



VISAYAS
STATE UNIVERSITY

RESEARCH
OFFICE

February 28, 2025

Dr. Marisel A. Leorna

Director, NCRC-V

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Leorna**:

Attached herewith is the CY 2025 approved budget appropriation under Maintenance and Operating Expenses for the operations management of **NCRC** with a total amount of **P 3,242,040.88 (Attachment 1)**. This includes the Overhead Cost **P 2,335,268.48** and Direct Cost **P 906,772.40**. 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.

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 4th 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 4th 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 research program/project.
 - f. Publish articles of significant research findings in indexed / peer-reviewed journals.

RESEARCH OFFICE

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FM-VSU-03
V4 01-23-2025
No. 25-BA-03

CY 2025 BUDGET APPROPRIATION

Center/Unit: National Coconut Research Center (NCRC-V)

A. Overhead Cost

Charging Code: NCRC A.III.C	
Breakdown:	BUDGET CY 2025
Travelling Expenses	25,000.00
Supplies and Materials Expenses	80,000.00
General Services	1,412,581.68
Labor & Wages	797,686.80
Other MOOE	20,000.00
TOTAL	2,335,268.48

B. Direct Cost

National Coconut Research Center (NCRC-V)			
Charging Code	Project Title	BREAKDOWN	TOTAL
NCRC14-1420.16	Determination on the Mode of Inheritance and Utilization of the Pandan Aroma Gene(s) in the Development of Aromatic Coconut Varieties	Supplies & Materials • 21,700.00 General Services • 177,459.60	199,159.60
NCRC.2025.1	Development, Optimization, Market Study of Coconut-based Food Products (3 Components)	Supplies & Materials • 21,700.00	21,700.00
	Study 1: Development Process Optimization of Dried and Baked Coconut Food Products		-
	Study 2: Formulation & Optimization of Coconut-based Beverages		-
	Study 3: Market Acceptability of Coconut Food Products		-

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.