

VISAYA'S STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

January 2, 1995

OFFICE OF THE PRESIDENT


MEMORANDUM NO. 7
Series of 1995

T O : ALL DEPARTMENT/CENTER/OFFICE/UNIT HEADS
R E : Submission of the 1994 Annual Report

Using the previous year's format, please be reminded that each Office is required to submit its Annual Report at the end of the year.

Your accomplishment must be reflective of the targets presented in the 1994 Annual Development Plan. All reports must be submitted to the Office of the President not later than January 20, 1995.

For compliance.


SAMUEL S. GO
President