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10 May 2017

**MEMORANDUM NO. 254**

*Series of 2017*

**TO: All Project Leaders/Managers of IGP and STF Projects**

**RE: 2017 Annual Review of IGP and STF Projects**

Please be informed that the 2017 Annual Review for IGP and STF Projects which was originally scheduled last 4-7 April 2017 is hereby rescheduled on 4-7 July 2017. All presentations will be held at the Glass Room, VSU Pavilion, VSU Main Campus.

All project leaders/managers are hereby directed to make a presentation of the current status of their projects for 2017 to include the plans and targets for the current period as well as the projected Income and Expenses for 2017 using full-cost accounting and are requested to prepare six (6) hard copies of the CY 2015 and CY 2016 operations following the IGP/STF Review Presentation Format not later than May 2017.

Please be reminded that all Presenters are given only a maximum of 15 minutes to make their CY 2015 and CY 2016 presentations. The Evaluation Team, composed of the IGP-BOM and some external evaluators, will be allotted fifteen (15) minutes for their Questions.

The format for the Project presentation is hereby appended for your perusal.

For the information and guidance of all concerned.

  
**EDGARDO E. TULIN**  
President

cc. Prof. Daniel M. Tuditod, Jr.  
Dr. Fe M. Gabunada  
Dr. Analita A. Salabao  
Dr. Nilda T. Amistoso  
Prof. Argina M. Pomida  
Prof. Ernesto F. Bulayog  
Ms. Louella C. Ampac

**VISAYAS STATE UNIVERSITY**  
**Office of the Vice President for Planning, Resource Generation & External Affairs**  
**Presentation Format for IGP and STF Projects**

**ACCOMPLISHMENTS**

**A. OVERALL MANAGEMENT**

1. Able to sustain the gains of the project carried over from the previous administration
2. Able to improve the efficiency of workers
3. Initiatives implemented to improve productivity of workers
4. Project falls within the mandate of the Unit
5. Number of Project worker being actively managed

**B. RESEARCH MANAGEMENT**

1. Improvements made in the project which can be used for research
2. Support extended to research community to improve research capability
3. Infrastructure provided for improved research capability

**C. EXTENSION MANAGEMENT**

1. Alignment of project with instruction and research
2. Creative outputs formulated and implemented to bring project output to intended clientele
3. Extent in the provision of mentoring services and partnership arrangements with clientele or interested parties
4. Sustainability of implemented project
5. Transfer of knowledge and expertise to interested parties

**D. PRODUCTION MANAGEMENT**

1. Level of revenue generated from Project
2. Other potential marketable products of the Project
3. Skills trainings offered
4. Strategies employed to increase income generation
5. Income generated from commercialization of products generated from technologies developed

**E. GENERAL ADMINISTRATION**

1. Maintenance of a peaceful environment in the project
2. Rate of worker turn-over
3. Rate of worker retrenchment
4. Frequency of request for mediation to settle disputes within the project
5. Adherence to BOR/CHED/DBM/CSC laws/policies/ guidelines
6. Practicing transparency in all transactions

**F. FINANCIAL MANAGEMENT**

1. On-time payment of salaries and benefits
2. On-time payment to suppliers
3. Seriousness of COA findings
4. Efficiency in the utilization of GOP budget
5. Efficiency in the utilization of income
6. Amount of annual savings



## 2017 IGPs' MANAGERS

	Name	Project
	<b>Services</b>	
1	Prof. Argina M. Pomida	VSU Computer Center
2	Prof. Argina M. Pomida	VSU Spring Water
3	Prof. Argina M. Pomida	IGP Dormitory
4	Prof. Argina M. Pomida	VSU Beach Resort and Seafront Suites
5	Prof. Argina M. Pomida	VSU Market5 and Other Rented Facilities
6	Ms. Josefina M. Larroza	Pavilion(& Guest House)
7	Dr. Analita A. Salabao	Hostel
8	Ms. Connel D. Antipaso	Apartelle& Core Value Cottages
9	Dr. Mario E. Baliad	Convention Hall
10	Ms. Christie Cyrene T. Tauy	Recreation Center
11	Ms. Velma P. Bontuyan	VSU Manila Lodging House
12	Mr. Nevin A. Pacada	VSU Cebu Lodging House
13	Engr. Mario Lilio P. Valenzona	PPO Shop
14	Mr. Remegio M. Sanico	HELVMU
15	Dr. Marcelo A. Quevedo	Feed Mill
16	Dr. Josephine O. Zafico, M.D.	VSU Hospital
17	Ms. Andreli D. Pardales	Library Trust
18	Dr. Rotacio S. Gravoso	URC/CCE
19	Dr. Editha G. Cagasan	Printing Press
20	Dr. Fe M. Gabunada	VSU Bakery
21	Ms. Magnolia C. Lao	Custom Made Garment Production & Management
22	Dr. Berta C. Ratilla	DASS CRC/LFP/RFP
23	Dr. Suzette B. Lina	DASS Soil Testing & Plant Analysis Laboratory (STPAL)
	<b>Plants</b>	
24	Dr. Rosario A. Salas	Locally Grown Vegetables
25	Dr. Santos B. Villocino, Jr.	College Ornamentals
26	Dr. Ruth O. Escasinas Prof. Ed. Allan L. Alcober	Rice Seed-Net and Rice Production (Patag)
27	Dr. Ulysses A. Cagasan	Rice Production (Pangasugan and Marcos)
28	Dr. Othello B. Capuno	Corn Seeds
29	Prof. Argina M. Pomida	Pili Nuts and Mango
30	Prof. Tessie C. Nunez	Makapuno
31	Prof. Alfredo G. Dingal	Buko and Coco Seedlings
32	Dr. Eutiquio E. Sudaria Prof. Alfredo G. Dingal	Marketing Quality Seedlings for PCA
33	Dr. Eutequio E. Sudaria	Coco Non-Food
34	Ms. Cynthia V. Godoy	Rootcrops
35	Dr. Teofanes A. Patindol	DOF Sustained Yield
36	Dr. Romel B. Armecin	FARMI Eco-Farm
37	Dr. Feliciano G. Sinon	Prod'n& Commercialization of Abaca Power Stripper
	<b>Animals</b>	
38	Ms. Jade Z. Compendio	Duck & Poultry
39	Ms. Carmel W. Moreno	Goat/ Sheep
40	Prof. Manuel D. Gacutan, Jr.	Cattle
	Dr. Carl M. Pradera	Field Veterinarian, Livestock & Poultry*