

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



13 December 2000

MEMORANDUM CIRCULAR NO. 102

Series of 2000

T O: Vice Presidents for Administration and Academic Affairs; Superintendents of LNCST, INAVS, LSSA and LSSF; All Department Heads; Research Center Directors; Office/Unit Heads; Directors of Instruction, Research and Development, Extension and Non-Formal Education, Office of Student Affairs and Administrative Officer V

R E: Submission of the 2000 Annual Report

Please submit your accomplishment reports for CY 2000 to your respective Directors and Vice President, copy furnished the Planning and Development Office on or before December 22, 2000. The following directors shall make a summary of the accomplishments of the different departments, research centers and offices/units under them and submit to their respective Vice President on or before December 29, 2000. The summarized reports shall be submitted to the Office of the President not later than January 5, 2001.

1. Director of Instruction (Instruction Accomplishments)
2. Director of Research and Development (Research & Devt. Accomplishments)
3. Director of Extension and Non-Formal Education (Extension and NFE Accomplishments)
4. Director of Graduate School (Graduate School Accomplishments)
5. Director of Student Affairs (Accomplishments of Auxiliary Services)
6. Administrative Officer V (Administrative Offices and Units)

Attached are the format and flow chart for your guidance.

For immediate compliance.

PACIENCIA P. MILAN
President

FLOW CHART OF THE CY 2000 ACCOMPLISHMENT REPORT PREPARATION

**PREPARATION OF
2000 ANNUAL REPORT**

**COPY FURNISHED
CMO/PLANNING OFFICE**

**SUMMARIZES
ANNUAL REPORT**

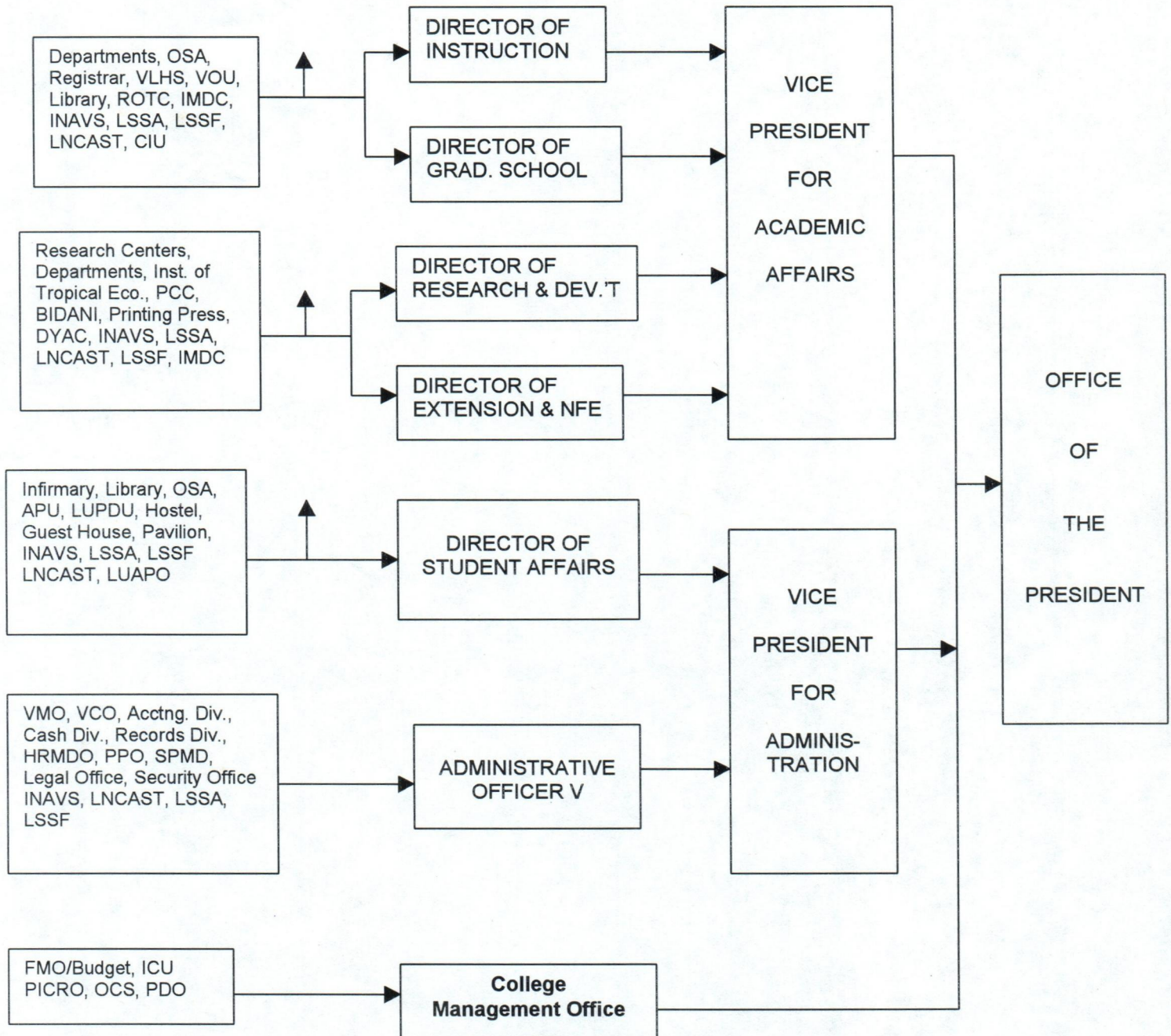
**FINAL
SUBMISSION**

BEGIN

December 22, 2000

December 29, 2000

January 5, 2001



FORMAT FOR THE 2000 ANNUAL REPORT
Academic Departments

I. Instruction

- A. Highlights (important accomplishments)**
- B. New Curricular Offerings and Curriculum Development**
- C. Faculty Performance**
 - 1. Awards received**
 - 2. Other achievements**
- D. Faculty Development**
 - 1. List of faculty on study leave**

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

- 2. List of trainings/seminars/workshops attended**

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

- E. Student Performance**
 - 1. Licensure Examinations (list of placers and passers)**
 - 2. Awards Received**
 - 3. Student Activities**
- F. Linkages (International, national, regional, local, NGOs, etc.)**
- G. Other Accomplishments**

II. Research

- A. Highlights (Important accomplishments, awards received, etc.)**
- B. Significant results of completed and ongoing researches**
- C. List of matured technologies developed/for dissemination**
- D. Linkages**
