



April 13, 2021

Dr. Marlito Jose M. Bande
Head, BCHRRDE
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Bande**:

Herewith is the approved budget appropriation for the CY 2021 operations of the Biodiversity Conservation and Habitat Restoration for RDE in the total amount of **two hundred fifty thousand pesos (Php 250,000.00)** chargeable to RRTC.A.III.C overhead cost. Please take note of the breakdown following the general budget allocation set by the Budget Office and Finance Management Office.

Project Code: RRTC.A.III.C	
Breakdown	Amount
Travelling Expenses	10,466.00
General Services/ Labor & wages	119,534.00
Repair & Maintenance (Motor Vehicles, Other Machinery & Equipment)	100,000.00
Other MOOE (Representation & Rent/Lease Expenses)	20,000.00
TOTAL	Php 250,000.00

As a policy, a midyear and annual progress report of BCHRRDE accomplishment is required for submission to the Vice President for Research, Extension, and Innovation

Very truly yours,


ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:


MARIA JULIET C. CENIZA
VP for REI

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
Mr. Nick Freddy Bello , OIC Head Accounting Office
File: OVPREI-VP
OVPREI-RPO