



13 August 2018

MEMORANDUM CIRCULAR NO. 52
Series of 2018

T O: All VPs
All College Deans
All Department Heads
All Institute Directors
All Center Directors

R E: **Workshop on Formulation of Work and Financial Plan (WFP) for Major Final Outputs (MFO) 1, 2, 3 and 4 (Higher Education Services, Advanced Higher Education Services, Research Services, Technical Advisory Extension Services)**

A work and financial plan is an important tool that helps the institution to assign tasks, manage workflow and track the various components and milestone deadlines. It defines our goals and objectives that take finances to achieve, and creates a plan to achieve them. Implementing work and financial plans helps articulate strategies to faculty and staff in a way to improve their focus and drive.

In this regard, you are directed to participate ⁱⁿ the above-mentioned workshop to be spearheaded by the OVPPRGEA and ODAHRD on Aug. 16, 2018 at CCE Bldg (2nd Flr), VSU, Visca, Baybay City, Leyte.

The VSU Strategic Plan (2017-2022) will serve as the core material for the crafting of WFP.

Anticipating for your personal attendance and active participation.


EDGARDO E. TULIN
President *cc 8/14/18*