



23 November 2023

MS. ALICIA M. FLORES

Head

Budget Office

Visayas State University

Visca, Baybay City, Leyte

THRU: **MS. ERLY ESGUERRA**

STF budget In-Charge

Dear Ms. Flores,

I am writing this letter in regard to an urgent budgetary adjustment of the Extension projects. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning some of the extension project's funds under **STF** to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the list of the extension project's fund adjustment & projects that needs more funds for your information.

A. List of extension project's fund adjustment

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Actual Balance less Earmarked	Balance	Funds to transfer
EXT STF-02	18,000.00	-	18,000.00	-	18,000.00	0.00	18,000.00
EXT STF-05	150,000.00		150,000.00	-	150,000.00	36,000.00	114,000.00
EXT STF-09	50,000.00	-	50,000.00	26,045.04	23,954.96	3,954.96	20,000.00
EXT STF-10	50,000.00	50,000.00	-	50,000.00	0.00	25,000.00	25,000.00
Total of Funds to Transfer:							177,000.00

B. List of Extension Projects that needs more funds.

EXTENSION OFFICE

Visayas State University, Baybay City, Leyte

Email: extension@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1085



Management System
ISO 9001:2015

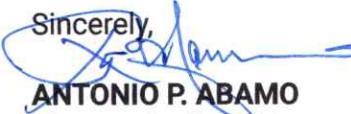
www.tuv.com
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Page 1 of 2
FM-VSU-03
V2 05-09-2023
No.

Project Code	Allotment	Obligation	Fund Transfer	Actual Balance	Earmarked	Actual Balance less Earmarked	Balance	Funds to transfer
TF-ES-Extension Services	1,298,646.01	1,232,641.30	3,750.00	62,254.71	250,369.36	(188,114.65)	- 188,114.65	177,000.00

Attached the Adjustment approval from the Project Leaders.

Sincerely,

ANTONIO P. ABAMO
 Director for Extension



23 November 2023

Ciedelle Honey Lou Gapasin

Project Leader

Healthcare Leadership Development: Building Sustainable Healthcare in the Marginalized Communities (HELD)

Visca, Baybay City, Leyte

Dear Ms. Gapasin,

I am writing this letter in regard to an urgent budgetary adjustment in your project. It has been noted that its barely less than two months before the year ends and you still have a huge proportion of unutilized funds from your project. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning part of your budget to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the budget adjustment for your information and guidance.

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Actual Balance less Earmarked	Balance	Funds to transfer
EXT STF-02	18,000.00	-	18,000	-	18,000	0.00	18,000.00

Sincerely,


ANTONIO P. ABAMO
Director for Extension

Conform:


Ciedelle Honey Lou Gapasin
Project Leader
Date: _____



23 November 2023

Mr. Dhenber C. Lusanta

Project Leader

Agro-enterprise Clustering Approach (AECA) for Inclusive Vegetable Production and Marketing

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Lusanta,

I am writing this letter in regard to an urgent budgetary adjustment in your project. It has been noted that its barely less than two months before the year ends and you still have a huge proportion of unutilized funds from your project. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning part of your budget to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the budget adjustment for your information and guidance.

Project Code	Allotment	Obligation	Actual Balance	Earmarked	Actual Balance less Earmarked	Balance	Funds to transfer
EXT STF-05	150,000.00	-	150,000.00	-	150,000.00	0.00	150,000.00

Sincerely,

ANTONIO P. ABAMO

Director for Extension

Conform:

Mr. Dhenber C. Lusanta

Project Leader

Date: _____

Pls. refrain 36,000 for our SPA wage for 3 months



23 November 2023

Dr. Karen Luz P. Yap

Project Leader

Strengthening Farmers Association to Increase Vegetable production in Silago, Southern Leyte

Visayas State University

Visca, Baybay City, Leyte


Dear Prof. Yap,

I am writing this letter in regard to an urgent budgetary adjustment in your project. It has been noted that its barely less than two months before the year ends and you still have a huge proportion of unutilized funds from your project. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning part of your budget to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the budget adjustment for your information and guidance.

Project Code	Allotment	Obligation	Fund Transfer	Actual Balance	Earmarked	Actual Balance less Earmarked	Balance	Funds to transfer
EXT STF-09	50,000.00	-	-	50,000.00	26,045.04	23,954.96	3,954.96	20,000.00

Sincerely,


ANTONIO P. ABAMO
Director for Extension

Conform:


Dr. Karen Luz P. Yap

Project Leader

Date: Nov. 30, 2023



23 November 2023

Ms. Anna Martha C. Monsanto

Project Leader

Improving Rice production Through Strengthening Capacities of Farmers and Women's Association in Hinunangan, Southern Leyte

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Monsanto,

I am writing this letter in regard to an urgent budgetary adjustment in your project. It has been noted that its barely less than two months before the year ends and you still have a huge proportion of unutilized funds from your project. Thus, in order to avoid another significant proportion of unutilized funds from our overall extension budget, we are realigning part of your budget to other projects in order to improve our annual budget utilization efficiency for 2023.

Below the budget adjustment for your information and guidance.

Project Code	Allotment	Obligation	Fund Transfer	Actual Balance	Earmarked	Actual Balance less Earmarked	Balance	Funds to transfer
EXT STF-10	50,000.00	-	-	50,000.00	-	50,000.00	25,000.00	25,000.00

Sincerely,

ANTONIO P. ABAMO

Director for Extension

Conform:

Ms. Anna Martha C. Monsanto

Project Leader

Date: Dec. 2, 2023