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**MEMORANDUM CIRCULAR NO. 230**  
Series of 2024

**TO: Chancellors, Deans, Research Center Directors, Unit Heads, and Project Leaders**

**RE: Status Report of Unliquidated Externally Funded VSU-approved REI Projects**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: October 17, 2024**

In line with the recommendation from the Office of the Vice President for Research, Extension, and Innovation (OVPREI), we request the submission of status reports for all externally funded Research, Extension, and Innovation (REI) projects that have been completed but still have unsettled financial obligations with their respective funding agencies.

Feedback from various government funding agencies has indicated that one of the primary reasons for the discontinuation of funding for future projects is the presence of unliquidated financial obligations and the failure to submit terminal financial reports for previous projects. To address this, we are consolidating information on all unliquidated REI projects approved by VSU. This report will facilitate an objective assessment of the issues and help identify measures needed for the resolution and closure of outstanding financial obligations. The status report should include the following information:

College/Research Center: Chancellor/Dean/Director:						
Project Leader	Project Title	Implementing Department/Unit	Implementation Period	Total Budget	Funding Agency	Remarks

Kindly ensure that all reports for each college or research center are submitted via email to **ovprei@vsu.edu.ph** no later than **October 28, 2024**.

For your information and usual support.

**OFFICE OF THE PRESIDENT**

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