



October 25, 2022

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**, as Training Officer of the CWTS for 1st Semester, School Year 2022 - 2023:

As a Training Officer, Ms. Borneo 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 NSTP Director and 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. Administers long examinations (Midterm and Final) and evaluated the results.
8. Supervises students during their field work inside and outside of the VSU campus.
9. Evaluates the progress of the students and their projects in their respective assigned community/barangay.

I further recommend that Ms. Borneo be given an honorarium of five thousand five hundred Pesos (PhP 5500.00) per semester, charged to the CWTS fund, as compensation for her overtime services to the University before and after office hours and that she also be given five (5) workload units 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 and
Coordinator, CWTS

Recommending Approval:

ALELI A. VILLOCINO

Vice-President for Students Affairs
and Services

Approved:

EDGARDO E. TULIN

President