



14 December 2022

MEMORANDUM CIRCULAR NO. 149
Series of 2022

T O: All VPs, Chancellors, Directors, Deans, Department/Units Heads
R E: Submission of the 2022 Annual Accomplishment Report

The year is almost over, and as a usual activity, we are required to prepare our accomplishment reports for the year. In this connection, please prepare and submit the 2022 Annual Reports following the ISO format TP-VPR-01-Annual Report.

- a.) Submission of 2022 Annual Accomplishment Reports to respective Deans and Directors on or before **January 6, 2023**.
- b.) Submission of 2022 Annual Accomplishment Reports to respective Vice Presidents and Chancellors on or before **January 13, 2023**.
- c.) Submission of the summarized/ consolidated reports from the Vice Presidents and Chancellors to the OVPPRGAS (both hard and soft copy) on or before **January 27, 2023**.

Please provide and submit a copy of all reports with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to this google drive: <https://drive.google.com/drive/u/0/folders/0AGUf8vb8aOWpUk9PVA>.

For compliance.


EDGARDO E. TULIN
President *016* 12/14/22



ANNUAL REPORT YEAR ____

- I. Highlights:** Enumerate Important accomplishments (a) in relation to targets and (b) others

Targets/Others	Accomplishments

*Others includes best practices and unplanned accomplishments

II. Enrollment, Graduates, Graduate with Honors, Number of Board Placers/Passers and Delinquency Reports

A. Enrollment

1. Enrollment of students by program and by semester (include external campuses, graduate school, online programs)

Program	Number of Graduates						Total		Grand Total
	First Sem		Second Sem		Summer				
	M	F	M	F	M	F	M	F	

B. Graduates

1. Number of graduates by program and by semester (include external campuses)

Program	Number of Graduates						Total		Grand Total
	First Sem		Second Sem		Summer				
	M	F	M	F	M	F	M	F	

C. Graduates with honors

- Number of graduates with honors by program (include external campuses)

Program/ Name of Honor Graduate	Number of Honor Graduates						Total		Grand Total
	Cum Laude		Magna Cum Laude		Summa Cum Laude				
	M	F	M	F	M	F	M	F	

D. List of Licensure Exam Passers [include date of exam, passing percentage (national and institutional)]

Licensure Examination (indicate name of passer)	Date of Examination	Top 10 Rank	Institutional Passing Percentage	National Passing Percentage
Example:				
Agriculture			98.00%	33%
1. Joi Villas	May 2025	1		
2. Bert Ferraren	May 2025	10		
3. Dan Tan	May 2025			
4.				

E. Dropouts (For Registrar's Office only)

1. Number of Dropouts of students by course, sex and by semester

Academic Program	Number of Dropouts						Total		Grand Total
	First Sem		Second Sem		Summer				
	M	F	M	F	M	F	M	F	

F. Delinquency Status (For Registrar's Office only)

1. Number of delinquent students by course, sex and by semester (warning, probation, dismissed).

Academic Program (per semester)	Type of Delinquency						Total		Grand Total
	Warning		Probation		Dismissed				
	M	F	M	F	M	F	M	F	
Example:									
BSA									
First Sem	1								
Second Sem		1		1	1				
Summer	2								

G. Awards Received (individual or by student organizations)

NAME OF AWARD	NAME OF AWARDEE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN

H. List of Recognized Student Organizations and their corresponding activities

Student Organizations	Activities

I. Number of Scholars by Type and by Funding Agency Per Semester

Type of Scholarship and Names	Number of Scholars/Grantees						Total		Grand Total
	First Sem		Second Sem		Summer				
	M	F	M	F	M	F	M	F	
Undergraduate									

Graduate									
Non-formal									

J. Number of students accommodated in university student dormitories

Number of students accommodated in university student dormitories									
Name of Dorm	Number of Occupants						Total		Grand Total
	First Sem		Second Sem		Summer				
	M	F	M	F	M	F	M	F	

K. Accomplishments of Other than Academic Units

L. List of trainings attended by students (local, regional, national, International). Please use the same table format in A.1 (list of trainings attended by staff).

II. Manpower Profile and Development

A. Staff Profile (include educational attainment and status of appointment)

B. Staff Development

1. List of trainings attended (local, regional, national and international)

TITLE OF TRAINING	NAME OF PARTICIPANT	NATURE OF PARTICIPATION	PLACE	DATE
a. International				
b. National				
c. Regional				
d. Local				

2. List of staff pursuing graduate studies whether on scholarship or on their own.

C. Staff Performance (awards received, etc.)

NAME OF AWARD	NAME OF AWARD EE	PURPOSE OF THE AWARD	DATE GIVEN	AGENCY THAT GAVE THE AWARD	WHERE GIVEN (PLACE)

D. List of in-house trainings conducted and type of participants

- E. Changes in the procedure/process, etc. to improve performance; implementation of new policies, etc.

II. Research

A.Highlights: **Important accomplishments, awards received, etc. (a) in relation to targets and (b) others**

- B. Significant results of completed and ongoing researches (Bulletized)
 C. List of matured technologies developed and technologies for dissemination
 D. Linkages – include nature of MOA signed with agencies

III. Extension

- A. Highlights: Important accomplishments, awards received, etc. (a) in relation to targets and (b) others
 B. Significant results of completed and ongoing extension projects

- A. 1. List of trainings conducted/services rendered and number of clientele served per training

Title of Trainings/Services Rendered	Type of Clientele or Participants	Date and Place of Training	Number of Participants	Number of Trainees weighted by length of training

2. List of active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders

Partnership established	Specific name of NGO, NGA, SMEs, LGUs, industries	Nature of Project (e.g. training, consultancy, community participation)	Date MOU or MOA signed

- D. Linkages – include nature of MOA signed with agencies
 E. Other Accomplishments (example: pilot projects established, demo farms, technical assistance and other extension activities conducted)

III. Linkages – include nature of MOA signed with agencies

NOTE:

Please provide an **e-copy** of your report with pictures documenting important events (Ex: MOA signing, receiving awards, breakthroughs, significant activities, etc.) to the Office of the Vice President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS).