



February 14, 2024

**Dr. Ivy C. Ennace**

Director, Research Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Ennace**:

Herewith is the approved budget appropriation for the CY 2024 operations of the Research Programs Office in the total amount of **Php 2,138,734.68** chargeable to RPO.A.III.C overhead cost. Please take note of the breakdown following the general budget allocation set by the Budget Office and Finance Management Office.

Project Code: RPO.A.III.C	
Breakdown	Amount
Traveling Expenses	Php 100,000.00
Training	100,000.00
Supplies & Materials	300,000.00
Professional Services	100,000.00
Labor & Wages	1,177,420.20
General Services	241,314.48
Repair & Maintenance	50,000.00
Representation	70,000.00
<b>TOTAL</b>	<b>Php 2,138,734.68</b>

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

Very truly yours,

  
**DENNIS P. PEQUE**  
VP for REI

**APPROVED:**

  
**DANIEL LESLIE S. TAN**  
OIC-President

**RESEARCH OFFICE**

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Dr. Daniel Leslie S. Tan , VSU OIC-President  
Ms. Louella C. Ampac , Director, FMO  
Ms. Alicia M. Flores , Head Budget Office  
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**RESEARCH OFFICE**

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