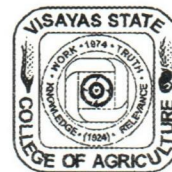


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



7 May 2001

MEMORANDUM CIRCULAR NO. 38

Series of 2001

T O: All Income Generating Project Managers


R E: Annual IGP Review and Planning Workshop

Please be informed that this year's IGP Annual Review and Planning Workshop will be held on May 31-June 1, 2001 at the Center for Continuing Education (CCE). The annual review shall be focused on: 1) assessing the performance of income generating projects during the period, 2) identifying strength and weaknesses in IGP operations, 3) projecting year 2001 project operations and targeted income and 4) new implementing guidelines for the management of IGPs specifically regarding honorarium, utilization of income, format for budget proposals, and other matters.

All Project Managers are required to attend this said activity and are requested to prepare at least eight (8) copies of their paper including plan of operations for presentation following the attached format.

A registration fee of P500.00 per participant chargeable against their respective projects will be collected through fund transfer. The said amount will be used to defray cost of lunch, snacks as well as supplies and materials needed for the said activity.

For your guidance and compliance.


PACIENCIA P. MILAN
President

**FORMAT FOR THE 2001 IGP ANNUAL REVIEW
AND PLANNING WORKSHOP**

(Period Covered: January-December 2000)

**I. BRIEF PROJECT DESCRIPTION
AND ACTIVITIES UNDERTAKEN**

- a. Project area and location, etc.
- b. Major activities undertaken

II. SUMMARY OF ACCOMPLISHMENTS

- a. Accomplishments
- b. Outcome of Project Operation
 - b.1 Income Generated during the Year Under Review
 - b.2 Expenses Incurred during the Year Under Review

(Show breakdown of PS and MOOE if possible)

III. PROBLEMS ENCOUNTERED AND ACTIONS TAKEN

IV. YEAR 2001 PLAN OF ACTIVITIES HIGHLIGHTING:

- a. New programs to increase project income
- b. Year 2001 budget