

_____, 20 ____

VP for Finance
University of Baguio

RE: **Release of Research Fund**

Sir/Ma'am:

I am currently conducting/I have conducted a study entitled _____
_____. Thus, I would like to request for the release of
(amount in words) _____ (P_____) for the:

- Initial research expenditure
- Subsequent research expenditure
- Partial amount of the entitled Honorarium
- Remaining amount of the entitled Honorarium
- Full amount of the entitled Honorarium
- Others _____

Your consideration regarding this matter is highly appreciated. Thank you.

Respectfully yours,

SIGNATURE OVER PRINTED NAME

Members (if any):

SCHOOL / OFFICE

Recommending Approval:

Director, R&DC

Noted by:

VP for Academic Affairs