

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 5, 1993

MEMORANDUM No. 1
Series of 1993

TO: All Department Heads/Center Directors

RE: Submission of the 1992 Annual Report

Please be reminded to submit your 1992 Annual Reports to the Planning and Development Office not later than January 22, 1993.

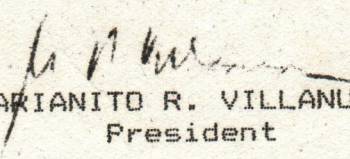
Your accomplishment reports must serve as basis of your plan and budget and must reflect how much of your 1992 targets were met.

To avoid delay in submitting our College Annual Report to the Department of Budget and Management and the Commission on Audit, please submit your reports on time.

Attached is the guide format in the preparation of your reports.

Your cooperation is highly appreciated.

For immediate compliance.


MARIANITO R. VILLANUEVA
President