



04 December 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
EXT62	80,000.00	-	80,000.00	-	0.00	80,000.00
EXT66	58,900.00	25,815.00	33,085.00	4,895.00	1,190.00	27,000.00
EXT67	230,000.00	102,102.33	127,897.67	108,937.78	8,959.89	10,000.00
Total Funds to Transfer:						117,000.00

B. Extension Projects that needs more funds.

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Balance	Funds to upload
EXT07 - FFD.017	200,000.00	196,420.00	3,580.00	-	3,580.00	17,000.00
EXT20 - TP.RC.06	480,000.00	348,281.99	131,718.01	133,075.32	-1,357.31	100,000.00

EXTENSION OFFICE

Visayas State University, Baybay City, Leyte
Email: extension@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1085



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Page 1 of 2
FM-VSU-03
V2 05-09-2023
No. 246-23-EXT

Attached the signed Adjustment approval letter by the Project Leaders.

Sincerely,



ANTONIO P. ABAMO
Director for Extension

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



23 November 2023

MR. LYNDON L. MANINGO

Project Leader

Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Maningo,

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
EXT62	80,000.00	-	80,000.00	-	0.00	80,000.00

Sincerely,

ANTONIO P. ABAMO

Director for Extension

Conform:

MR. LYNDON L. MANINGO

Project Leader

Date: 11-29-2023



23 November 2023

MR. JOY A. BELLEN

Project Leader

I Can Do IT: Research Capability Building for Basic Education Teachers

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Bellen,

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
EXT66	58,900.00	25,815.00	33,085.00	4,895.00	1,190.00	27,000.00

Sincerely,

ANTONIO P. ABAMO

Director for Extension

Conform:

MR. JOY A. BELLEN

Project Leader

Date: NOV 29, 2023



23 November 2023

DR. SUZETTE B. LINA

Project Leader

DSS Soil Health Services Program (DSOHeSeP)

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Lina,

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
EXT67	230,000.00	102,102.33	127,897.67	108,937.78	8,959.89	10,000.00

Sincerely,

ANTONIO P. ABAMO

Director for Extension

Conform:

DR. SUZETTE B. LINA

Project Leader

Date: 11/30/2023



VISAYAS
STATE UNIVERSITY



**PHILIPPINE ROOT CROP
RESEARCH & TRAINING
CENTER**

November 24, 2023

Dr. Antonio P. Abamo
Director for Extension
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Abamo:**

Greetings!

I would like to request an augmentation for the **Integrated Rootcrops Extension Program (EXT20)** budget in the amount of one hundred thousand (Php 100,000.00) pesos. This amount will be used mostly for our needed travels for the trainings and monitoring activities.

There are still plenty of activities planned until December 2023. These include the seminar series for the group of rebel returnees in Northern Leyte and technical assistance related visits for our new clientele in Surigao, Bohol, and other areas.


I hope that you will favorably grant our request.

Thank you very much.

Respectfully yours,


MARLON M. TAMBIS
Assistant Director, VSU-PhilRootcrops
Head, Extension and Socio Economics Division, Philrootcrops

Approved by:


ANTONIO P. ABAMO
Director for Extension