



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR

STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

26 September 2023

DR. ANTONIO P. ABAMO

Director for Extension Office

Visayas State University

Visca, City of Baybay, Leyte

Dear Dr. Abamo,

I hope this message finds you well. We have recently received information from the Budget Office that the 2023 budget allocation for the BIDANI Extension Program, totalling 100,000 pesos, has been fully expended. Notably, over 40% of this budget was allocated for the travel expenses incurred by two of our project staff members who attended the 45th BIDANI National Convention at UPLB from July 12th to 14th, 2023.

Due to the depletion of our budget, we kindly request your esteemed office's support in augmenting our budget by an amount of 50,000 pesos. This additional allocation would enable us to address pending financial commitments, including:

1. **Unobligated Travel Reimbursements:** Numerous outstanding travel reimbursements are pending due to insufficient funds. The requested augmentation would allow us to settle these reimbursements promptly.
2. **Remaining Travel Expenses:** The project staff have planned official travels to monitor project's implementation in our covered areas. The supplementary budget would help us defray travel expenses, ensuring that our staff is duly compensated.
3. **Office Supplies:** Adequate supplies are indispensable for the smooth operation of our program. The requested funds would enable us to procure essential office supplies to sustain our activities.
4. **Training Expenses for September-December 2023:** As we progress into the latter part of the year, we anticipate the need for training and capacity-building activities for our clients since the scheduled training activities during the 2nd and 3rd quarters of the year have been moved to the last quarter due to the upcoming barangay elections. The additional budget would facilitate the project of these relevant training sessions.

We are confident that this augmentation will significantly contribute to the continued success and efficiency of the BIDANI Extension Program. We would like to express our heartfelt gratitude for your continued support and are eagerly anticipating a positive response to this request.

Thank you very much for your attention to this matter. We look forward to your favorable response.



**INSTITUTE FOR STRATEGIC RESEARCH
AND DEVELOPMENT STUDIES**

Visayas State University, PQVV+WJC, Baybay City, Leyte

Email: isrds@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1049 & 1050



Management
System
ISO 9001:2015
www.tuv.com
ID: 9108658749



Page 1 of 1
FM-VSU-03
v2 05-09-2023
No. 2023-463