

August 27, 2024

Ivy G. Emnace

Director for Research
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Emnace**:

Greetings!

On behalf of Eco-FARMI, I am writing this letter in response to the letter from your office dated August 2, 2024, regarding budget utilization monitoring funded by VSU through GAA, IGP, and ISR. Our office would like to present the budget utilization plan for the remaining funds as follows:

A. Overhead Cost

Category	No. of Employee	Monthly Salary	Salary for October to December 2024
Science Research Assistant	1	13,048.50	39,145.50
Farm Laborers	4	31,460.80	94,382.40
Farm Laborer (Stay-in)	1	10,112.40	30,337.20
Office Utility/Messenger	1	10,112.40	30,337.20
Total Budget Utilization Plan			194,202.30

B. Research Projects

Charging Code	Balance After Earmark	Utilization Plan		Remaining Balance
		Salary (Oct.-Dec.2024)	Research Materials/Inputs	
ISR.EFS.0721-0722.01	44,174.90	44,364.90	-	-190
CC23.EFS.1720	137,526.00			
CAHO NM 14-1420-11	116,112.80			
EFS 3.1418-1	117,191.20			

The last three (3) consecutive research projects (Table B) are all under the supervision and leadership of Dr. Romel B. Armecin. According to Dr. Armecin, the remaining budget will be utilized for the salaries of SRAs and laborers, and the purchase of project inputs.

Thank you very much.

