

OFFICE OF THE PRESIDENT

November 15, 1988

MEMORANDUM CIRCULAR NO. 152
Series of 1988

T O: All Department/Office Heads and Center Directors

Subject: SUBMISSION OF THE 1988 ANNUAL REPORT

Please be reminded again of our Annual Report before the year ends. All units, centers and offices will have to submit their respective annual reports for consolidation in the College Annual.

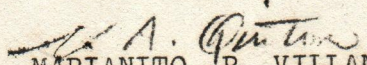
Attached is the guide format in the preparation of your reports.

To avoid delay in submitting the printed College Annual Report to the Department of Education, Culture and Sports, Commission on Audit and to the Office of Budget and Management, please submit your reports on time. Accomplishment reports must serve as basis of your plan and budget. Failure to submit your reports on the deadline will mean exclusion of your plan and budget for 1989.

All annual reports should be submitted directly to the Planning and Development Office not later than December 20, 1988.

For immediate compliance.

Very truly yours,


MARIANITO R. VILLANUEVA
President
for 11/14/88