



VISAYAS
STATE UNIVERSITY

RESEARCH
OFFICE

February 28, 2025

Dr. Ivy C. Ennace
Director, Research Office (RO)
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Ennace**:

Attached herewith is the CY 2025 approved budget appropriation for the operations of **RO** with a total amount of **P 5,412,234.68** chargeable to RPO.A.III.C, RPO.CF.2025 (Overhead cost-GAA) and STF-RES.CF.2025 Income Share for Research (ISR) with the following breakdown:

Charging Code: RPO.A.III.C (GAA)	
Breakdown:	Amount
Travelling Expenses	100,000.00
Training Expenses	400,000.00
Supplies and Materials Expenses	1,300,000.00
Professional Services	100,000.00
General Services	1,418,734.68
Other MOOE	183,500.00
Repair and Maintenance	50,000.00
TOTAL	3,552,234.68

Charging Code: RPO.CF.2025 (GAA) *Centralized Funds for Approved Proposals (Research Center/Academic Unit)	
Breakdown:	Amount
Travelling Expenses	200,000.00
Professional Services	400,000.00
Other MOOE	200,000.00
TOTAL	800,000.00

Charging Code: STF-RES.CF.2025 (ISR) *Centralized Funds for Approved Proposals (Academic Unit)	
Breakdown:	Amount
Travelling Expenses	50,000.00
Training Expenses	60,000.00

Supplies and Materials Expenses	300,000.00
General Services	650,000.00
TOTAL	1,060,000.00

The budget for the following expenditures, however, is centralized under the direct control of the Finance and Management Office subject to approval by the University President: electricity, water, communication, repair of buildings, motor vehicles, and other machinery/equipment; tax insurance premium, and other related fees; printing and publication, representation expenses, and rentals/lease subscription expenses.

As a policy, a quarterly and annual progress report of Research Office accomplishment is required for submission to the Vice President for Research, Extension, and Innovation.

Very truly yours,


SANTIAGO T. PEÑA JR.
 Vice President for REI

APPROVED:


PROSE IVY G. YEPES
 President

cc: *Dr. Prose Ivy G. Yepes* , *VSU President*
Ms. Louella C. Ampac , *Director, Finance Management*
Ms. Alicia M. Flores , *Head, Budgeting*
Mr. Nick Freddy Bello , *Head, Accounting*
 OVPREI – VP;
 OVPREI – RPO;

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.