

## Visayas State University

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Office of the President

28 November 2014

MEMORANDUM CIRCULAR NO. 62
Series of 2014

- O: Vice Presidents for Instruction, Research and Extension, Planning Resource Generation & External Affairs, and Administration and Finance; Deans of Colleges, Graduate School, Students, and Satellite Campuses; Department Heads; Directors of Research Program, Development/Extension Program, RDE Network, Research Centers, Finance, Administration and Human Resource Development, General Services, and Resource Generation; and Heads of Office/Unit
- R E: Submission of the 2014 Annual Accomplishment Report

The year is almost over and as our yearly activity we are required to prepare our accomplishment reports for the year. In this connection, please prepare and submit the 2014 Annual Report following the attached format and schedules:

- a. Submission of 2014 Annual Accomplishment Reports to respective <u>Deans and Directors</u>, copy furnished the <u>Vice President for Planning, Resource Generation & External Affairs</u>, on or before **December 19, 2014**.
- b. Submission of summary of accomplishments by the Deans/Directors of the different departments, research centers and offices/units under them to their respective <u>Vice Presidents</u>, copy furnished the <u>Vice President for Planning, Resource Generation & External Affairs</u>, on or before **December 24, 2014**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the <u>Office of the President</u> on or before **January 14, 2015.**

For immediate compliance.

JOSE L. BACUSMO President

## FLOW CHART OF THE 2014 ANNUAL REPORT PREPARATION

PREPARATION OF 2014 ANNUAL REPORT

ASHU, ACRO, Info. Office

COPY FURNISHED **VP for PLANNING &** RESOURCE GENERATION SUMMARIZES ANNUAL REPORT SUBMISSION

FINAL

BEGIN December 19, 2014 December 24, 2014 Jan. 14, 2015 USSO, Graduate School Online Programs, Registrar, VICE Library, Quality Assurance PRESIDENT Office, VSU Alangalang, VSU FOR Isabel, VSU Tolosa, VSU INSTRUCTION Villaba **DEANS OF** Academic Departments & COLLEGES Institutes VICE Res. Program, Dev't/Ext'n **PRESIDENT** Program, RDE Network, FOR Research Centers, RCC R&D RESEARCH Center, NCERC, NCRC-V. AND PhilRootcrops, NARC, Eco-**EXTENSION** FARMI, External Campuses DIRECTOR FOR OFFICE Accounting Office, Budget **FINANCE** Office, Cash Office DIRECTOR FOR VICE OF PRPEO. Records Office. **PRESIDENT** ADMIN. & HUMAN Training & Dev't. Office RESOURCE DEV'T FOR ADMINIS-THE TRATION IDBMU, PESMU, WSSMU, DIRECTOR FOR AND HELVMU, LSWMU GENERAL **FINANCE SERVICES** PRESIDENT VSU Health Services Office. Cebu Office, SPMO, PMO, Security Office, ILFMU, UCO DIRECTOR. RESOURCE IGP (RF/STF), Housing & VICE GENERATION Utilities Office, Recreational PRESIDENT **OFFICE** Facilities & Eco-Tourism Off **FOR** PLANNING. Planning Office, MIS, Faculty DIRECTOR. RESOURCE **GENERATION &** & Staff Dev. Office PLANNING & DEV **EXTERNAL** OFFICE **AFFAIRS** Manila Office, Univ. Review Center Office of the Exec. Assist. IASO, OUS, Legal Office,

Graduate School

I. Highlights: Important accomplishments (a) in relation to targets and (b) others

#### II. Graduate Students

- A. Enrollment
  - Enrollment of students by program and by semester (include external campuses)
- B. Graduates
  - Number of graduates by program and by semester (include external campuses)
- C. Scholarships enjoyed by Graduate Students
  - 1. Number of Scholars by Type and by Funding Agency Per Semester

D Awards Received by Graduate students (individual or by student organization)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE	AGENCY THAT GAVE THE AWARD	WHERE GIVEN
				Total Action Control of Control o	

- E. New Policies Implemented new changes to improve registration procedures.
- III. New Curricular Offerings and BOR Resolution Number
- IV. Manpower Profile and Development
  - A. 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				

B. 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)

University Student Services Office

- I. Highlights: Important accomplishments (a) in relation to targets and (b) others
- II. Manpower Profile and Development
  - A. Staff Development
    - 1. List of trainings attended (local, regional, national, international)

TITLE OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International	And the state of t		-	
b. National			-	
c. Regional				1-19-
d. Local				

B. Staff Performance (awards received, etc.)

	 PURPOSE OF THE AWARD	 AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)
			-

#### III. Students

A. Awards Received (individual or by student organizations)

 	1	1	AGENCY THAT GAVE THE AWARD	VVHERE GIVEN
			110	

- B. Activities of Student Organizations
- C. Number of Scholars by Type and by Funding Agency Per Semester
- D. Number of students accommodated in university student dormitories

#### IV. Administration

- A. New Policies Implemented. Changes in procedures/processes to improve performance of the unit.
  - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

