



January 10, 2024

MS. LOUELLA C. AMPAC
Director
Finance Management Office

Thru: **MS. ALICIA M. FLORES**
Budget Officer

Dear Madame,

Greetings!

This second semester SY 2023-2024, students in the fourth year of the BS Agribusiness program will embark on their internships with various partner farmers and agri-enterprises across the Philippines. As a vital aspect of our department's oversight of our students undergoing internships and in alignment with our consistent practice in previous years, faculty members will conduct on-site visits to assess our students' situation and progress. These visits also involve meetings with owners and managers to discuss feedback about our student interns and explore potential long-term agreements for future internship placements.

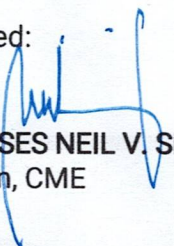
I am formally seeking a budget allocation for the upcoming activity. The on-site visits are projected to involve significant expenses, particularly with 174 students participating in internships this semester. Ensuring ample budgetary provisions is imperative for the seamless execution of this initiative. Attached is an outline detailing the projected expenses for the on-site monitoring of our students during their internship period.

Hoping for your favorable action on this matter. Thank you very much.


Sincere yours,


MARK C. RATILLA
Head, DBM

Noted:


MOISES NEIL V. SERIO
Dean, CME

Approved:


ALICIA M. FLORES
BUDGET OFFICER

Department of Business and Management
BSAB Budgetary Requirements for OJT/Internship Site Visit
Second Semester SY. 2023-2024

Name of the Faculty in charge	Location of Farms to Visit	No. of Students to Visit	Budget Allocation (in PhP)	No. of Days
Alacio, Wella Marie	Albuera, Leyte Cabintan, Ormoc City Merida, Leyte	10	2,750.00	1 day
Andrino, Marlon	Cebu City, Cebu Mandaue City, Cebu	20	14,200.00	5 days
Avila, Doryn Jan	Pavia, Iloilo Badiangan, Iloilo	15	18,700.00	5 days
Bongat, Hadasha	Ubay Bohol Tagbilaran City, Bohol Bilar, Philippines	15	11,500.00	4 days
Gamotin, Gracielle Dawn	Kananga, Leyte Tacloban City, Leyte	10	5,400.00	2 days
Gapasin, Bryan	Pantukan, Davao De Oro Hinatuan, Surigao del Sur Calinan, Davao City	15	22,000.00	6 days
Lao, Vince	Brgy. Monterico, Baybay City, Leyte Brgy. Kabungaan, Baybay City, Leyte	10	1,750.00	1 day
Mangaoang, Eurice Ed	Bogo City, Cebu Daanbantayan, Cebu	15	11,400.00	4 days
Lambert, Anthony	Cacagayan de Oro, Misamis Oriental Malaybalay, Bukidnon	15	19,700.00	4 days
Poliquit, Maria Aries	Ibaan, Batangas Lipa, Batangas	18	18,100.00	5 days
Pugosa, Loregin	Baguio, Benguet San Marcelino, Zambales	10	21,100.00	5 days
Tan, Gideon Niel	General Santos City, South Cotabato Tupi, South Cotabato Banga, South Cotabato	10	19,700.00	4 days
Capuno, Charmagne	Tanjay City, Negros Oriental Bayawan City, Negros Oriental	11	13,400.00	4 days
No. of Students on OJT		174.00		
Total Projected Expenses			179,700.00	

Note: BSAB projected almost 174 graduating students for SY 2022-2023, this resulted to only Php 1032.75 budget per internship student.

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.