



**ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE**  
**VISAYAS STATE UNIVERSITY**  
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August 8, 2017

**Dr. Othello B. Capuno**

Vice-President for Research and Extension  
VSU, Visca, Baybay, Leyte

Thru: Dr. Jose L. Bacusmo  
Director, Research Office


Dear Dr. Capuno:

This is with reference to the latest Status of Allotments/Obligations and Balances in one of my projects titled "Standardization, Reformulation and Utilization of Biofertilizers" (ORP04 – EFS 3.1418-1) which is locally funded or through GAA. Activities are on-going for this particular project especially on the analysis and efficacy testing of locally produced organic fertilizers at the institute. Unfortunately, the balance as of June 2017 is Php **-18,665** that had seriously affected the operation to this particular project. The negative balance was attributed largely to the purchase and replacement of one important accessory (i.e. Mini-mill grinder sieve) to one of our equipment in the laboratory necessary for grinding the plant tissue samples. Prior to the preparation of the purchase request (PR), we thought that it would not cost that much which consumed more than half of the allocated amount for the project.

With this, we would like to request for additional funding to augment the wages and salaries of our Job Order workers who are presently charged to this particular project. There is only one SRA working to this project that would need us an amount approximately **Php70,000** for the whole project operation for CY2017.

We are looking forward to your kind approval to this request.

Very truly yours,

  
Romel B. Armecin  
Project Leader

Recommending Approval:

Jose L. Bacusmo  
Director for Research

Approved:

Othello B. Capuno  
VP for R&E