



**VISAYAS**  
STATE UNIVERSITY

**RESEARCH**  
OFFICE

February 28, 2025

**Dr. Santiago T. Peña Jr.**

OIC Head, RDE Network Secretariat (RNS)

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Peña:**

Attached herewith is the CY 2025 approved budget appropriation for the operations of **RNS** with a total amount of **P 553,774.08** chargeable to RDE.Network.A.III.C overhead cost (GAA) with the following breakdown:

Charging Code: RDE.Network.A.III.C	
Breakdown:	Amount
Travelling Expenses	35,000.00
Supplies and Materials Expenses	100,000.00
Labor & Wages	418,774.08
<b>TOTAL</b>	<b>553,774.08</b>

The budget for the following expenditures, however, is centralized under the direct control of the Finance and Management Office subject to 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 rentals/lease subscription expenses.

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

Very truly yours,

  
**IVY G. EMNACE**  
Director for Research

**APPROVED:**

  
**PROSE IVY G. YEPES**  
President

**RESEARCH OFFICE**

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