## V. Linkages

University Registrar

- I. Highlights: Important accomplishments (a) in relation to targets and (b) others
- II. Enrollment, Graduates, Number of Board Placers/Passers and Delinquency Reports
  - A. Enrollment
    - 1. Enrollment of students by program and by semester (include external campuses)
  - B. Graduates
    - 1. Number of graduates by program and by semester (include external campuses)
  - C. List of Licensure Exam Passers [include date of exam, passing percentage (national and institutional)]
  - D. Dropouts
    - 1. List of Dropouts of students by course, sex and by semester
  - E. Delinquency Status
    - List of delinquent students by course, sex and by semester (warning, probation, dismissed).
- III. New Curricular Offerings and BOR Resolution Number
- IV. Manpower Profile and Development
  - A. Staff Development
    - 1. List of trainings attended (local, regional, national, international)

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLAÇE	DATE
a. International				
b. National				
c. Regional				
d. Local				7

B. Staff Performance (awards received, etc.)

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

#### V. Administration:

A. New Policies Implemented – new changes to improve registration procedures and office management.

# FORMAT FOR THE 2014 ANNUAL REPORT University Library

- I. Highlights: Important accomplishments (a) in relation to targets and (b) others
  - a. Acquisitions during the year and donations received
  - b. Total accessioned volumes at the end of the year
- II. 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 OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
3.	International				1
b.	National				
O.	Regional				
ď.	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 AVAIARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

- D. Title/Number of trainings conducted and type of participants
- E. Changes in the procedure/process, etc. to improve performance; implementation of new policies, etc.
- III. Linkages include nature of MOA signed with agencies

#### NOTE:

Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation & External Affairs (OVPPRGEA).

# FORMAT FOR THE 2014 ANNUAL REPORT Colleges/Academic Departments/Institutes

#### I. Instruction

- A. Highlights: Important accomplishments: (a) in relation to targets and (b) others
- B. New Curricular Offerings and Curriculum Development
- C. Faculty Performance
  - 1. Awards received

NAME OF AWARD	NAME OF	PURPOSE OF	DATE	AGENCY THAT	WHERE GIVEN
	AWARDEE	THE AWARD	GIVEN	GAVE THE AWARD	(PLACE)
	and the same of th				10

- 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
	and the state of t	11114			
		111111111111111111111111111111111111111		-	

## 2. List of trainings/seminars/workshops attended

TITLE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International			Page 1	***************************************
b. National			The state of the s	-
c. Regional			A CONTRACTOR OF THE CONTRACTOR	
d. Local				

#### E. Student Performance

- Licensure Examinations (list of placers and passers; percentage passing institution & national; date of examination)
- 2. Awards Received
- 3. Student Activities
- F. Linkages (international, national, regional, local, NGOs, etc.) include the nature of MOA signed with agencies during the year in review.

#### II. Research

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed for dissemination
- D. Linkages (include the nature of MOA signed with agencies during the year)

#### III. Extension

- A. Highlights: Important accomplishments, awards received, etc., (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clienteles served per training

Title of Trainings/Services Rendered	Type of Clientele/ Participants	Date and Place of Training	Number of Participants
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		The second secon	
		The state of the s	

- D. Linkages (include the nature of MOA signed with agencies)
- E. Other Accomplishments (example: pilot projects established, etc.)

#### IV. Administration

- A. Include what changes had been implemented to show your department/college is better than last year (include new policies, new procedures/processes, etc.).
  - Describe the policy/procedure/process implemented that improve the output of your department/college.
  - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

#### NOTE:

Please provide a clear copy of pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation & External Affairs (OVPPRGEA).

Vice President for Research and Extension, Directors of Research Program, Development/Extension Program, RDE Network, Regional Climate Change R&D Center, Non-Convention Energy Research Center and Research Centers

 Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others

## A. Staff Development

1. List of faculty/staff on study leave

N.AME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION
					111111111111111111111111111111111111111
					The state of the s

## 2. List of trainings/seminars/workshops attended

TIT	LE	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE	SPONSORING AGENCY
a. Intern	national			5		
b. Natio	nal	***************************************			District of the spin spin spin of the spin spin spin spin spin spin spin spin	
c. Regio	mal					
d. Local				***		Table State

#### B. Staff Performance

#### 1. Awards Received

NAME OF AWARD	 PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	A A A A A Dessey J Street, See S. A. Chee L. A.

#### II. Research

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing researches
- C. List of matured technologies developed and technologies for dissemination
- D. Linkages include nature of MOA signed with agencies

#### III. Extension

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
- B. Significant results of completed and ongoing extension projects
- C. List of trainings conducted/services rendered and number of clienteles served per training

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

- D. Linkages include nature of MOA signed with agencies
- E. Other Accomplishments (example: pilot projects established, demo farms, technical assistance and other extension activities conducted)

#### W. Administration

- A. Include what changes had been implemented to show your center/office is better than last year (include new policies, new procedures/processes, etc.).
  - Describe the policy/procedure/process implemented that improve the output of your office/center.
  - Quantify the improvement: reduction in cost/time, efficiency, effectiveness, etc.

#### NOTE:

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# FORMAT FOR THE 2014 ANNUAL REPORT Administrative Offices/Units

- 1. Highlights: Important accomplishments (a) in relation to targets and (b) others
- II. 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 OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
Э.	International				
b.	National				1
0.	Regional	1			1
ď.	Local				The state of the s

- 2. List of staff pursuing graduate studies whether on scholarship or on their own.
- C. Staff Performance (awards received, etc.)

NAME OF AWARD	 PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)
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- D. Title/Number of trainings conducted and type of participants
- E. Changes in the procedure/process, etc. to improve performance; implementation of new policies, etc.
- III. Linkages include nature of MOA signed with agencies

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