

CP file

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 22, 1996

Memorandum No. 15
Series of 1996

T O: ALL Department Heads, Center Directors, Office/Unit Heads, Directors of Instruction, Research, Extension, LUAPO and Vice President for Administration

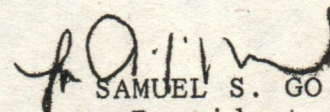
R E: SUBMISSION OF THE 1995 ANNUAL REPORT

As provided for under Section 5 of RA 6713, each office is required to submit its annual report by end of each year. Hence, you are hereby requested to submit your annual report to your respective directors, copy furnish the Planning and Development Office, on or before February 2, 1996. The following directors and the Vice President for Administration will make a summary of the accomplishments of the different departments, research centers, offices/units under them and submit it to the Office of the President not later than February 9, 1996:

1. Director of Research (Research Reports)
2. Director of Extension (Extension Reports)
3. Director of Instruction (Instruction Reports)
4. Director of Graduate School (Graduate School Report)
5. **Director, LUAPO (Auxiliary Service Reports)**
6. **Vice President for Administration**

Please follow the attached format and flow chart.

For immediate implementation.


SAMUEL S. GO
President

FORMAT FOR THE 1995 ANNUAL REPORT
Academic Departments

INSTRUCTION

- I. Highlights (Important accomplishments)
- II. New Curricular Offerings
- III. Faculty Profile (Number, educational attainment and field of specialization)
- IV. Faculty Development
 - List of faculty on study leave, their funding agencies, field of specialization, place of study and duration
 - List of trainings/seminars/workshops attended by faculty (international, national, regional, local)
- V. Student Activities and Development Programs
- VI. Board Exam Passers
- VII. Linkages
- VIII. Other Accomplishments

RESEARCH

- I. Highlights (Important accomplishments)
- II. Number of ongoing research projects by commodity
- III. List of completed R & D projects/studies by commodity
- IV. Matured technologies developed/disseminated
- V. Linkages
- VI. Other Accomplishments

EXTENSION

- I. Highlights (Important accomplishments)
- II. Ongoing extension projects
- III. Trainings conducted/services rendered (include number of clienteles served per training)
- IV. Linkages
- V. Other accomplishments (example: Pilot projects established, etc.)

FORMAT FOR THE 1995 ANNUAL REPORT
Director of Instruction

- I. Highlights (Important accomplishments)
- II. Enrolment Report
- III. New Curricular Offerings
- IV. Faculty Profile (Number, educational attainment and field of specialization)
- V. Faculty Development
 - List of faculty on study leave, their funding agencies, field of specialization, place of study and duration
 - Number of trainings/seminars/workshops attended by faculty by department (international, national, regional, local)
- VI. Student Activities and Development Programs
- VII. Board Exam Passers
- VIII. Linkages
- IX. Other Accomplishments

FORMAT FOR THE 1995 ANNUAL REPORT
(Research Centers/ Director of Research and Extension)

RESEARCH

- I. Highlights (Important accomplishments)
- II. Number of ongoing research projects by commodity
- III. List of completed R & D projects/studies by commodity
- IV. Matured technologies developed/disseminated
- V. Linkages
- VI. Other Accomplishments

EXTENSION

- I. Highlights (Important accomplishments)
- II. Ongoing extension projects
- III. Trainings conducted/services rendered (include number of clientele served per training)
- IV. Linkages
- V. Other accomplishments
(example: Pilot projects established, etc.)

FORMAT FOR THE 1995 ANNUAL REPORT
Auxiliary Services

- I. Library
 - a. Highlights (important accomplishments)
 - b. Acquisitions
 - c. Linkages
 - d. Other accomplishments
- II. Office of Student Affairs
 - a. Highlights (important accomplishments)
 - b. Student organizations and activities
 - c. Other accomplishments
- III. Infirmary
 - a. Highlights (important accomplishments)
 - b. Acquisitions
 - c. Linkages
 - d. Other accomplishments
- IV. LUAPO
 - a. Highlights (important accomplishments)
 - b. List of Ongoing Projects
 - c. Financial Statements of Income Generating Projects
 - d. Other Accomplishments

FORMAT FOR THE 1995 ANNUAL REPORT
Administrative Offices & Units

- I. Highlights (Important accomplishments)
- II. Manpower (profile by educational attainment, trainings attended and number of scholars)
- III. Physical Resources
- IV. Budget
- V. Linkages
- VI. Other Accomplishments

FLOW CHART OF THE 1995 ANNUAL REPORT PREPARATION

PREPARATION OF
ANNUAL REPORTS

COPY FURNISH
PLANNING OFFICE

SUMMARIZES
ANNUAL REPORTS

FINAL
SUBMISSION

