



February 21, 2022

Dr. Marisel A. Leorna
Project Leader
NCRC
Visca, Baybay City, Leyte

Dear **Dr. Leorna**:

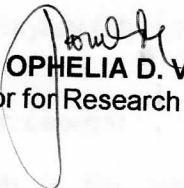
Herewith is the approved CY 2022 budget appropriation for your project entitled **"Development, Optimization, Market Study of Coconut-based Food Products (3 Components)"** with project code: **NCRC.2025.1** in the total amount of **Php 148,658.80** charged to the VSU General Appropriation Act (GAA) with the following breakdown:

MOOE CY 2022	
Supplies and Materials	Php 21,640.00
General Services	127,018.80
TOTAL (Php)	148,658.80

In observance to the University's research monitoring and evaluation protocols, the following reminders are hereby provided for the researcher (s) to follow:

1. Submission of quarterly research progress reports of the study to the project leader (**Attachment 1**).
2. Submit to the project leader every 1st week of July of every year the midyear research progress reports of the study (**Attachment 2**).
3. Submit every 1st week of January of the succeeding year the annual research progress reports of the study to the project leader (**Attachment 3**).
4. Submit the research highlights or papers of the study for presentation in coordination with the project leader during the Research In-house Review and Evaluation (**Attachment 4**).
5. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
6. Submit to the project leader your terminal report three (3) months after completion of research study (**Attachment 5**).
7. Publish articles of significant research findings in indexed / peer-reviewed journals.

Very truly yours,


ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:


MARIA JULIET C. CENIZA
Vice President, OVPREI

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 , Head, Accounting Office
File: OVPREI – VP;
OVPREI – RPO;

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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