



VISAYAS
STATE UNIVERSITY

RESEARCH
OFFICE

February 28, 2025

Dr. Dennis P. Peque
Director, RCCRDC
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Peque**:

Attached herewith is the CY 2025 approved budget appropriation under Maintenance and Operating Expenses for the operations management of **RCCRDC** with a total amount of **P 714,005.20 (Attachment 1)**. This includes the Overhead Cost **P 481,545.60** and Direct Cost **P 232,459.60**. The budget for the following expenditures, however, is centralized under the direct control of the Finance and Management Office subject to approval by the University President: electricity, water, communication, repair of buildings, motor vehicles, and other machinery/equipment; tax insurance premium, and other related fees; printing and publication, representation expenses, and rentals/lease subscription expenses.


For monitoring and evaluation purposes, and to ensure effective program management, the following requirements should be complied:

1. For Center Director/College Deans/Chancellors:
 - a. Center Quarterly research progress report. 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;
 - b. Annual research progress reports. As per ISO, DBM, CHED and ISO requirements. For submission every 4th week of January of the succeeding year;
2. For Research Program/Project Leaders:
 - a. 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;
 - b. Annual research progress reports. As per ISO, DBM, CHED and ISO requirements. For submission every 4th week of January of the succeeding year;
 - c. Presentation of research highlights or papers during the Research In-house Review and Evaluation;
 - d. Presentation of paper in regional/ national R&D Symposia/fora (*as scheduled by Consortium/National agency concerned with prescribed standard format*);
 - e. Terminal report. For submission 3 months after completion of research program/project;
 - f. Publish articles of significant research findings in indexed / peer-reviewed journals.

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*
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.

CY 2025 BUDGET APPROPRIATION

Center/Unit: Regional Climate Change Research & Development Center (RCCRDC)

A. Overhead Cost

Charging Code: RCCRDC.A.III.C	
Breakdown:	BUDGET CY 2025
Travelling Expenses	30,000.00
Supplies and Material Expenses	90,000.00
Labor & Wages	361,545.60
TOTAL	481,545.60

B. Direct Cost

Project Code	Project Title	BREAKDOWN	TOTAL
CC7.CFES.1718	LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable Areas in Eastern Visayas (Phase II)	Travel <ul style="list-style-type: none"> • 15,000.00 Supplies & Materials <ul style="list-style-type: none"> • 40,000.00 General Services <ul style="list-style-type: none"> • 177,459.60 	232,459.60
TOTAL			232,459.60

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