



VISAYAS
STATE UNIVERSITY

**RESEARCH
OFFICE**

April 01, 2024

Dr. Marisel A. Leorna
Project Leader
NCRC-V
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Leorna:

Herewith is the approved additional budget for your project entitled **"Development, Optimization, Market Study of Coconut-based Food Products (3 Components)"** with project code: **NCRC.2025.1** in the total amount of **P 75,000.00** for supplies & materials of the project charged to the Income Generating Project (IGP) share for research, charging code: **IGPR.01 (20401010-002)**.

In observance to the University's research monitoring and evaluation protocols, the following reminders are hereby provided for the researcher (s) to follow:

1. Submission of quarterly research progress reports of the study to the project leader.
2. Submit to the project leader every 1st week of July of every year the midyear research progress reports of the study.
3. Submit every 1st week of January of the succeeding year the annual research progress reports of the study to the project leader.
4. Submit the research highlights or papers of the study for presentation in coordination with the project leader during the Research In-house Review and Evaluation.
5. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
6. Submit to the project leader your terminal report three (3) months after completion of research study.
7. Publish articles of significant research findings in indexed / peer-reviewed journals.

Thank you for your continued support and cooperation with the VSU's R & D Program.

Very truly yours,


IVY C. EMNACE
Director for Research

RESEARCH OFFICE

Visayas State University, PQWV+9R Baybay City,
Email: research@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: Local 1005




Management
System
ISO 9001:2015

www.tuv.com
ID 0108658740



PAGE 1 OF 2
FM-VSU-03
V2 05-09-2023
No. 24-BA-91

Recommending Approval:


DENNIS P. PEQUE
Vice President for REI

APPROVED:


PROSE IVY G. YEPES
President

cc: Dr. Prose Ivy G. Yepes , VSU President
Ms. Louella C. Ampac , Director, FMO
Ms. Alicia M. Flores , Budget Officer
Mr. Nick Freddy Bello , Head, Accounting Office
File: OVPREI – VP;
OVPREI – RPO;

Re: Approved budget for

" Development, Optimization,
market study of Coconut -
based Food Products".

RESEARCH OFFICE

Visayas State University, PQWV+9R Baybay City,
Email: research@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: Local 1005



Management
System
ISO 9001:2015

www.tuv.com
ID 9100050749



PAGE 2 OF 2
FM-VSU-03
V2 05-09-2023
No. 24-BA-91