



March 14, 2023

EDGARDO E. TULIN

President

Visayas State University

THROUGH: **ALELI A. VILLOCINO**

Vice-President for Students Affairs and Services

Visayas State University

Dear Dr. Tulin:

May I respectfully recommend for the appointment of **Ms. Andrea Marie Borneo** and **Mr. Marlon V. Dampios**, as Training Officers of the CWTS for 2nd Semester, School Year 2022 - 2023:

As a Training Officers, Ms Borneo and Mr. Dampios will have the following functions:

1. Plans and implement of VSU NSTP-CWTS Program as prescribed;
2. Programs Saturday instruction and coordinates with trainers and resource persons regarding training schedule and instructional needs;
3. Establishes linkage with the different extension units of the VSU and LGUs for the practicum activities of the students;
4. Assists the CWTS Coordinator in the planning and implementation of the CWTS.
5. Coordinates all sections/teams.
6. Trains students in preparation for their field work inside and outside the VSU campus.
7. Supervises students during their field work inside and outside of the VSU campus.
8. Evaluates the progress of the students and their projects in their respective assigned community/barangay.

I further recommend that Ms Borneo and Mr. Dampios be given an honorarium of five thousand five hundred Pesos (PhP 5,500.00) each per Semester, charged to the CWTS fund, as compensation for their overtime services to the University before and after office hours and that they also be given five (5) workload units each per semester for the services conducted during office hours.

I hope this recommendation merits your kind approval.

Very truly yours,

JOY A. BELLEN

Director, NSTP Office

Recommending Approval:

ALELI A. VILLOCINO

Vice-President for Students Affairs
and Services

Approved:

EDGARDO E. TULIN

President