



August 22, 2022

**Ms. ALICIA M. FLORES**

Budget Officer

VSU, Visca, City of Baybay, Leyte

Dear **Ms. Flores**,

*Greetings!*

We are pleased to inform you that VSU, in partnership with PCAARRD, ACIAR, UPLB, and the University of Science and Technology of Southern Philippines (USTSP) is soon implementing a two-year project entitled "Development of a Gender-Responsive Knowledge Transfer Pathway for Potential Adoption of Best Practices in Philippine Vegetable Production Systems."

DOST-PCAARRD will provide the funds for this project, which is five million pesos to be divided among the three implementers—VSU, UPLB, and USTSP, with VSU being allocated the amount of PhP1,869,704 which will be released in two tranches, probably 70% and 30%.

On Tuesday, August 30, 2022 at 9:00 AM, DOST-PCAARRD will conduct an online orientation on **Project M&E Procedures and Administrative & Finance Management** for new projects. They are inviting not only our project team but also representatives from our Budget and Accounting Offices. Kindly refer to their email which I have forwarded to you.

In view thereof, may I request you or your representative to attend with us the said orientation meeting. Your participation will allow our project team in particular, and VSU in general, a smooth compliance of mandatory requirements from PCAARRD which is true to all PCAARRD-funded projects.

Please input the attendees' details in the link provided in the email from PCAARRD. This is important for the attendees to receive the meeting details for August 30, 2022. I will also appreciate it if I have the names of the attendees for my backup request for the meeting details.

Thank you so much for being ever supportive of our projects and activities.

Best regards and more power!

Very truly yours,

**LILIAN B. NUÑEZ**

Project Leader, Development of a Gender-Responsive KTP, and  
Director, ISRDS