



**VISAYAS**  
STATE UNIVERSITY

**RESEARCH**  
OFFICE

February 28, 2025

**Dr. Ma. Theresa P. Loreto**

Director, ARIC

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Loreto**:

Attached herewith is the CY 2025 approved budget appropriation under Maintenance and Other Operating Expenses for the operations management of **ARIC** with a total amount of **P 280,000.00 (Attachment 1)**. The budget for the following expenditures, however, is centralized under the direct control of the Finance 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.

For monitoring and evaluation purposes, and to ensure effective program management, the following requirements should be complied:

1. For Center Director/College Deans/Chancellors:

- a. Center Quarterly research progress report. A brief research highlights for submission every 1st week of every quarter. This will serve as a reference for research updates/highlights for the University President's report to BOR during its quarterly meeting;
- b. Annual research progress reports. As per ISO, DBM, CHED and ISO requirements. For submission, every 4<sup>th</sup> week of January of the succeeding year;

2. For Research Program/Project Leaders:

- a. Quarterly research progress reports. A brief research highlights for submission every 1st week of every quarter. This will serve as a reference for research updates/highlights for the University President's report to BOR during its quarterly meeting;
- b. Annual research progress reports. As per ISO, DBM, CHED and ISO requirements. For submission, every 4<sup>th</sup> week of January of the succeeding year;
- c. Presentation of research highlights or papers during the Research In-house Review and Evaluation;
- d. Presentation of paper in regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
- e. Terminal report. For submission 3 months after completion of a research program/project;
- f. Publish articles of significant research findings in indexed / peer-reviewed journals.

**RESEARCH OFFICE**

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Very truly yours,

  
**IVY C. EMNACE**  
Director for Research

Recommending Approval:

  
**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.

## CY 2025 BUDGET APPROPRIATION

Center/Unit: Advance Research and Innovation Center (ARIC)

## A. Overhead Cost

Charging Code: ARIC.A.III.C	
Breakdown:	BUDGET CY 2025
Travelling Expenses	30,000.00
Supplies and Materials Expenses	250,000.00
TOTAL	280,000.00

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