



April 15, 2021

Dr. Maria Juliet C. Ceniza
Vice President, REI
Visayas State University
Visca, Baybay City,
Leyte

Dear **Dr. Ceniza**:

Herewith is the approved CY 2021 budget appropriation in the total amount of **Php 2,281,798.00** chargeable to OVPREI.A.III.C (Overhead Cost) for the operations of the Office of the Vice President for Research, Extension and Innovation (OVPREI) under your direct supervision and management with the following breakdown:

MOOE CY 2021		REMARKS (PS/JO MOOE Personnel)
Travelling Expenses	Php 100,000.00	(PS) 1 Admin Aide VI /Clerk V (Permanent)
Training	100,000.00	(PS) 1 Admin Aide III /Clerk III (Casual)
Supplies and Material Expenses	170,000.00	(PS) 1 Admin Aide/ Messenger (Permanent)
Professional Services	125,000.00	(PS) 1 Admin Aide/ Driver (Permanent)
General Services + Labor & Wages	536,798.00	(JO MOOE) 2 Utility man/Laborer (Building, Surroundings, Landscapes and Plants -15days/mo) P 199,224.00
Repair & Maintenance (Motor Vehicles, Other Machinery & Equipment)	50,000.00	(JO MOOE) 1 Emergency Labor (P 5,534.00) - 1mo only; transferred to University Landscape Personnel starting Feb 2021
Other MOOE (Representation & Rent/Lease Expenses)	200,000.00	(JO MOOE) 5 Emergency Labor (Building, Surroundings, Landscapes and Plants - 10days/mo) P 337,574.00
Awards, Rewards and Prizes	1,000,000.00	
TOTAL (Php)	2,281,798.00	

As Vice President you are expected to:

1. Ensure appropriate utilization and management of funds and other resources under your office.
2. Evolve a mechanism of reviewing RDEI Programs including budget utilization.



3. Submit to the University President the following R & D progress reports of the center/office:
 - a. Quarterly Reports.
 - b. Midyear R & D Report.
 - c. Annual R & D Report.
4. Submit R & D related reports/updates as required by National/Regional governing agencies/institutions, or Collaborating Funding Agencies.

Very truly yours,

EDGARDO E. TULIN
President

cc: **OVPREI – VP;**
OVPREI – RPO;
Ms. Louella C. Ampac , Director, FMO;
Ms. Myrna S. Pancito , Head, Budget Office;
Ms. Erlinda Esguerra , Head, Accounting Office;
File: OP