



February 21, 2022

**Ms. Jedi Joy B. Mahilum**  
Project Leader  
DPBG  
Visca, Baybay City, Leyte

Dear **Ms. Mahilum**:

Herewith is the approved CY 2022 budget appropriation for your project entitled "**Determination on the Mode of Inheritance and Utilization of the Pandan Aroma Gene(s) in the Development of Aromatic Coconut Varieties**" with project code: **NCRC14-1420.16** in the total amount of **Php 168,658.80** charged to the VSU General Appropriation Act (GAA) with the following breakdown:

MOOE CY 2022	
Traveling Expenses	Php 20,000.00
Supplies and Materials	21,640.00
General Services	127,018.80
<b>TOTAL (Php)</b>	<b>168,658.80</b>

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 1<sup>st</sup> week of July of every year the midyear research progress reports of the study (**Attachment 2**).
3. Submit every 1<sup>st</sup> 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 presentation 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.