



March 15, 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 view of the large size of enrollment in the Civic Welfare Training Services (CWTS) for this School Year 2021-2022, I respectfully recommend the appointment of the following Training Staff of the CWTS this School Year 2021-2022, 2<sup>nd</sup> 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 virtually 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 a monthly overtime fee of one thousand Pesos (Php 1,000.00) each per month, charged to the NSTP-CWTS fund.

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