



VISAYAS
STATE UNIVERSITY



**NATIONAL SERVICE
TRAINING PROGRAM**

06 October 2025

PROSE IVY G. YEPES

President

Visayas State University

THROUGH: **ROTACIO S. GRAVOSO**
VP for Academic Affairs

Dear Ma'am Yepes:

In view of the large size of enrollment in the Civic Welfare Training Services (CWTS) for this School Year 2025-2026, I respectfully recommend the appointment of the following Team Leader of the CWTS this School Year 2025-2026, 1st and 2nd Semester. Attached is the list of the Team Leader in every Team.

As Team Leader, will have the following functions:

1. Assist the NSTP Director and CWTS Unit Coordinator in the planning and implementation of the CWTS;
2. Coordinate one (1) team or section consisting of Fifty Five (55) 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 Team Leader be given an honorarium of seven thousand Pesos (PhP 8,000.00) 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:

DARIO P. LINA
Director, NSTP Office

Recommending Approval:

ROTACIO S. GRAVOSO
VP for Academic Affairs

Approved:

PROSE IVY G. YEPES
President

NSTP OFFICE

Visayas State University, PQR+MM3 Baybay City, Leyte

Email: nstp@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1127



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