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April 13, 2021

Dr. Lucia M. Borines Head, Plant Disease Diagnostic Laboratory Visayas State University Visca, Baybay City, Leyte

Dear Dr. Borines:

Herewith is the approved budget appropriation for the CY 2021 operations of the Plant Disease Diagnostic Laboratory (PDDL) in the total amount of *one hundred fifty six thousand and four hundred eight pesos* (Php 156,408.00) chargeable to OVPREI-Diagnostic Lab.A.III.C overhead cost. Please take note of the breakdown following the general budget allocation set by the Budget Office and Finance Management Office.

| Breakdown | Amount |
|---------------------------------|----------------|
| Travelling Expenses | 25,000.00 |
| Training | 15,000.00 |
| Supplies and Material Expenses | 50,000.00 |
| General Services/ Labor & wages | 66,408.00 |
| TOTAL | Php 156,408.00 |

As a policy, a midyear and annual progress report of Plant Disease Diagnostic Laboratory accomplishment is required for submission to the Vice President for Research, Extension, and Innovation.

Very truly yours,

ROSA OPHELIA D. VELARDE Director for Research

Recommending Approval:

MARIA JULIET C. CENIZA VP for REI APPROVED:

EDGARDO E. TULIN

President

cc:

Dr. Edgardo E. Tulin Ms. Louella C. Ampac Ms. Myrna S. Pancito Mr. Nick Freddy Bello File: OVPREI-VP , VSU President , Director, FMO , Head Budget Office

, Head Budget Office , OIC Head Accounting Office



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. Page 1 of 1 FM-VSU-03 v0 05-04-2020 No. 21-BA-087