



April 13, 2021

**Dr. Robelyn T. Piamonte**  
Director, NARC  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Piamonte**:

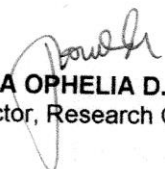
Attached herewith is the CY 2021 approved budget appropriation under Maintenance and Operating Expenses for the operations management of National Abaca Research Center (NARC) with a total amount of **Php 424,224.00 (Attachment 1)** chargeable to NARC A.III.C (Overhead Cost). The budget for the following expenditures, however, is centralized under the direct control of the Finance and Management Office subject for approval by the University President: electricity, water, communication, repair of buildings, motor vehicles, and other machinery/equipment; tax insurance premium, and other related fees; printing and publication, representation expenses, and rental/lease subscription expenses.

For monitoring and evaluation purposes, and to ensure effective program management, the following requirements should be complied:

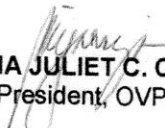
1. For Center Director/College Deans/Chancellors:
  - a. Center Quarterly research progress report (**Attachment 2**). A brief research highlights for submission every 1<sup>st</sup> week of every quarter. This will serve as reference for research update/ highlights for the University President's report to BOR during its quarterly meeting;
  - b. Center's/College Annual R&D Report.
2. For Research Program/Project Leaders:
  - a. Midyear research progress reports (**Attachment 3**). As per ISO Requirement. For Submission every 1<sup>st</sup> week of July of every year;
  - b. Annual research progress reports (**Attachment 4**). As per ISO, DBM, CHED and ISO requirements. For submission every 4<sup>th</sup> week of January of the succeeding year;
  - c. Presentation of research highlights or papers during the Research In-house Review and Evaluation (**Attachment 5**);
  - d. Presentation of paper in regional/ national R&D Symposia/for a (**as scheduled by consortium/National agency concerned with prescribed standard format**);
  - e. Terminal report (**Attachment 6**). For submission 3 months after completion of research program/project.
  - f. Publish articles of significant research findings in indexed/ peer reviewed journals.

The Center's quarterly and annual progress reports of its research program are expected to be an integration of the highlights of accomplishments of its different projects and activities including the status of expenditures by source of funds. Individual project reports are included as attachments. Submission of individual research project progress and terminal reports through the Center Director is encouraged. This will give the Center Director and is RDE Team the opportunity to review the overall Center's research performance and accomplishments.

Very truly yours,

  
**ROSA OPHELIA D. VELARDE**  
Director, Research Office

Recommending Approval:

  
**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 S. Esguerra , Head Accounting Office  
File: OVPREI-VP  
OVPREI-RPO



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.

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v0 05-04-2020

No. 21-BA-088

**CY2021 BUDGET APPROPRIATION**  
**CENTER/UNIT: National Abaca Research Center (NARC)**

**A. OVERHEAD COST: Php 424,224.00**

<i>Project Code: NARC A.III.C</i>	
<b>Breakdown</b>	<b>Amount</b>
Travelling Expenses	25,000.00
Training	30,000.00
Scholarship	-
Supplies and Material Expenses	120,000.00
Professional Services	-
General Services/ Labor & wages	199,224.00
Repair & Maintenance (Motor Vehicles, Other Machinery & Equipment)	30,000.00
Other MOOE (Representation & Rent/Lease Expenses)	20,000.00
Awards, Rewards and Prizes	-
<b>TOTAL</b>	<b>Php 424,224.00</b>