



VISAYAS
STATE UNIVERSITY

RESEARCH
OFFICE

February 28, 2025

Ms. Sheena Mae P. Lubrio
Project Leader, DALL
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Lubrio**:

Herewith is the approved CY 2025 budget appropriation for your project entitled: **"Creating a Language and Literacy Profile of VSU Students: Basis for Language and Literacy Development Programs"** with project code: DALL.CAS.0824-0225.01 in the total amount of **P 70,000.00** charged to the Income Share for Research (ISR) with the following breakdown:

MOOE CY 2025	
Project Code: DALL.CAS.0824-0225.01	
Supplies and Materials Expenses	70,000.00
TOTAL	70,000.00

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

1. Quarterly research progress reports. A brief research highlights for submission every 1st week of every quarter. This will serve as a reference for research updates/highlights for the University President's report to BOR during its quarterly meeting;
2. Annual research progress reports. As per ISO, DBM, CHED and ISO requirements. For submission every 4th week of January of the succeeding year;
3. Presentation of research highlights or papers during the Research In-house Review and Evaluation;
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. Presentation of paper in regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
6. Terminal report. For submission 3 months after completion of a research program/project;
7. Publish articles of significant research findings in indexed / peer-reviewed journals such as Scopus and WoS.

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

RESEARCH OFFICE

Visayas State University, Baybay City, Leyte
Email: research@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1154



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FM-VSU-03
V4 01-23-2025
No. 25-BA-48


Very truly yours,


IVY C. EMNACE
Director for Research

Recommending Approval:


SANTIAGO T. PEÑA JR.
Vice President for REI

APPROVED:


PROSE IVY G. YEPES
President

cc: Dr. Prose Ivy G. Yepes , VSU President
Ms. Louella C. Ampac , Director, Finance Management
Ms. Alicia M. Flores , Head, Budgeting
Mr. Nick Freddy Bello , Head, Accounting Office
OVPREI – VP;
OVPREI – RPO;

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.