



March 16, 2023

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

The projects "*Participatory Resource and Socio-Economic Assessment (PRSA) of Coastal Communities from Silago to Cabalian Bay, Southern Leyte Fisheries, Coastal Resources and Livelihood or FishCORAL*" with project code: 101T20201050-10.108 funded by BFAR Region 8, and "*Biodiversity Conservation in Camotes and Cuatro Islands, Camotes Sea, Central Philippines for Sustainable Economy*" with project code: 101T20201050-10.13.43 funded by CHED DARE TO, were completed last December 2021 and December 2022, respectively. These two projects still have remaining administrative costs. **Project 101T20201050-10.108 has Php 18,552.68, while Project 101T20201050-10.13.43 has Php 15,576.24.** Dr. Humberto R. Montes, Jr handled both projects but had already retired last January 2023.

The accounting office informed us last year of the unpaid supplies from Ormoc Net amounting to Php 23,150.00 dated 29-Jan-2018. The said payable was checked by them only last October 2022 during the finalization of the schedule of accounts payable from the previous year's obligated P.O. Our project staff was instructed to retrieve the documents related to this payable account in the Procurement and Supply Office. However, the supply office gave nothing to us and referred us to the Procurement Office. We followed up on this several times with the Procurement Office, but they could not produce the approved P.O. They even suggested reconstructing the document, but this could be a very long process. Eventually, they advised us to retrieve the invoice, delivery receipt and approved P.O. from the supplier (Ormoc Net). We finally recovered the documents from Ormoc Net, who provided us with the attached P.O., delivery receipt and charge invoice.

The project has already been terminated; hence payments can no longer be processed for the unpaid bill. In this regard, the accounting office advised us to request the **utilization of the remaining administrative costs of the two projects** to pay the payable account, hence this request.

We hope for your positive response to this request to settle this payable account.

Thank you very much.

Truly yours,


ANALYN M. MAZO
Project Leader, CHED DARE-TO