



February 16, 2022

Dr. Vivencio R. Mamaril

Director, DA – Bureau of Agricultural Research
Research & Development Management Information Center
Elliptical Road corner Visayas Avenue
Diliman, Quezon City

Thru: **Dr. Salvacion Ritual**

Head, Project Monitoring and Evaluation Division (PMED)

Dear **Dir. Mamaril**:

The Project titled **“Standardization, Reformulation and Utilization of Organic Fertilizers in the Visayas regions”** funded by your institution supposedly ended August 2020 and was extended until December 2021. The requested extension was approved with the premise of getting more substantial information from the project and at the same time help the organic agriculture practitioners in improving the quality of their products. The extended project implementation operates smoothly on site and was able to generate tangible outputs as planned. However, there are some administrative issues which is beyond our control and needs urgent attention. There are materials and consumables which we requested during the extension period of the project that were delivered and served lately by the suppliers which is already outside of the implementation period (See attached PR's, Abstract of Quotations and PO's). Thus, the delivery and payment were stopped by the VSU-accounting office. Furthermore, this office suggested and warned us *re: resident COA's comment to have an approved realignment from the Funding Institution of the LIB's that we have in support for the preparation of an Audited Financial Report.* In fact we already have an approved realignments by our agency head (See attached approved realignments), yet the resident COA needs your approval.

In this connection, we would like to ask for an extension until September 2022 with no additional funding. The request for extension was done for us to pay the remaining PO's, DR's and possibly utilize the remaining balances for the materials needed by the project. Likewise, this request was also asked for the approval of the realigned budget as approved by the agency head.

Thank you for your continued support for the VSU Organic Agriculture R&D and hoping for your kind approval to this request.

Very truly yours,

ROMEL B. ARMECIN
Project Leader

Endorsed by:

EDGARDO E. TULIN
President, VSU