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Office of the President

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MEMORANDUM CIRCULAR NO. 76

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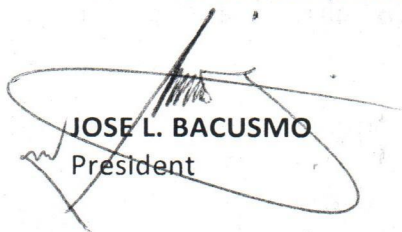
T O: Vice Presidents for Administration & Finance, Instruction, Research and Extension, and Planning & Resource Generation; Deans of Colleges, Graduate School, Students, and External Campuses; Department Heads; Directors of Research & Development; Extension, Research Centers, Finance, Administration, General Services Division, and Auxiliary Services; and Heads of Office/Unit

R E: Submission of the 2012 Annual Accomplishment Report

The year is almost over and as expected we are required to prepare our accomplishment reports for the year. Please follow the schedules below and the attached format for early consolidation and early release of the University's 2012 Annual Report:

- a. Submission of the **2012 Annual Accomplishment Reports** to respective **Deans, Directors and Heads of Institutes** copy furnished the **Vice President for Planning & Resource Generation** on or before **December 14, 2012**.
- 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** on or before **December 28, 2012**.
- c. Submission of the summarized reports of the four (4) Vice Presidents to the **Office of the President** on or before **January 15, 2013**.

For immediate compliance.


JOSE L. BACUSMO
President