



April 15, 2021

Prof. Rosa Ophelia D. Velarde
Director for Research
Visayas State University
Visca, Baybay City,
Leyte

Dear Prof. Velarde:

Herewith is the approved CY 2021 budget appropriation in the total amount of **Php 1,606,000.00** chargeable to RPO.A.III.C (Overhead Cost) for the operations of the Office of the Director for Research (RPO) under your direct supervision and management with the following breakdown:

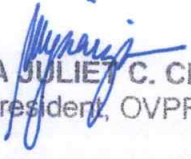
MOOE CY 2021		REMARKS (PS/JO MOOE Personnel)
Training	100,000.00	(PS) 1 Science Research Assistant (Casual) – Study leave
Supplies and Material Expenses	200,000.00	(JO MOOE) 1 Research Admin Aide (12mos*10,584.9/mo =P 127,019)
Professional Services	150,000.00	(JO MOOE) 4 Science Research Assistant (12mos*10,584.9/mo =P 381,056.4)
General Services + Labor & Wages	635,094.00	
Repair & Maintenance (Motor Vehicles, Other Machinery & Equipment)	15,906.00	
Other MOOE (Representation & Rent/Lease Expenses)	205,000.00	
Awards, Rewards and Prizes	200,000.00	
Training	100,000.00	
TOTAL (Php)	1,606,000.00	

As Director you are expected to:

1. Ensure appropriate utilization and management of funds and other resources under your office.
2. Evolve a mechanism of reviewing R & D programs including budget utilization.

3. Submit to the Vice President the following R & D progress reports:
 - a. Quarterly Progress Reports.
 - b. Highlights of midyear accomplishments of your office.
 - c. Annual report of your office.
4. Submit R & D related reports/updates as required by National/Regional governing agencies/institutions, or Funding Agencies.

Very truly yours,


MARIA JULIET C. CENIZA
Vice President, OVPREI

APPROVED:


EDGARDO E. TULIN
President

cc: Dr. Edgardo E. Tulin , VSU President
Ms. Louella C. Ampac , Director, FMO
Ms. Myrna S. Pancito , Head, Budget Office
Ms. Erlinda Esguerra , Head, Accounting Office
File: OVPREI – VP;
OVPREI – RPO;

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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