

28 December 2020

DR. EDGARDO E. TULIN
University President
VSU, Visca, Baybay City, Leyte

Through: **DR. ANTONIO P. ABAMO**
OIC-VP for Research, Extension & Innovation

Dear Dr. Tulin:

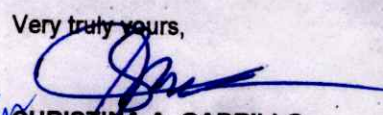
We would like to request for a realignment of the IEC-YRRP Funds for a 6-month extension of the project from **January to June 2021** with no additional budget. There are still deliverables that the project needs to accomplish. If you will allow it, we will have a **REALIGNMENT OF THE MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)**.

The proposed realignment is presented below with the approved line item budget based on the total unexpended balance.

ITEM	APPROVED BUDGET	UNEXPENDED BALANCE	PROPOSED REALIGNMENT	TOTAL
I. Personal Services				
1 Project Leader @6,000/mo (Aug 2018-July 2019)	72,000.00			
2 Study Leaders @3,000/mo (Aug 2018-July 2019)	72,000.00	6,000.00		6,000.00
1 Media Production Assistant @15,000/mo (July-December 2020)	360,000.00	50,000.00	(50,000.00)	
1 Media Production Assistant @15,000/mo (July 1-31, 2020)				
1 Media Production Assistant @15,000/mo (July 1-31, 2020)				
Total Personnel Services	504,000.00	56,000.00		6,000.00
II. Maintenance and Operation				
Travel	100,000.00	100,000.00	(100,000.00)	
Communication	20,000.00	30,000.00		30,000.00
Office Supplies	30,000.00	74,552.50	75,000.00	149,552.50
ICT Supplies	63,000.00	100,000.00	50,000.00	150,000.00
Vehicle and Equipment Rental	200,000.00	50,000.00		50,000.00
Fuel and Lubricants	50,000.00	4,200.00		4,200.00
Repair and Maintenance	80,000.00	50,000.00	(50,000.00)	
Other Services (Wages for Admin Staff; Professional Fee for 3	1,297,579.24	60,329.64	75,000.00	135,329.64
Consultants@30000 each; 3 Admin Staff & services@500/mo; Food, Documentation, Reproduction, Report & Miscellaneous)				
Admin Cost	72,512.76	-		
Total Maintenance and Operation	1,913,092.00	469,081.74		519,082.14
GRAND TOTAL	2,417,092.00	525,081.74	0.00	525,082.14

We anticipate your favorable response and positive action to this request for us to deliver the services of the project in designing and producing IEC materials for the entire YRRP program. Thank you and more power!

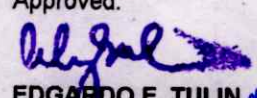
Very truly yours,


CHRISTINA A. GABRILLO
IEC-YRRP Project Leader

Certified Fund's Available:


ERLINDA S. ESGUERRA
Head, Accounting Office

Approved:


EDGARDO E. TULIN
University President

*provided this has
not exceeded 3
realignment
requests*