



February 24, 2023

**Dr. Romel B. Armecin**  
Project Leader  
NARC  
Visca, Baybay City, Leyte

Dear **Dr. Armecin**:

Herewith is the approved CY 2023 budget appropriation for your project entitled **"Improvement of Abaca Fiber Extraction and Processing Machines Phase 2: Development of springless pressure mechanism for abaca power stripper (Phase II)"** with project code: **RSNA14-1416-03** in the total amount of **Php 117,782.40** charged to the VSU General Appropriation Act (GAA) with the following breakdown:

MOOE CY 2023	
Supplies and Materials	Php 23,400.00
General Services	94,382.40
<b>TOTAL (Php)</b>	<b>117,782.40</b>

In observance to 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.
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.
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.
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.
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 research study.
7. Publish articles of significant research findings in indexed / peer-reviewed journals.