



DR. OTHELLO B. CAPUNO

Director

Visayas Consortium of Agriculture and Resources Program

Visayas State University

Visca, Baybay City, Leyte, PHILIPPINES


Dear *Dr. Capuno*;

We regret to inform you that due to budget cut this **CY 2020**, a budget amount of **Php. 519,534.40**, is allocated by this office for your unit's overhead cost (**VICARP-OC.2020**). Below is the breakdown of the charges:

| Account Title | MOOE Allocation (Php) |
|-------------------------------------|-----------------------|
| I. Travelling Expenses | 25,000.00 |
| II. Training & Scholarship | 230,000.00 |
| III. Supplies and Material Expenses | 85,000.00 |
| IV. Awards, Rewards and Prizes | 0.00 |
| V. General Services | 0.00 |
| V. Repairs & Maintenance | 60,000.00 |
| VI. Labor & Wages | 119,534.40 |
| VII. Rent/Lease Expenses | |
| 2020 TOTAL ALLOCATION | 519,534.40 |

As of **June 30, 2020** your overall **remaining balance** is **Php 285,428.72**. We enjoined you to closely monitor the allotted budget this year and ascertain that the allotted budget will be enough to support the unit under your management till the end of the year. Thank you.

Very Truly Yours;


JOSE L. BACUSMO
Director for Research

cc: OVPRE FILE

Elmira Bañoc - VICARP