



**VISAYAS**  
STATE UNIVERSITY

**EXTENSION**  
OFFICE

26 0207

02 January 2025

**Dr. Maria Vanessa E. Gabunada**  
Project Leader  
Department of Arts, Languages, & Literature

Dear **Dr. Gabunada**,

Good day!

This is to inform you of the release of the 2025 budget allotment for your extension project entitled: **"Safeguarding the Integrity of Academic Writing"** in the amount of *One Hundred Sixty-Five Thousand, Nine Hundred Eighty Pesos and 82/100 cents (P165,980.82)* charged to Extension GAA (code: EXT114).


We do hope that even with the modest budget, the project can make a difference in capacitating our target clientele.

Thank you.

Very truly yours,

  
**CATHERINE C. ARRADAZA**  
Director, Extension Office

Recommending Approval:

  
**SANTIAGO PEÑA, JR.**  
Vice President for Research, Extension, and Innovation

Approved by:

  
**PROSE IVY G. YEPES**  
University President

cc: OVPREI – Extension Office, Extension Proponents, Budget Office

**EXTENSION OFFICE**

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Page 1 of 2  
**FM-VSU-03**  
V3 06-06-2024  
No. 25-123-EXT



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**2025 Extension Project Budget Allocation and Breakdown**

				MOOE BREAKDOWN					
CODE	Title	Approved Budget	General Services & Labor	MOOE Budget	Travelling Expenses	Training and Scholarship	Supplies and Materials Expenses	Professional Services	Other MOOE
EXT114	Safeguarding the Integrity of Academic Writing	165,980.82	-	165,980.82	30,000.00	50,000.00	65,980.82	20,000.00	-

Prepared by:

**MARIANNE JOYCE L. DE CAIMAN-GALLEGO**

Extension M&E Admin

Date: January 2, 2025

Approved by:

  
**CATHERINE C. ARRADAZA**

Director, Extension Office

Date: January 2, 2025

**EXTENSION OFFICE**

Visayas State University, Visca, Baybay City, Leyte

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Page 2 of 2  
**FM-VSU-03**  
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