



March 25, 2024

Dr. Arturo E. Pasa

Project Leader
RCCRDC
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Pasa**:

Herewith is the approved CY 2024 budget appropriation for your project entitled **"LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable Areas in Eastern Visayas (Phase II)"** with project code: **CC7.CFES.1718** in the total amount of **P 232,459.60** charged to the VSU General Appropriation Act (GAA) with the following breakdown:

MOOE CY 2024	
Travel	15,000.00
Supplies and Materials	40,000.00
General Services	177,459.60
TOTAL	232,459.60

In observance to the University's research monitoring and evaluation protocols, the following reminders are hereby provided for the researcher (s) to follow:

1. Submission of quarterly research progress reports of the study to the project leader.
2. Submit to the project leader every 1st week of July of every year the midyear research progress reports of the study.
3. Submit every 1st week of January of the succeeding year the annual research progress reports of the study to the project leader.
4. Submit the research highlights or papers of the study for presentation in coordination with the project leader during the Research In-house Review and Evaluation.
5. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
6. Submit to the project leader your terminal report three (3) months after completion of research study.
7. Publish articles of significant research findings in indexed / peer-reviewed journals.

Thank you for your continued support and cooperation the VSU's R & D Program.

RESEARCH OFFICE

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