



**August 10, 2022**

**Dr. Sailila E. Abdula**

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. Abdula**:

The Project titled “**Upgrading of the Laboratory Equipment for Organic Agriculture R&D Laboratory at Visayas State University**” funded by your institution (through IDG funds) supposedly ended on October 2020. Delays of the deliveries by our suppliers of the requested equipment (i.e. due to travel restrictions caused by the pandemic) had affected much the project implementation. No extension has been done in the previous year since our accounting office are still catering our request of the remaining equipment of the line item budget (LIB). However, lately, there are some administrative issues which needs urgent attention. There are equipment that we requested in CY 2021 that were delivered and served lately by the suppliers which is already outside of the implementation period. 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 this connection, we would like to ask for an extension until June 2023 with no additional funding. The request for extension was done for us to pay the remaining PO's and PR's and possibly utilize the remaining balances/savings for the purchase of laboratory fixtures in upgrading our organic agriculture laboratory (See attached list of laboratory fixtures to be purchased charged to the savings of the project) subject to your approval.

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:

**MARIA JULIET C. CENIZA**

VP for Research, Extension and Innovation