



June 15, 2021

Dr. Maria Juliet C. Ceniza
Director, ViCARP
Visayas State University
Visca, Baybay City,
Leyte

Dear **Dr. Ceniza**:

Herewith is the approved CY 2021 budget appropriation in the total amount of **Php 359,612.00** chargeable to VICARP.A.III.C (Overhead Cost) for the operations of the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP) under your direct supervision and management with the following breakdown:

MOOE CY 2021		REMARKS (PS/JO MOOE Personnel)
Travelling Expenses	Php 70,000.00	(PS) 1 Instructor (Permanent)
Training	100,000.00	(PS) 1 Admin Aide/ Driver (Permanent)
Supplies and Material Expenses	90,000.00	2 SRA (Trust Fund Charging) 1 Education Research Assistant
General Services	99,612.00	(JO MOOE) 1 Technomart Cashier (12mos*8,301/mo =P 99,612)
TOTAL (Php)	359,612.00	

As Director you are expected to:

1. Ensure appropriate utilization and management of funds and other resources under your office.
2. Evolve a mechanism of reviewing ViCARP's RDE network and programs including budget utilization and financial reporting.
3. Submit to the Vice President the following R & D progress reports of the center/office:
 - a. Quarterly Reports.
 - b. Midyear R & D Report.
 - c. Annual R & D Report.

Very truly yours,

EDGARDO E. TULINO
President

cc: OVPREI – VP; OVPREI – RPO; Ms. Louella C. Ampac - Director, FMO; Ms. Myrna S. Pancito – Budget Office Head;
Ms. Erlinda Esguerra - Head, Accounting Office; File: OP; **VICARP**