



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

26 November 2024

DR. ANTONIO P. ABAMO

Extension Director
Visayas State University
VISCA, Baybay City, Leyte

Subject: Request for budget augmentation to be used for the 2-day training for Baybay Dairy Cooperative

Dear Dr. Abamo,

Warm greetings!

The Institute for Strategic Research and Development Studies (ISRDS) of VSU is currently supporting the Baybay Dairy Cooperative (BDC) through capacity building activities. One of the targets this year is to enhance the knowledge and skills of the board of directors and staff of the cooperative in financial and human resource management.

We have submitted a PPMP including the meals for training, supplies, and tokens on January 12, 2024 and August 18, 2023. However, since the budget this year was reduced from 90,000 to 48,041.18, there was a deficit in the amount in the PPMP and the budget allocated to the extension project.

In this regard, may we kindly request your good office to augment funds amounting to Php 25,953.82 to cover the meals for the training on December 5-6, 2024, and tokens.

We look forward to your favorable response. Thank you very much.

Respectfully yours,

GINA A. DELIMA

Project Leader, BDC Extension Project
ISRDS Faculty Member

Noted by,

LILIAN B. NUÑEZ

Director, ISRDS
Dean, College of Management and Economic



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Page 1 of 1
FM-VSU-03
V3 06-06-2024
No. 2024-456