




MEMORANDUM NO. 354
Series of 2024

TO: Dr. Dario P. Lina

**RE: Designation as CWTS Team Coordinator of Team Creativity for
2nd Sem 2023-2024**

**FROM: 
DR. PROSE IVY. G YEPES
University President**

DATE: April 22, 2024

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as CWTS Team Coordinator of Team Creativity for 2nd Semester, SY 2023-2024 or unless sooner revoked or terminated by higher authorities.

As Team Coordinator, you are directed to:

1. Assist the CWTS Coordinator in the planning and implementation of the CWTS;
2. Handle 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.

Moreover, you are given three (3) workload units per semester for the services rendered during weekend and an honorarium of Twelve Thousand Pesos (P 12,000.00) each per semester, charged to the NSTP-CWTS fund.

Please be guided accordingly.

cc: OVPSAS
NSTP/CWTS
Records
File