



November 9, 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:

In a unit like **Office of the Director of NSTP**, tasked to deliver *Civic Welfare Training Services* component of the RA 9163 (National Service Training Program law), with no organic faculty to teach the learning modules, tapping the brave and patriotic faculty to facilitate and render services during Saturdays is a continuous process. When new pool of coordinators commits to the endeavor, the need to train in doing community entry and needs assessment is a must to facilitate seamless and successful community experience. This SY 2022-2023, we have entirely new and promising CWTS coordinators.

In this connection, we would like to seek for funding support in the amount of **SIX THOUSAND ONE HUNDRED FIFTY PESOS (Php 6, 150.00)** to pursue this training proposal: **Community Entry and Needs Assessment (please see attached training proposal).**

We look forward to a favorable action to this request. Thank you.

Very truly yours,



**JOY A. BELLEN**

Director, NSTP Office and  
Coordinator, CWTS

Recommending Approval:

Certified availability of funds:

**ALELI A. VILLOCINO**

Vice-President for Students Affairs  
and Services

**LOUELLA C. AMPAC**

Financial Management Director

Approved:

**EDGARDO E. TULIN**

President