



January 20, 2023

Dr. Joell H. Lales

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. Lales:

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. There were 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. Just lately, towards the end of CY 2022, our request for extension has been approved by your office, and to that effect, COA was able to receive and marked their zeal in the prepared FR. Fortunately, our project was able to get enough savings of Php329,460.00.

In this connection, we would like to ask for another extension until June 2023 with no additional funding. The request for extension was done for us to utilize the remaining balances/savings for the purchase of equipment in upgrading our organic agriculture laboratory (See attached list of equipment/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