

STF

BUDGET UTILIZATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.:

Date:

Fund:

NSTP-CWTS

Payee:

ALAJAS, ERNA MAE V. et. Al.

Office:

Address:

Visca, Baybay City, Leyte

Responsibility
Center

Particulars

MFO/PAP

UACS Code /
Expenditure

Amount

NSTP-CWTS

CWTS Training Staff/Coordinators
for the Month of AUGUST to DECEMBER 2021
in the total amount of.....

45000.00

Total

45,000.00

Certified: Charges to appropriation/allotment
necessary, lawful and under my direct supervision
and supporting documents valid, proper and

Certified: Allotment available and obligated for the
purpose/adjustment necessary as
indicated above

Signature

Printed Name

Position

Date

JOY A. BELLEN

CWTS Coordinator

Signature

Printed Name

Position

Date

ALICIA M. FLORES

Head, Budget Unit/Authorized Representative

STATUS OF OBLIGATION

Reference

Amount

Date

Particulars

ORS/JEV/RCI/RAD
AI No.

Obligation

Payment

Not Yet Due

Due and
Demandable

45000.00

45000.00

Totals

45000.00



CERTIFICATION

To Whom It May Concern:

THIS IS TO CERTIFY THAT the following names served as CWTS Training Staff/Faculty Coordinator of the VSU Civic Welfare Training Service Program (CWTS) for the Month of AUGUST to DECEMBER 2021, 1st Semester SY:2021-2022. Their services were **very satisfactory** and made our implementation of the CWTS program smooth and effective.

1.	Alajas, Erna Mae V.
2.	Bitanghol, Honeylyn A.
3.	Gaviola, John Christian L.
4.	Velasco, Liza A.
5.	Palma, Danica D.
6.	Cabelin, Romnic A.
7.	Tapayan, Evangeline B.
8.	Domingo, Precious C.
9.	Gulles, John Allan A.

This certification is issued for the purpose of processing their respective honorarium.


JOY A. BELLEN
CWTS Coordinator

NATIONAL SERVICE TRAINING PROGRAM OFFICE

Period: AUGUST-DECEMBER 2021									
Nr.	Name	Designation	Office/Address	Nr of Months	Rate per Month	Amount	Withholding Tax (10%)	Net Amount	Signature
1	Alajas, Erna Mae V.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000		5000	1
2	Bitanghol, Honeylyn A.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000		5000	2
3	Gaviola, John Christian L	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000	500	4500	3
4	Velasco, Liza A.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000		5000	4
5	Palma, Danica D.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000		5000	5
6	Cabelin, Romnic A.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000		5000	6
7	Tapayan, Evangeline B.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000		5000	7
8	Domingo, Precious C.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000	500	4500	8
9	Gulles, John Allan A.	CWTS Training Staff/Coordinator	NSTP-CWTS	5	1000	5000		5000	9
	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX							
						45000	TOTAL:	44000.00	

QUEEN-EVER Y. ATUPAN
Head, Cash Division

JOY A. BELL
CWTS Coordinator



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DIRECTOR OF NSTP

Visca, Baybay City, Leyte

Email: nstp@vsu.edu.ph

Website: vsu.edu.ph

September 16, 2021

EDGARDO E. TULIN

President

Visayas State University

THROUGH: **ALELI A. VILLOCINO**

Vice-President for Students Affairs and Services

Visayas State University

Dear Dr. Tulin:

In view of the large size of enrollment in the Civic Welfare Training Services (CWTS) for this School Year 2021-2022, I respectfully recommend the appointment of the following Training Staff of the CWTS this First Semester, S.Y.: 2021-2022. Attached is the list of the Training Staff.

As Training staff, will have the following functions:

1. Assist the NSTP Director and CWTS Coordinator 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 virtually with the students belonging to the team assigned every Saturday morning;
4. Train the students to craft and 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 the Training Staff be given three (3) workload units per semester for the services rendered during weekend and a monthly overtime fee of one thousand Pesos (Php1,000.00) each per month, charged to the NSTP-CWTS fund.

I hope this recommendation merits your kind approval.

Very truly yours,


JOY A. BELLEN

Coordinator, CWTS

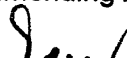
Noted:



MANOLO B. LORETO, JR.

Director, NSTP Office

Recommending Approval:



ALELI A. VILLOCINO

VP for Students Affairs and Services

Approved:



EDGARDO E. TULIN

President



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DIRECTOR OF NSTP

Visca, Baybay City, Leyte

Email: nstp@vsu.edu.ph

Website: vsu.edu.ph

CIVIC WELFARE TRAINING SERVICES
LIST OF TRAINING STAFF
(1st Semester, SY: 2021-2022)

	Name	Team
1	Alajas, Erna Mae	Excellence
2	Amestoso, Felix John	Temperance
3	Balaresia, Jean	Honesty
4	Bellen, Joy A.	Creativity
5	Bitanghol, Honeylyn	Obedience
6	Borneo, Andrea Marie	Resilience
7	Cabelin, Romnic Amen	Fortitude
8	Ceniza, Lorrain Cristy	Responsibility
9	Cruz, Crislyn B.	Industry
10	Cruza, Jhadi A.	Justice
11	Dampios, Marlon V.	Loyalty
12	Domingo, Precious C.	Prudence
13	Ebit, Philip Caesar L.	Trustworthy
14	Gaviola, John Christian	Harmony
15	Gonzaga, Marc Denver	Integrity
16	Gulles, John Allan A.	Innovative
17	Oppus, Beatriz Nicole	Perseverance
18	Palma, Danica Ann	Sincerity
19	Tapayan, Evangeline	Charity
20	Velasco, Liza	Relevance


JOY A. BELLEN

Coordinator, CWTS