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Office of the President

21 February 2005

MEMORANDUM CIRCULAR NO. 8

Series of 2005

**T O: College Deans
Dean of Students
Finance Management Officer
College GAD Coordinators**

R E: Orientation Workshop on the Preparation of Annual Gender and Development Plan and Budget and Accomplishment Report

The DBM, NEDA and NCRFW have promulgated Joint Circular 2004 -1 dated April 5, 2004 requiring all Departments, Agencies/SUCs and other Offices of the National Government to submit Annual Gender and Development Plan and Budget and Accomplishment Report.

To ensure the participation of the different sectors of the University in the planning and implementation of the GAD Plan and to facilitate the preparation of these documents, an Orientation Workshop will be held on March 2, 2005 (Wednesday), 8 AM - 5 PM at the 1st Flr, CCE, LSU Main Campus. In this connection, you are requested to make yourselves available for the said forum.

For your guidance and compliance.

PACIENCIA P. MILAN

President

Dean, CVM *[Signature]* 03.01.05