



**DR. FELICIANO G. SINON**

Director of NARC

Visayas State University

Visca, Baybay City, Leyte, PHILIPPINES

Dear **Dr. Sinon**;

We regret to inform you that due to budget cut this **CY 2020**, a budget amount of **Php. 334,248.00**, is allocated by this office for your unit's overhead cost (**NARC-OC.2020**). Below is the breakdown of the charges:

Account Title	MOOE Allocation (Php)
I. Travelling Expenses	25,000.00
II. Training & Scholarship	152,840.00
III. Supplies and Material Expenses	30,000.00
IV. Awards, Rewards and Prizes	0.00
V. General Services	0.00
V. Repairs & Maintenance	60,000.00
VI. Labor & Wages	66,408.00
VII. Rent/Lease Expenses	0.00
<b>2020 TOTAL ALLOCATION</b>	<b>334,248.00</b>

As of **June 30, 2020** your overall remaining balance is **Php 100,204.95**. We enjoined you to closely monitor the allotted budget this year and ascertain that the allotted budget will be enough to support the unit under your management till the end of the year. Thank you.

Very Truly Yours;

**OTHELLO B. CAPUNO**

VP for Research, Extension and Innovation

cc: OVPRE FILE