



# Visayas State University

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## Office of the President

11 December 2015


MEMORANDUM CIRCULAR NO. 81  
Series of 2015

- T 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, Regional Climate Change R&D Center, Non-Convention Energy Research Center, Finance, Administration and Human Resource Development, General Services, and Resource Generation; and Heads of Office/Unit
- R E:** Submission of the 2015 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 2015 Annual Report following the attached format and schedules:

- a. Submission of 2015 Annual Accomplishment Reports to respective Deans and Directors, copy furnished the Vice President for Planning, Resource Generation & External Affairs, on or before **December 21, 2015**.
- b. Submission of summary of accomplishments by the Deans/Directors of the different departments, research centers and offices/units under them to their respective Vice Presidents, copy furnished the Vice President for Planning, Resource Generation & External Affairs, on or before **December 29, 2015**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the Office of the President on or before **January 15, 2016**.

For immediate compliance.

  
**EDGARDO E. TULIN**  
President