



29 December 2021

MEMORANDUM CIRCULAR NO. 140


Series of 2021

T O: All VPs, Chancellors, Directors, Deans, Department/Units Heads,
R E: Submission of the 2021 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 2021 Annual Reports following the ISO format TP-VPR-01 Annual Report.

- a. Submission of 2021 Annual Accomplishment Reports to respective Vice Presidents, on or before January 21, 2022.
- b. Submission of the summarized/consolidated reports from the Vice Presidents to the OVPPRGAS on or before January 28, 2022.

For your guidance and compliance.


EDGARDO E. TULIN
President