



VISAYAS STATE UNIVERSITY

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Office of the President

29 August 2007

MEMORANDUM CIRCULAR NO. 46
Series of 2007

- T O: Vice Presidents for Administration & Finance, Academic Affairs, and Dev't. & External Affairs; Deans of Colleges, Graduate School, Students, and Satellite Campuses; Department Heads; Directors of Research and Extension, Research Center, Curriculum & Instruction, Finance, Administration, General Services, and Auxiliary Services; Office/Unit Heads**
- R E: Preparation & Submission of the 2008 Annual Development Plan**

Please submit your CY 2008 Annual Development Plan to your respective Deans and Directors, copy furnished the Planning Office on or before September 15, 2007. The concerned Deans and Directors will consolidate the different plans and submit a copy to their respective Vice Presidents on or before September 30, 2007. The Vice Presidents will again consolidate the plans of the different directors/deans and will submit a copy to the Office of the President not later than October 15, 2007.

Attached are the format and flow chart for your guidance.

For immediate compliance.


PACIENCIA P. MILAN
President