

September 27, 2024

DR. SANTIAGO T. PEÑA JR.

VP for Research, Extension & Innovation
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Peña:

Greetings of peace and good health!

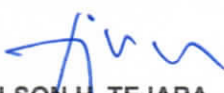
The researchers would request for budget realignment for the approved research project entitled, "**Farm2Table: A management information system for farmers and food business establishments in Baybay City, Leyte**" with the project code of DCST.0824.0825.01. The main reason for our request for budget realignment is to allocate an amount for cloud server hosting once the mobile application will be tested and deployed to its target users. This expense was not included in our original proposal hence, we requested for this expense to be added in our research project. In addition, part of the training expense will be realigned to travel as the researchers need additional funds for travel expenses in conducting consultative meetings with the City Agriculture Office an/or Baybayani members during the development until the deployment of the mobile application. The table below shows the detailed listing our request for budget realignment:

Line-Item	Budget	Requested Budget Realignment
Supplies and Materials	1,000.00	
Training	10,000.00	<p>Cloud Server Hosting (via DigitalOcean) https://www.digitalocean.com/pricing/droplets#basic-droplets) Specifications: Memory: 2gB vCPU: 1 SSD storage: 50gB Cost: PhP8467.2 Cost details: \$12/mo or PhP 705.6/mo (1USD= PhP58.8) x 12 mos</p>

		Travel Expenses: Php 1500 Travel expense details: 5L gasoline x Php 60.00/L x 5 consultative meetings
Travel	1,000.00	
Total	12,000.00	

We hope for your approval on this request. Thank you and God bless!

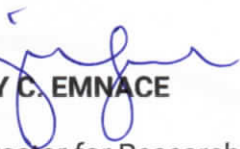
Very truly yours,


NELSON H. TEJARA
Project Leader

Certified funds available


ALICIA M. FLORES *6/11/25*
Head, Budget Office

Noted:


IVY C. EMNACE
Director for Research

Approved:


SANTIAGO T. PEÑA JR.
VP for Research, Extension, and Innovation