



VISAYAS
STATE UNIVERSITY



**NATIONAL SERVICE
TRAINING PROGRAM**

April 22, 2024

PROSE IVY G. YEPES

President

Visayas State University

THROUGH: **ALELI A. VILLOCINO**

VP for Students Affairs and Services

Dear Ma'am Yepes:

In view of the large size of enrollment in the Civic Welfare Training Services (CWTS) for this School Year 2023-2024, May I respectfully recommend for the appointment of **Ms. Loregin S. Pugosa**, as Team Coordinator of Team Temperance and Team Industry of the CWTS for 2nd Semester, School Year 2023 - 2024:

As Team Coordinator, Ms. Pugosa, will have the following functions:

1. Assist the NSTP Director in the planning and implementation of the CWTS;
2. Coordinate one (1) team or section consisting of more or less than one hundred (100) students;
3. Conduct consultation meeting with the students belonging to the team assigned every Saturday morning;
4. Train the students to craft, implement, and monitor & evaluate community engagement project proposal.
5. Check and record the students submitted assignment/output and or examination; and
6. Compute and submit the grades of the students belonging to the assigned section;

I further recommend that Ms Pugosa be given three (3) workload units per semester for the services rendered during weekend and an honorarium of twelve thousand Pesos (PhP 12,000.00) per semester, charged to the NSTP-CWTS fund.

I hope this recommendation merits your kind approval.

Very truly yours,

DARIO P. LINA

Director, NSTP Office

Recommending Approval:

Approved:

ALELI A. VILLOCINO

VP for Students Affairs and Services

PROSE IVY G. YEPES

President