



April 22, 2024

**PROSE IVY G. YEPES**

President

Visayas State University

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

Dear Ma'am Yepes:

In view of the large size of enrollment in the Civic Welfare Training Services (CWTS) for this School Year 2023-2024, I respectfully recommend the appointment of the following Training Staff of the CWTS this School Year 2023-2024, 2nd Semester. Attached is the list of the Training Staff.

As Training staff, will have the following functions:

1. Assist the NSTP Director and 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 the Training Staff be given three (3) workload units per semester for the services rendered during weekend and an honorarium of seven thousand Pesos (Php 7,000.00) each per semester, charged to the NSTP-CWTS fund.

I hope this recommendation merits your kind approval.

Very truly yours,

**LOREGIN S. PUGOSA**

Coordinator, CWTS Unit

Noted:

Recommending Approval:

**DARIO P. LINA**

Director, NSTP Office

**ALELI A. VILLOCINO**

VP for Students Affairs and Services

Approved:

**PROSE IVY G. YEPES**

President