



15 July 2020

Ms. Erlinda S. Esguerra
Head, Accounting Office

Dear **Ms. Esguerra**:

Greetings!

The National Economic and Development Authority (NEDA) Regional Office VIII (NRO VIII) has engaged the services of Visayas State University (VSU) for the conduct of two (2) Impact Evaluation Projects namely: (1) Impact Evaluation of the Agrarian Reform Infrastructure Support Project – Phase III (ARISP-III) in Eastern Visayas and (2) Impact Evaluation of the Agri-Pinoy Livestock Program (A-PLP) in Samar Island. An Agency-to-Agency Procurement conforming to Section 53.5 of the implementing rules and regulations (IRR) of Republic Act (R. A.) 9184, this engagement is supported by a Memorandum of Agreement (MOA) with Terms of Reference (TOR) executed by both institutions. The project implementation commenced on 01 April 2018 and was completed on 15 May 2020.

Aside from Science Research Assistants, enumerators and data encoders, the IE teams had the following composition:

Team Composition	ARISP-III	A-PLP
Project Coordinator	Dr. Edgardo E. Tulin	
Team Leader	Dr. Fe M. Gabunada	Dr. Fe M. Gabunada
Assistant Team Leader	Dr. Moises Neil V. Serifo	
Survey Specialist		Prof. Marlon M. Tambis
Technical Expert	Dr. Remberto A. Patindol	Prof. Francisco G. Gabunada, Jr.
	Dr. Nilda T. Amestoso	Dr. Editha G. Cagasan
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Statistician		Dr. Moises Neil V. Serifo
Language Editor	Dr. Maria Vanessa E. Gabunada	Dr. Maria Vanessa E. Gabunada

The above-mentioned team members are entitled to consulting fees, payment of which is based on the deliverables and payment schedules indicated in the TOR. The deliverables included Inception Report, five (5) Progress Reports, Interim Report, Draft Final Report, and Final Report.

Partial payment of consulting fees has been done upon release of the corresponding funds by NRO8 for the Interim Report. The Draft Final Reports were submitted as early as October 2019 while the Final Reports were submitted before the completion of project implementation on 15 May 2020. However, NRO8 has encountered some problems in processing the release of funds. These problems were aggravated with the Covid-19 pandemic. The delay in receipt of funds from NRO8 also caused delay in processing the payment of team members.

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



VISAYAS
STATE UNIVERSITY



**Ecological Farm and
Resource Management
Institute**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 8264

On 14 July 2020, NRO8 has finally released the corresponding funds for the Draft Final Report and Final Report of the two (2) IE projects. We can now process the remaining fees of each team member. However, the period of processing payments is already beyond the implementation period which has implication on the date of Obligation. With this, I respectfully request that you allow us to process said payments based on the above-mentioned justification.

Thank you very much for your continued support to our project and I hope for your favorable action on this request.

Respectfully yours,

FE M. GABUNADA
Team Leader

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