



1 December 2021

MEMORANDUM CIRCULAR NO. 3
Series of 2021

T O: OP, All VPs, College Deans, Directors, and Department/Unit Heads
R E: Submission of Monitoring Forms 2021

Please be reminded that the deadline for the submission of filled out 2021 Monitoring forms is on December 7, 2021. Kindly submit the OP and VP consolidated outputs in both hard and soft copy (word format and pdf file).

1. OTP Monitoring Form
2. Operational Plan Monitoring Form
3. OPCR Monitoring Form
4. Risk Monitoring Form (New Form)
5. Strategic Plan Monitoring Form

With the following supporting documents.

1. Memorandum or Notice of Meeting
2. Attendance Sheet
3. Minutes of the Meeting or Activity Report

For your guidance.

DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation and
Auxiliary Services