



February 21, 2022

Ms. Maria Robelyn A. Insik
Project Leader
DPAC
Visca, Baybay City, Leyte

Dear **Ms. Insik**:

Herewith is the approved CY 2022 budget appropriation for your project entitled "**Physico-chemical Characteristics of Major River Systems in Leyte**" with project code: **ECH.14-1420.15** in the total amount of **Php 149,612.00** charged to the VSU General Appropriation Act (GAA) with the following breakdown:

MOOE CY 2022		
Supplies and Materials	Php	50,000.00
General Services		99,612.00
TOTAL (Php)		149,612.00

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

1. Submission of quarterly research progress reports of the study to the project leader (**Attachment 1**).
2. Submit to the project leader every 1st week of July of every year the midyear research progress reports of the study (**Attachment 2**).
3. Submit every 1st week of January of the succeeding year the annual research progress reports of the study to the project leader (**Attachment 3**).
4. Submit the research highlights or papers of the study for presentations in coordination with the project leader during the Research In-house Review and Evaluation (**Attachment 4**).
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 (**Attachment 5**).
7. Publish articles of significant research findings in indexed / peer reviewed journals.