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WORK GUIDE FOR 1995-1996

Work Area

Key Implementors

September 21, 1994

1. Improvement of internal efficiency and effectiveness thru economical

MEMORANDUM NO. 98

Series of 1994

- a. Increase work output by 10% with same or lesser resource

Vice-Presidents, Directors, Dept./Office/Unit Heads

T O: Dr. Vicente A. Quiton

Dr. Justiniano L. Seroy

Dr. Alicia S. Go

President, Vice-Presidents, Directors, Department/Office/Unit Heads

Dr. Ernesto C. Bumatay

Dr. Jose M. Alkuino, Jr.

Vice-President for Admin.,

Dr. Dolores L. Alcober

Dept./Office/Unit Heads,

Dr. Isabel P. Bertulfo

Project Leaders and Supply Office

Dr. Basilio A. Dabuet

Dr. Rodolfo A. Paningbatan

Dr. Sulpecio C. Bantugan

Vice-Presidents, Directors, Dept./Office/Unit Heads

- d. Carefully evaluate administrative staff performance and utilize results for improvement of work output

With Dr. Vicente A. Quiton as Chairman, you are directed to organize yourselves into a committee that will oversee the integration of the following concerns into the different courses offered by the College:

2. Improve production project intake thru effective cost control and monitoring of produce

Project managers

1. Values education

2. Sustainable agriculture

3. Population education

4. Gender issues

5. Cooperativism

Vice-President for Admin., Management Committee and Agribusiness Instructors and students

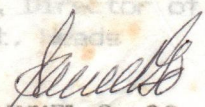
4. Ladderize the curriculum. However, identification of courses where each concern can be appropriately integrated should be done at the committee level.

Vice-Pres. for Acad. Affairs, ODI, Director of Grad. School, Dept. Heads concerned and Curriculum Committee

Please be guided accordingly.

5. Improve teaching thru the use of effective teaching-learning strategies and thorough preparation of teaching materials; utilization of teaching evaluation results to improve teaching performance

Vice-Pres. for Acad. Affairs, ODI, Director of Grad. School, Dept. Heads


SAMUEL S. GO
President

6. Balance staff workload thru a systematized workload distribution among affiliate staff

Vice-Pres. for Acad. Affairs, ODI, Research Center Directors, Director of Grad. School and Dept. Heads