



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## *Office of the President*

February 4, 1999

MEMORANDUM NO. 11  
Series of 1999

**T O: All Income Generating Project Managers**  
**R E: Annual IGP Review and Planning Workshop**

Please be informed that this year's IGP Annual Review and Planning Workshop will be held on February 25-26, 1999 at the ViSCA Pavilion. The annual review shall be focused on: 1) assessing the performance of income generating projects during the period, 2) identifying strength and weaknesses in IGP operations, and 3) the formulation of appropriate measures and recommendations for effective and efficient management of college income generating projects.

Project managers who are required to attend this activity, are requested to prepare at least eight (8) copies of their individual annual project reports for presentation following the attached format.

A registration fee of P300.00 per participant chargeable against their respective projects will be collected through fund transfer. The said amount will be used to defray the cost of lunch, snacks as well as supplies and materials needed for the said activity.

For your guidance and compliance.

*[Signature]*  
for **SAMUEL S. GO** o/c  
President 2/4/99



**FORMAT FOR THE 1999 IGP ANNUAL REVIEW  
AND PLANNING WORKSHOP**  
(Period Covered: January – December 1998)

**I. Brief Project Description and Activities Undertaken**

- a. Project area and location, etc.
- b. Major activities undertaken

**II. Summary of Accomplishments**

- a. Accomplishments
- b. Outcome of Project Operation
  - b.1 Income Generated during the Year Under Review
  - b.2 Expenses Incurred during the Year Under Review

(Show breakdown of PS and MOOE if possible)

**III. Problems Encountered and Actions Taken**

**IV. 1999 Plan of Activities**