



September 06, 2022

**Dr. Nilda T. Amestoso**

Project Leader

CME-DBM

Visayas State University

Dear **Dr. Amestoso**:

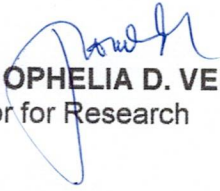
Herewith is the approved CY 2022 budget appropriation for your project entitled **"Improving Business and Management Practices for Sustainable Development of Selected Livelihood Associations in Baybay City, Leyte"** with project code: **ISR.CME-DBM.1022-0923.02** in the total amount of **Php 20,000.00** charged to the Income Share for Research.

In observance of 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 (**Attachment 1**).
2. Submit to the project leader every 1<sup>st</sup> week of July of every year the midyear research progress reports of the study (**Attachment 2**).
3. Submit every 1<sup>st</sup> week of January of the succeeding year the annual research progress reports of the study to the project leader (**Attachment 3**).
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 (**Attachment 4**).
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 the research study (**Attachment 5**).
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,

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

Recommending Approval:

  
**MARIA JULIET C. CENIZA**  
VP for REI

APPROVED:

  
**EDGARDO E. TULIN**  
President *oic 9/30/20*

cc: Dr. Edgardo E. Tulin , VSU President  
Ms. Louella C. Ampac , Director, FMO  
Ms. Alicia M. Flores , Budget Officer  
Mr. Nick Freddy Bello , OIC Head, Accounting Office  
Dr. Moises Neil V. Serio , Dean, CME  
File: OVPREI – VP;  
OVPREI – RPO;