



February 21, 2023

Dr. Victor B. Asio
Head, Annals of Tropical Research
Visayas State University
Visca, Baybay City, Leyte


Dear **Dr. Asio**:

Herewith is the approved budget appropriation for the CY 2023 operations of the Annals of Tropical Research (ATR) in the total amount of **Php 192,459.60** chargeable to OVPREI ATR OC overhead cost. Please take note of the breakdown following the general budget allocation set by the Budget Office and Finance Management Office.

Code: OVPRE ATR OC	
Breakdown	Amount
Supplies and Material Expenses	15,000.00
General Services/ Labor & wages	177,459.60
TOTAL	192,459.60

As a policy, a quarterly, midyear, and annual progress report of ATR's accomplishment is required for submission to the Vice President for Research, Extension, and Innovation.

Very truly yours,


ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:


MARIA JULIET C. CENIZA
VP for REI

APPROVED:


EDGARDO E. TULIN
President

CC

Dr. Edgardo E. Tulin
Ms. Louella C. Ampac
Ms. Alicia M. Flores
Mr. Nick Freddy Bello
File OVPREI-VP
OVPREI-RPO

VSU President
Director, FMO
Head Budget Office
OIC Head Accounting Office