



23 November 2023

**MS. ALICIA M. FLORES**

Head  
Budget Office  
Visayas State University  
Visca, Baybay City, Leyte

THRU: **MS. MONA NENA GERALDO**  
GAA budget In-Charge

Dear Ms. Flores,

I am writing this letter in regard to an urgent budgetary adjustment of the Extension projects. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning some of the extension project's funds under GAA to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the list of the extension project's fund adjustment & projects that needs more funds for your information.

**A. List of extension project's fund adjustment**

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Balance	Funds to transfer
EXT59	136,000.00	32,928.00	103,072.00	8,209.00	4,863.00	90,000.00
EXT81	200,000.00	125,346.12	37,923.92	37,923.92	6,729.96	30,000.00
EXT82	120,000.00	84,861.00	35,139.00	-	20,000.00	15,139.00
Total Funds to Transfer:						135,139.00

**B. Extension Projects that needs more funds.**

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Received Fund Transfer	Balance	Funds to upload
EXT41	100,000.00	91,137.60	8,862.40	13,483.20	0.00	-4,620.80	4,800.00

**EXTENSION OFFICE**

Visayas State University, Baybay City, Leyte  
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EXT42	100,000.00	100,512.40	-512.40	-	0.00	-512.40	100,539.00
EXT52	80,000.00	59,405.00	20,595.00	34,225.00	0.00	- 13,630.00	13,800.00
EXT07 - FFD.017	200,000.00	196,420.00	3,580.00		17,000.00 (Dec.14)	630.00	5,000.00
							11,000.00
Total Funds to Transfer:							123,600.00

Attached the Adjustment approval from the Project Leaders.

Sincerely,

  
**ANTONIO P. ABAMO**  
 Director for Extension



23 November 2023

**MR. JOHN MARTIN DIAO**

Project Leader

Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person

Visayas State University  
Visca, Baybay City, Leyte

Dear Mr. Diao,

I am writing this letter in regard to an urgent budgetary adjustment in your project. It has been noted that its barely less than two months before the year ends and you still have a huge proportion of unutilized funds from your project. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning part of your budget to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the budget adjustment for your information and guidance.

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Balance	Funds to transfer
EXT59	136,000.00	32,928.00	103,072.00	8,209.00	4,863.00	90,000.00

Sincerely,

**ANTONIO P. ABAMO**  
Director for Extension

Conform:

**MR. JOHN MARTIN DIAO**

Project Leader

Date: 12/7/23





23 November 2023

**BETHLEHEM A. PONCE**

Project Leader

Saving Minamanwa: An Initiative to preserve Minamanwa and the Mamanwa Indigenous Knowledge Systems and Practices

Visayas State University

Visca, Baybay City, Leyte


Dear Ms. Ponce,

I am writing this letter in regard to an urgent budgetary adjustment in your project. It has been noted that its barely less than two months before the year ends and you still have a huge proportion of unutilized funds from your project. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning part of your budget to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the budget adjustment for your information and guidance.

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Balance	Funds to transfer
EXT82	120,000.00	84,861.00	35,139.00	-	20,000.00	15,139.00

Sincerely,

  
**ANTONIO P. ABAMO**  
Director for Extension

Conform:

  
**BETHLEHEM A. PONCE**

Project Leader

Date: 12/15/23

**EXTENSION OFFICE**

Visayas State University, Baybay City, Leyte

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23 November 2023

**MR. RAFAEL JUNNAR P. DUMALAN**

Project Leader

Upgrading Hatchery Facilities and Enhancing Production of Tilapia at Visayas State University

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Dumalan,

I am writing this letter in regard to an urgent budgetary adjustment in your project. It has been noted that its barely less than two months before the year ends and you still have a huge proportion of unutilized funds from your project. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning part of your budget to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the budget adjustment for your information and guidance.

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Balance	Funds to transfer
EXT81	200,000.00	125,346.12	37,923.92	37,923.92	6,729.96	30,000.00

Sincerely,

**ANTONIO P. ABAMO**

Director for Extension

Conform:

**MR. RAFAEL JUNNAR P. DUMALAN**

Project Leader

Date: 06/12/2023

**EXTENSION OFFICE**

Visayas State University, Baybay City, Leyte

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No. 244-23-EXT-18

December 7, 2023

**Dr. Antonio P. Abamo**  
Director for Extension  
Visayas State University

Dear Sir,

I hope this letter finds you well. I am requesting an additional budget for the VSU Nature Park, where I work as a Project Leader. I believe this additional funding is necessary to ensure the success of one of our extension projects, the *Natural Resource Management-Based Extension Program (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building, Relocation Survey of VSU's Agricultural Reservation and Development of Physical Land-Use and Natural Resource Map*. The VSU Nature Park is instrumental in developing awareness and educating our people and surrounding communities, especially the youth, on the importance of preserving our natural resources.

Over the past few months, we have had significant visitors to the VSU Nature Park, including the SCUAA and PASUC. The Duyan-duyan sa Kinaiyahan was also held at the VSU Nature Park last November 25-26, 2023, in collaboration with the Zonal Center for Biodiversity, the Mt. Pangusugan Trail Blazers Association Inc., the Mountaineering Federation of the Philippines, and the Department of Liberal Arts and Sciences.

However, we have encountered financial problems with the maintenance of the VSU Nature Park and other expenses that were not initially accounted for in our budget. As planned this year, the team will conduct an assessment and collection of different species of flora and fauna for the VSU Nature Park, and this activity needs additional resources. In order to continue delivering and meeting our targets, we must have the necessary resources. The additional budget will help us address the current need to maintain the VSU Nature Park. I am confident that with the additional resources, we will be able to meet our goals.

Thank you for considering my request. I look forward to your positive response.

Sincerely,



**KLEER JEANN G. LONGATANG**  
Project Leader

Noted by:



**TEOFANES A. PATINDOL**  
Director

Approved by:



**ANTONIO P. ABAMO**  
Director

for: ₱100,000.00  
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