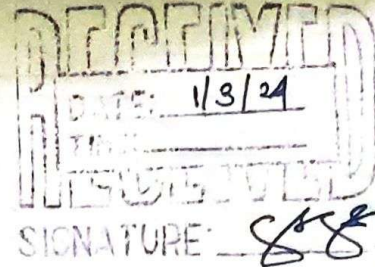


Scan Here

December 14, 2023

DR. MARIA JULIET C. CENIZA
VP, Research, Extension and Innovation
Visayas State University
Baybay City, Leyte

Thru: **PROF. ROSA OPHELIA D. VELARDE**
Director for Research



Dear Dr. Ceniza,

Greetings of peace and joy!

I would like to request a one (1) year extension of my team's research project entitled "**Formulation and Process Improvement and Establishing Process Schedule of Tableya-Flavored Soya Beverage**" with project code: GAA.DFST.0623-0324.01 in total amount of **Php 110,000.00** (for supplies and materials). This project was implemented in May 1, 2023 and ends on December 31, 2023. I am requesting for an extension due to the following reasons to wit:

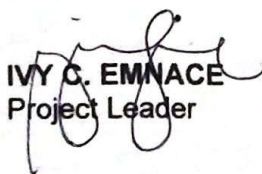
1. The project is composed of three (3) study. The third study entitled *Quality and Shelf-life Evaluation of Retorted Tableya- Flavored Soya Beverage* is not conducted yet since the determination of the Process Schedule of Retorted Tableya Flavored Soya Beverage under component 2 is still on going.
2. The usual time duration of shelf-life determination will usually take at least one year. Hence, with the limited time, the realization of the objective under this component is quite unattainable within this year.
3. On top of the aforementioned reasons, the procurement process adds to the delay of the conduct of some activities.

I am attaching herewith a copy of the approved research proposal of the ongoing project, the proposed Line-Item Budget for FY 2024 and the milestone (January 1-December 31, 2024).

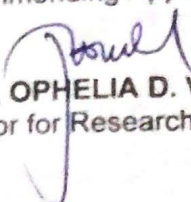
I am hoping that this request will merit approval from your office.

Thank you very much.

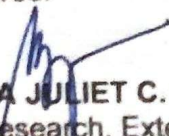
Sincerely yours,


IVY C. EMNACE
Project Leader

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP, Research, Extension and Innovation

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

FM-VSU-03

V2 05-09-2023

No. 05-23-140

**Proposed Budget Requirement (Philippine Peso) for the Extension of the Project,
FY 2024**

Research Assistant

Salary 14,788.3 per month x 12 months P 177,459.60


Sub total 177,459.60

Maintenance and Operating Expenses (MOOE)

Travel	
Other services	
Laboratory Supplies	90,000.00
Raw Materials	25,000.00
Packaging Materials	25,000.00
Office Supplies	10,000.00
Communication	000.00
Sub total	150,000.00

Grand Total 327,459.60

Submitted by:


IVY C. EMNACE
Project Leader

MILESTONE
(January to December 31, 2024)

Objectives	Expected Output	Activities	Months											
			1 st Jan	2 nd Feb	3 rd Mar	4 th April	5 th May	6 th June	7 th July	8 th Aug	9 th Sept	10 th Oct	11 th Nov	12 th Dec
Determine the shelf-life of the improved tableya-flavored soya beverage	Determined the shelf-life of retorted tableya-flavored soya beverage	Prepare PPMP of supplies and materials												
		Verify the determined processing schedule												
		Conduct microbial												
		Conduct sensory quality evaluation												
		Conduct physico-chemical analysis												
		Data analysis												
		Report writing												

Prepared by:


IVY C. EMNACE
Project Leader