



February 21, 2022

**Dr. Edgardo E. Tulin**  
Director, PRCRTC  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

Attached herewith is the CY 2022 approved budget appropriation under Maintenance and Operating Expenses for the operations management of PRCRTC's research programs with a total amount of P **4,222,821.40 (Attachment 1)**. This includes the Overhead Cost P **468,758.40** and Direct Cost P **3,754,063.00**. The budget for the following expenditures, however, is centralized under the direct control of the Finance and Management Office subject for 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 (**Attachment 2**). A brief research highlights for submission every 1st week of every quarter. This will serve as reference for research update/ highlights for the University President's report to BOR during its quarterly meeting;
  - b) Midyear research progress reports (**Attachment 3**). As per ISO Requirement. For submission every 1st week of July of every year;
  - c) Annual research progress reports (**Attachment 4**). 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 (**Attachment 2**). A brief research highlights for submission every 1st week of every quarter. This will serve as reference for research update/ highlights for the University President's report to BOR during its quarterly meeting;
  - b) Midyear research progress reports (**Attachment 3**). As per ISO Requirement. For Submission every 1st week of July of every year;
  - c) Annual research progress reports (**Attachment 4**). 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 (**Attachment 5**);
  - 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 (**Attachment 6**). 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 its RDE Team the opportunity to review the overall Center's research performance and accomplishments.


Very truly yours,

  
**ROSA OPHELIA D. VELARDE**  
 Director, Research Office

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. Alicia M. Flores, Budget Officer  
 Mr. Nick Freddy Bello, OIC Head, Accounting Office  
 Ms. Lisa A. Arce, Asst. Director, PRCRTC  
 File: OVPREI - VP;  
 OVPREI - RPO;