



March 28, 2023

EDGARDO E. TULIN
President

THROUGH: **ALELI A. VILLOCINO**
VP for Students Affairs and Services

Dear Dr. Tulin:

In view of the large size of enrollment in the Civic Welfare Training Services (CWTS) for this School Year 2022-2023, May I respectfully recommend for the appointment of **Prof. Joy A. Bellen**, as Team Coordinator of Team Harmony of the CWTS for 2nd Semester, School Year 2022 - 2023:

As Team Coordinator, Prof. Bellen, will have the following functions:

1. Assist the 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 with the students belonging to the team assigned every Saturday morning;
4. Train the students to craft, implement, and monitor & 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 prof. Bellen be given three (3) workload units per semester for the services rendered during weekend.

I hope this recommendation merits your kind approval.

Very truly yours,

JAY C. BANSALE
Coordinator, CWTS Unit

Recommending Approval:

ALELI A. VILLOCINO
VP for Students Affairs and Services

Approved:

EDGARDO E. TULIN
President