



Department of Agriculture
 Bureau of Agricultural Research
 RDMIC Bldg, Elliptical Rd cor Visayas Ave, Diliman, Quezon City -1104
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Budgetary Requirement Form

Project Title: _____

Mandated RD Project/ Responsible Unit	Gaps/Needs for Improvement of Facilities and Equipment		Budgetary Requirement Year 2017			Justification: (RD Utilization/ Frequency of Use/Benefits)
	Description/ Specification	Qty/ Unit	Estimated Amount			
			BAR	Agency Counte rpart	Total	

Prepared by:

Recommended by:

 Research Manager/Director

 Agency Head

Approved by:

 Director, BAR

Note: Fill-up this form based on the result of the gaps/needs from the matrix form



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GUIDELINES IN FILLING UP BUDGETARY REQUIREMENT FORM

The following are the guidelines/procedures in filling up the forms:

1. MANDATED R & D PROJECT/RESPONSIBLE UNIT

This refers to the agency assigned or mandated RD Projects in support to the National or Regional RD Agenda and Program. It includes the specific place, location and intended user(s) of the center. **(e.g. White Potato Breeding and Germplasm Collection Project - NOMIARC - Rootcrop Research Section, Malaybalay, Bukidnon).**

2. DESCRIPTION/SPECIFICATION

This refers to the definite and complete characteristics/statement of each required item, be it equipment or facility improvement of the project or unit. Administrative cost, project TEV, supplies, and other MOOE should not be included **(e.g. equipment for white potato breeding: Power Sprayer 1HP, US Model, 5 liters capacity; Facility improvement: renovation of 100 sqm research management office building with glazed flooring and modular work stations).**

3. QUANTITY/UNIT

Refers to total requirement per item in number, volume, or other unit of measurement.

4. BUDGETARY REQUIREMENT (BAR, AGENCY COUNTERPART, TOTAL AMOUNT)

BAR - Refers to the amount to be requested for each required item from the Bureau of Agricultural Research

Agency Counterpart-refers to the amount for each required item to be shared by the agency or region. It should be at least 50% of the total cost of the project. This excludes existing land and equipment of the agency.

Total - sum of BAR fund and agency counterpart fund. Price of each item requested should not be less than P 10,000.

5. JUSTIFICATION (RD UTILIZATION, FREQUENCY OF USE, BENEFITS)

RD Utilization - Refers to the need/usage/purpose/urgency of procurement of each item in support of the mandated RD project **(e.g. Power Sprayer - to replace the old backpack sprayer and enhance the crop protection and maintenance of germplasm collection)**

Frequency of Use - Specify the degree of use or optimum usage **(e.g. Power Sprayer - needed every other day for wet and dry season studies).**

Benefits - Specify the cost efficiency and impact of its usage to the RD program **(e.g. power sprayer - cost-effective in terms of usage and man-hour utilization).**