



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
BIOTECHNOLOGY

May 14, 2025

Dr. Prose Ivy G. Yepes
University President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ma'am Alicia M. Flores**
Head, Budget Office

Engr. Hanzel N. Mejia
Head, International Affairs Office

Dear **Dr. Yepes**,

Good day!

The internationalization projects entitled **"A Ridge-to-Reef Metagenomics Profiling for Soil Health Improvement and Conservation"** and **"Nutrition Enhancement and Gut Microbiome Studies of Philippine Native Chicken"** are currently in the sample submission phase for next-generation sequencing and bioinformatics analyses. These analyses are very crucial in achieving the objectives of the projects.

To facilitate this, we have already prepared and submitted a purchase request for the payment of sequencing services. We have also requested a quotation from potential suppliers. However, upon review, we found that the Approved Budget for the Contract (ABC) is insufficient to fully cover the cost of next-generation sequencing and bioinformatics analyses. This shortfall is due to recent increases in service rates, the inclusion of applicable taxes and due to the budget cut for IP projects in 2024 where original budget was no longer followed.

In light of this, we respectfully request a budget augmentation of approximately Php 50,000 to support the completion of sample processing and sequencing. We are ready to provide any additional information or documentation needed and are available to meet at your convenience to discuss this further.

We sincerely appreciate your continued support, which remains instrumental in ensuring the timely and successful implementation of these projects. We hope for your favorable consideration of this request.

Thank you very much.

Very truly yours,


MARCIANA B. GALAMBAO
Project Leader

ROMEL B. ARMECIN
Co-Project Leader

LOTIS M. BALALA
Co-Project Leader

Recommending Approval:


HANZEL N. MEJIA
Head, International Affairs Office


ALICIA M. FLORES
Head, Budget Office

Approved:


PROSE IVY G. YEPES
University President

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.