- E. Other Accomplishments**

III. Extension

- A. Highlights (Important accomplishments, awards received, etc.)**
- B. Significant results of completed and ongoing extension projects**
- C. List of trainings conducted/services rendered and number of clientele served per training**
- D. Linkages**
- E. Other Accomplishments (example: pilot projects established, etc.)**

IV. Facilities

- A. List of facilities acquired in 2000 only**

FORMAT FOR THE 2000 ANNUAL REPORT
Research Centers, ODRD and ODEx-NFE

I. Staff Development and Performance

A. Staff Development

1. List of faculty on study leave

NAME	DEGREE PURSUED	FIELD OF SPECIALIZATION	FUNDING AGENCY	PLACE OF STUDY	DURATION

2. List of trainings/seminars/workshops attended

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

B. Staff Performance

- 1. Awards Received**
- 2. Other Achievements**

II. Research

- A. Highlights (important accomplishments, awards received, etc.)**
- B. Significant results of completed and ongoing researches**
- C. List of matured technologies developed and technologies for dissemination**
- D. Linkages**
- E. Other Accomplishments**

III. Extension

- A. Highlights (Important accomplishments, awards received, etc.)**
- B. Significant results of completed and ongoing extension projects**
- C. List of trainings conducted/services rendered and number of clienteles served per training**
- D. Linkages**
- E. Other Accomplishments (example: pilot projects established, etc.)**

IV. Facilities

- A. List of facilities acquired in 2000 only**

**FORMAT FOR THE 2000 ANNUAL REPORT
College Registrar**

- I. Highlights (Important accomplishments)**
- II. Enrollment and Graduate Reports**
 - A. Enrollment**
 - 1. Enrollment of students by program and by semester**
 - B. Graduates**
 - 1. Number of graduates by program and by semester**
 - 2. List of Licensure Exam Passers**
- III. New Curricular Offerings and BOT Resolution Number**
- IV. 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, international)**
 - 2. List of staff pursuing graduate studies whether on scholarship or on their own.**
 - C. Staff Performance (awards received, etc.)**
- V. Facilities – acquired in 2000 only**

FORMAT FOR THE 2000 ANNUAL REPORT
Administrative Offices/Units and Auxiliary Services

- I. Highlights (Important accomplishments)**
- II. Manpower Profile and Development**
 - A. Staff Profile (include educational attainment and status of appointment)**
 - B. Staff Development**
 - 1. List of training attended (local, regional, national, international)**
 - 2. List of staff pursuing graduate studies whether on scholarship or on their own.**
 - C. Staff Performance (awards received, etc.)**
- III. Facilities – acquired in 2000 only**
- IV. Linkages**
- V. Other Accomplishments**