



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT  
FOR INSTRUCTION**

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OKSP M4

February 9, 2018

Memo Circular No. 08  
Series of 2018

**T O: All College Deans and Department Heads**

**R E: CY 2019 Budget Proposal**

In relation to OP Memo No. 115, series of 2018 regarding CY 2019 Budget Proposals, please submit to this office the following documents needed in the inclusion of budget estimates for VSU:

1. Prioritized listing of equipment (P15,000.00 and above) giving priority to technical equipment. The list shall reflect the complete specifications, quantity, unit cost, deployment, inventory of similar equipment and justifications.
2. Faculty development plan for SY 2018-2019.

Please submit one (1) hard copy of the documents and electronic copy or email to [cdantipaso@vsu.edu.ph](mailto:cdantipaso@vsu.edu.ph) on or before February 15, 2018.

Your utmost cooperation is enjoined as we will still summarize and submit same documents to higher office. Thank you.

  
**BEATRIZ S. BELONIAS**  
*Vice President for Instruction*

cc: OP

**VISION:** A globally competitive university for science, technology and environmental conservation.  
**MISSION:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.