



November 2, 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:

The Civic Welfare Training Service (CWTS) of the National Service Training Program (NSTP) needs trained student leaders to serve as group facilitators in the CWTS Program for 1st Semester, School Year 2022 – 2023.

With this, the CWTS Coordinator recommend that the services of these student facilitators be compensated with an honorarium of P1,500.00 per student facilitator per semester. Such incentive shall be charged to NSTP funds as reflected in the program of expenditures (POE) for 1st Semesters, SY 2022-2023. Attached is the list of the student facilitators.

Student Facilitators, will undertake the following duties and responsibilities;

1. Conduct lectures on leadership, team building, and other topics as may be assigned by the CWTS Coordinator.
2. Monitor and assist in the supervision of CWTS student's overall performance (attendance in all activities, merits, demerits, etc.).
3. Check other training requirements.
4. Assist in the preparation and distribution of training materials.
5. Attend trainings conducted by the CWTS Coordinator.
6. Do other tasks as may be assigned by the Team Coordinators/Training Officer/NSTP Director.

I hope this recommendation merits your kind approval.

Very truly yours,

Recommending Approval:

JOY A. BELLEN

Director, NSTP Office and
Coordinator, CWTS

ALELI A. VILLOCINO

Vice-President for Students Affairs
and Services

Approved:

EDGARDO E. TULIN

President