



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:

May I respectfully recommend for the appointment of **Prof. Joy A. Bellen** and **Mr. Marlon V. Dampios**, as Training Officers of the CWTS for 2nd Semester, School Year 2023 - 2024:
As a Training Officers, Prof. Bellen and Mr. Dampios will have the following functions:

1. Plans and implement of VSU NSTP-CWTS Program as prescribed;
2. Programs Saturday instruction and coordinates with trainers and resource persons regarding training schedule and instructional needs;
3. Establishes linkage with the different extension units of the VSU and LGUs for the practicum activities of the students;
4. Assists the CWTS Coordinator in the planning and implementation of the CWTS.
5. Coordinates all sections/teams.
6. Supervises students during their field work inside and outside of the VSU campus.
7. Evaluates the progress of the students and their projects in their respective assigned community/barangay.

I further recommend that Prof. Bellen and Mr. Dampios be given three (3) workload units each per semester for the services rendered during weekend and an honorarium of twelve thousand pesos (PhP 12,000.00) 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:

ALELI A. VILLOCINO

VP for Students Affairs and Service

Approved:

PROSE IVY G. YEPES

President