



March 21, 2024

Dr. Maria Theresa P. Loreto

Director, ARIC
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Loreto**:

Attached herewith is the CY 2024 approved budget appropriation under Maintenance and Operating Expenses for the operations management of ARIC's research programs with a total amount of **P 280,000.00 (Attachment 1)**. 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:

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

The Center's quarterly and annual progress reports of its research program are expected to be an integration of the highlights of accomplishments of its different projects and activities including the status of expenditures by source of funds. Individual project reports are included as attachments. Submission of individual research project progress and terminal reports through the Center Director is encouraged. This will give the Center Director and is RDE Team the opportunity to review the overall Center's research performance and accomplishments.

RESEARCH OFFICE

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Website: www.vsu.edu.ph
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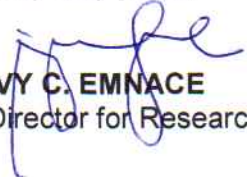


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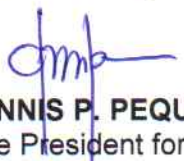


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Very truly yours,


IVY C. EMNACE
Director for Research

Recommending Approval:


DENNIS P. PEQUE
Vice President for REI

APPROVED:


PROSE IVY G. YEPES
President

cc: Dr. Prose Ivy G. Yepes , VSU President
Ms. Louella C. Ampac , Director, FMO
Ms. Alicia M. Flores , Budget Officer
Mr. Nick Freddy Bello , OIC Head, Accounting Office
File: OVPREI – VP;
OVPREI – RPO;

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