



VISAYAS
STATE UNIVERSITY

RESEARCH
OFFICE

February 28, 2025

Dr. Marlito Jose M. Bande

Director, Biodiversity Research Center (BRC)

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Bande**:

Attached herewith is the CY 2025 approved budget appropriation under Maintenance and Other Operating Expenses for the operations management of **BRC** with a total amount of **P 753,156.48 (Attachment 1)**. 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.

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. A brief research highlights for submission every 1st week of every quarter. This will serve as reference for research updates/ highlights for the University President's report to BOR during its quarterly meeting;
 - b. Annual research progress reports. As per ISO, DBM, CHED and ISO requirements. For submission every 4th week of January of the succeeding year;
2. For Research Program/Project Leaders:
 - a. Quarterly research progress reports. 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. Annual research progress reports. 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;
 - d. Presentation of paper in regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
 - e. Terminal report. For submission 3 months after completion of research program/project;
 - f. Publish articles of significant research findings in indexed / peer-reviewed journals.

RESEARCH OFFICE

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Very truly yours,


IVY C. EMNACE
Director for Research

Recommending Approval:


SANTIAGO T. PEÑA JR.
Vice President for REI

APPROVED:


PROSE IVY G. YEPES
President

cc: Dr. Prose Ivy G. Yepes , VSU President
Ms. Louella C. Ampac , Director, Finance Management
Ms. Alicia M. Flores , Head, Budgeting
Mr. Nick Freddy Bello , Head, Accounting
OVPREI – VP;
OVPREI – RPO;

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

CY 2025 BUDGET APPROPRIATION

Center/Unit: BIODIVERSITY RESEARCH CENTER (BRC)

A. Overhead Cost

Charging Code: RRTC.A.III.C	
Breakdown:	BUDGET CY 2025
Travelling Expenses	60,000.00
Supplies and Materials Expenses	80,000.00
Professional Services	100,000.00
General Services	418,774.08
Labor & Wages	94,382.40
TOTAL	753,156.48

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