

Office of the Head

September 3, 2018

EDGARDO E. TULIN
President
Visayas State University

THROUGH: **BEATRIZ S. BELONIAS**
Vice-President for Instruction
Visayas State University

Dear Dr. Tulin:

May I respectfully recommend for the appointment of **Prof. Joy A. Bellen** and **Mr. Raymund M. Igcasama**, as Training Officers of the CWTS for 1st Semester, School Year 2018 - 2019:

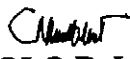
As a Training Officers, Prof. Bellen and Mr. Igcasama will have the following functions:

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 NSTP Head in the planning and implementation of the CWTS.
5. Coordinates all sections/teams consisting about One Thousand Fifty Nine (1059) students.
6. Trains students in preparation for their field work inside and outside the VSU campus.
7. Administers long examinations (Midterm and Final) and evaluated the results.
8. Supervises students during their field work inside and outside of the VSU campus.
9. Evaluates the progress of the students and their projects in their respective assigned community/barangay.
10. Evaluates student performance and prepared final grades.

I further recommend that Prof. Bellen and Mr. Igcasama be given an honorarium of one thousand Pesos (Php 1000.00) each per month, charged to the CWTS fund, as compensation for his overtime services to the university before and after office hours and that they also be given five (5) workload units each per semester for the services conducted during office hours.

I hope this recommendation merits your kind approval.

Very truly yours,


MANOLO B. LORETO, JR.
Dean of Students and
Head, NSTP Office

CERTIFIED TRUE COPY
FROM THE ORIGINAL

JENNIFER E. ANDO
JIC-HEAD, ORRSPPI
DATE: _____

Recommending Approval


BEATRIZ S. BELONIAS
Vice-President for Instruction

Approved:


EDGARDO E. TULIN
President



VISAYAS
STATE UNIVERSITY

National Service Training Program

Visca, Baybay City, Leyte

Email: nstp@vsu.edu.ph

Website: vsu.edu.ph

Office of the Head

October 18, 2017

EDGARDO E. TULIN

President

Visayas State University

THROUGH: **BEATRIZ S. BELONIAS**
Vice-President for Instruction
Visayas State University



Dear Dr. Tulin:

May I respectfully recommend for the appointment of **Mr. Raymund M. Igcasama**, as Training Officer of the CWTS for 1st Semester, School Year 2017 - 2018:

As a Training Officer, Mr. Igcasama 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 NSTP Head in the planning and implementation of the CWTS.
5. Coordinates all sections/teams consisting about one hundred seven (107) students.
6. Trains students in preparation for their field work inside and outside the VSU campus.
7. Administers long examinations (Midterm and Final) and evaluated the results.
8. Supervises students during their field work inside and outside of the VSU campus.
9. Evaluates the progress of the students and their projects in their respective assigned community/barangay.
10. Evaluates student performance and prepared final grades.

I further recommend that Mr. Igcasama be given an honorarium of one thousand Pesos (PhP 1000.00) per month, charged to the CWTS fund, as compensation for his overtime services to the university before and after office hours and that they also be given five (5) workload units per semester for the services conducted during office hours.

I hope this recommendation merits your kind approval.

Very truly yours,

MANOLO B. LORETO, JR.

Dean of Students and
Head, NSTP Office

Recommending Approval

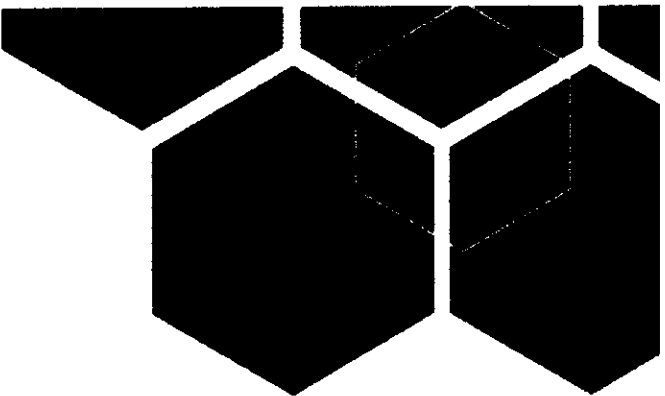
BEATRIZ S. BELONIAS
Vice-President for Instruction

Approved:

EDGARDO E. TULIN
President

CERTIFIED TRUE COPY
FROM THE ORIGINAL

JENNIFER E. ANDO
JIC-HEAD, DHRSPR
DATE: _____



CERTIFICATE

IS PROUDLY PRESENTED TO

Raymund M. Igcasama

In grateful appreciation for your unwavering effort and dedication to the progress of the community services through your voluntary service as Coordinator during these school years: 2017-18, 2018-19, 2019-20, 2020-21. Your guidance has help the students achieved the goals of the course.

Given this 17 June, 2022 at the Office of the Coordinator of CWTS, Office of the NSTP Director, Visayas State University

JOY A. BELLEN
DIRECTOR, ODNSTP

ALELIA VILLOCINO

VICE PRESIDENT OVERSIGHT AUTHENTIC CLAIM
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HONORARY SECRETARY

EDUCATION OFFICE

HUMAN RESOURCE OFFICE

