

## OFFICE OF THE PRESIDENT

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21 January 2021

MEMORANDUM CIRCULAR NO. <u>07</u> Series of 2021

T 0:

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