

VISAYAS STATE UNIVERSITY

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Office of the President

21 January 2009

MEMORANDUM CIRCULAR NO. 04

Series of 2009

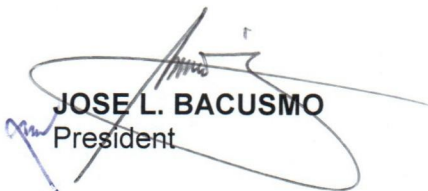
T O: All Project Leaders/Managers of IGP and STF Projects

R E: Annual VSU IGP and STF Projects Review

In the desire of the VSU Administration to improve and standardize the operations of its incoming generating activities, all project leaders/managers of VSU IGP and STF Projects are enjoined to attend and present the situation or updates of their respective project during the **Annual VSU IGP and STF Projects Review** to be held on **5 – 6 February 2009** at the **OVPAF Conference Room**.

All project leaders/managers are required to submit 7 hard copies and a soft copy of their respective 2008 Project Report to the office of the IGP Director on or before 28 January 2009. Each report and presentation shall follow the format shown in **Attachment B**. Each project is given 10 minutes for Power Point presentation and 10 minutes for question and answer.

For your guidance and compliance.


JOSE L. BACUSMO
President

cc: OVPPRG
OVPAF
OVPRE
OVPA
IGP Office
Deans
Center Directors
Department/Unit Heads
Project Leaders/Managers
Members of the IGP BOM
Records
File

ATTACHMENT A

LIST OF IGP AND STF PROJECTS FOR REVIEW

I. IGP PROJECTS

1. Coco-Nonfood Project
2. Buko and Coco Seedlings
3. Pavilion and Guest House
4. Rice Seednet
5. Hostel
6. Printing Press
7. Makapuno
8. University Review Center
9. Experimental Rice Station
10. New Projects not listed here

II. LIST OF STF PROJECTS FOR REVIEW

- | | |
|------------------------------------|-------------------------------------|
| 1. Coco Intercrops | 2. Seedbank A – Nursery I |
| 3. Coco Techno and Trainings | 4. Seedbank B |
| 5. Coconut Food | 6. Goat and Sheep |
| 7. Horticulture Nursery | 8. Beef, Carabeef, and Cattle |
| 9. College Ornamentals | 10. Layer |
| 11. Locally Grown Vegetables | 12. Duck and Other Poultry Products |
| 13. Pomology I | 14. VSU Infirmary |
| 15. Pomology II | 16. Garden Beach Resort |
| 17. GSO | 18. Meat Shop |
| 19. ESDMU | 20. VSU Manila Lodging House |
| 21. VSU Bakery | 22. VSU Cebu Lodging House |
| 23. VSU Recreation Center | 24. VSU Souvenir Items |
| 25. VSU Market & Rented Facilities | 26. Custom Made Garments |
| 27. Sustained Yield | 28. DASS Soil Testing Laboratory |
| 29. Corn Seeds | 30. Feedmill |
| 31. Rootcrops | 32. Pinoy Fries |
| 33. Farmi Seedbank C | 34. Xerox/Handbooks |
| 35. College Fries | 36. Bindery Trust |
| 37. High School Fines | 38. Convention Center |
| 39. Gasoline Station | 40. Physical Education projects |
| 41. VSU Analytical Laboratory | 42. Other projects not listed here |
| 43. NARC Machine Fabrication | |

ATTACHMENT B

GUIDELINES FOR THE ANNUAL VSU IGP AND STF PROJECTS REVIEW

Visayas State University
OVPAF Conference Room
3-4 February 2009

I. PROJECT REVIEW COVERAGE

- A. Brief Project Description
- Name of the Project
 - Project Leader and Staff Involved:
 - Name of Project Leader - No. of workload units
 - Names of Staff - No. of workload units
 - Date Started
 - Location
 - Objectives of the Project
 - Funding History for the last five years (2003 – 2008)
- B. Summary of Accomplishments
- Physical structures developed for the last 5 years
 - Facilities acquired for the last 5 years
 - Annual manpower requirement for the last 5 years
 - Financial accomplishment for the last 5 years

| Year | Gross Income | Expenses | Net Profit |
|------|--------------|----------|------------|
| | | | |
| | | | |

- C. Problems Encountered
- Physical
 - Manpower
 - Financial
 - Management

II. FORMAT FOR 2009 PLANS (2 pages only)

- A. Justification for the project to continue
- B. List of activities to be conducted
- C. Budgetary requirements (include manpower requirements)
- D. Projected income for 2009
- E. Name of VSU personnel to be involved