

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

June 16, 1995

MEMORANDUM NO. 74  
Series of 1995

T O : ALL DEPARTMENT HEADS, CENTER DIRECTORS, OFFICE/UNIT HEADS

R E : 1996 ANNUAL DEVELOPMENT PLAN

Your unit/office/department/center's development plan for 1996 is due on or before June 30, 1995. Please submit your plan to this office using the attached format as your guide.

As usual, the Planning and Development Office is requested to consolidate the various plans and see to it that this Memo is faithfully complied by all concerned.

Please be guided accordingly.

*S. S. Go*  
SAMUEL S. GO *oic*  
*for* President *6-16-95*

Attached: As stated



DEVELOPMENT PLAN FORMAT  
(Based on NEDA's new format)

- A. Situational Analysis
- B. Problems/Concerns
- C. Vision/Mission
- D. Goal
- E. Objectives
- F. Targets
- G. Strategies
- H. Programs/Projects
- I. Plan Implementation/Monitoring
- J. Development Administration/Financing