



# VISAYAS STATE UNIVERSITY

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*Office of the President*

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**MEMORANDUM CIRCULAR NO. 62**

Series of 2008

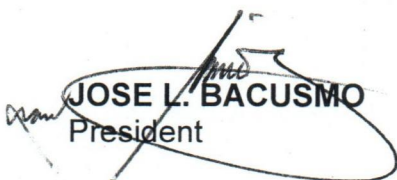
- T O: Vice Presidents for Administration & Finance, Academic Affairs, Research and Extension, and Planning and Resource Generation; Deans of Colleges, Graduate School, Students, and Satellite Campuses; Department Heads; Directors of Research Centers, Finance, Administration, and General Services; Office/Unit Heads**
- R E: SUBMISSION OF THE 2008 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 following schedules for early consolidation and early release of the University's 2008 Annual Report:

- a. Submission of 2008 Annual Accomplishment Reports to respective **Deans and Directors** copy furnished the **Planning Office** on or before **December 15, 2008**.
- 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 **Planning Office** on or before **December 23, 2008**.
- c. Submission of the summarized reports of the four Vice Presidents to the **Office of the President** on or before **January 15, 2009**.

Attached are the format and flow chart for your guidance.

For immediate compliance.

  
**JOSE L. BACUSMO**  
President