



April 13, 2021

Prof. Alan B. Loreto
Director for Innovation
Visayas State University
Visca, Baybay City, Leyte

Dear **Prof. Loreto**:

Attached herewith is the CY 2021 approved budget appropriation under Maintenance and Operating Expenses for the operations management of Innovation Office with a total amount of **Php 204,000.00 (Attachment 1)** chargeable to ODI.A.III.C (Overhead Cost). The budget for the following expenditures, however, is centralized under the direct control of the Finance and Management Office subject for approval by the University President: electricity, water, communication, repair of buildings, motor vehicles, and other machinery/equipment; tax insurance premium, and other related fees; printing and publication, representation expenses, and rental/lease subscription expenses.

For monitoring and evaluation purposes, and to ensure effective program management, the following requirements should be complied:


1. For Center Director/College Deans/Chancellors:
 - a. Center Quarterly research progress report (**Attachment 2**). A brief research highlights for submission every 1st week of every quarter. This will serve as reference for research update/ highlights for the University President's report to BOR during its quarterly meeting;
 - b. Center's/College Annual R&D Report.
2. For Research Program/Project Leaders:
 - a. Midyear research progress reports (**Attachment 3**). As per ISO Requirement. For Submission every 1st week of July of every year;
 - b. Annual research progress reports (**Attachment 4**). As per ISO, DBM, CHED and ISO requirements. For submission every 4th week of January of the succeeding year;
 - c. Presentation of research highlights or papers during the Research In-house Review and Evaluation (**Attachment 5**);
 - d. Presentation of paper in regional/ national R&D Symposia/for a (**as scheduled by consortium/National agency concerned with prescribed standard format**);
 - e. Terminal report (**Attachment 6**). For submission 3 months after completion of research program/project.
 - f. Publish articles of significant research findings in indexed/ peer reviewed journals.

The Center's quarterly and annual progress reports of its research program are expected to be an integration of the highlights of accomplishments of its different projects and activities including the status of expenditures by source of funds. Individual project reports are included as attachments. Submission of individual research project progress and terminal reports through the Center Director is encouraged. This will give the Center Director and is RDE Team the opportunity to review the overall Center's research performance and accomplishments.

Very truly yours,


ROSA OPHELIA D. VELARDE
Director, Research Office

Recommending Approval:


MARIA JULIET C. CENIZA
Vice President, OVPREI

APPROVED:


EDGARDO E. TULIN
President

CC:

Dr. Edgardo E. Tulin , VSU President
Ms. Louella C. Ampac , Director, FMO
Ms. Myrna S. Pancito , Head Budget Office
Ms. Erlinda S. Esguerra , Head Accounting Office
File: OVPREI-VP
OVPREI-RPO

CY2021 BUDGET APPROPRIATION
CENTER/UNIT: Office of the Director for Innovation

A. OVERHEAD COST: Php 204,000.00

<i>Project Code: ODI.A.III.C</i>	
Breakdown	Amount
Travelling Expenses	50,000.00
Training	20,000.00
Scholarship	-
Supplies and Material Expenses	74,000.00
Professional Services	60,000.00
General Services/ Labor & wages	-
Repair & Maintenance (Motor Vehicles, Other Machinery & Equipment)	-
Other MOOE (Representation & Rent/Lease Expenses)	-
Awards, Rewards and Prizes	-
TOTAL	Php 204,000.00

QUARTERLY RESEARCH PROGRESS REPORT, CY 2021

QUARTER: (Indicate if 1st, 2nd, 3rd, 4th)

CENTER/ COLLEGE: _____

I. Center/College Research Goals and Objectives:

II. Center/ College Current Research Thrusts and Priorities

III. Highlights of accomplishments within the quarter

A. Current status of implemented research program/projects
implemented

(Categorized either by research area, by commodity or by discipline)

B. Highlights of accomplishments by category *(should include outcome/
impact when applicable)*

C. Current status on Research Resource Generation and Management
*(by function: Organizational / Functional Structure vis a vis human
resource, operational budget, research partnership/linkages, indicate nature
and type of partnership/collaboration, and new initiatives when applicable)*

IV. Issues, Problems and Recommendations

Submitted by : _____
Director/ College Dean

Date Submitted: _____

Received by OVPREI-RPO: _____

Date Received : _____