIDENT**

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