



21 January 2021


**MEMORANDUM CIRCULAR NO. 07**  
Series of 2021

**T O: All Vice Presidents, Chancellors, Deans, Directors and Heads**  
**R E: Submission of the 2020 Annual Accomplishment Report**

As our usual activity we are required to prepare our accomplishment reports for the year. In this connection, please prepare and submit the 2020 Annual Reports following the ISO format TP-VPR-01 Annual Report.

- a. Submission of 2020 Annual Accomplishment Reports to respective Vice Presidents, on or before January 25, 2021.
- b. Submission of summarized reports from Vice Presidents to the OVPPRGAS on or before January 29, 2021.

For immediate compliance.

  
**EDGARDO E. TULIN**  
President