



2 May 2023

MEMORANDUM NO. 605
Series of 2023

T O: Ms. Andrea Marie Borneo

R E: Designation as Training Officer of the CWTS

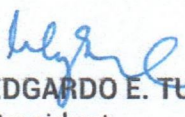
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Training Officer of the CWTS for 2nd Semester, SY 2022-2023.

As Training Officer, you are directed to:

1. Plan and implement VSU NSTP-CWTS Program as prescribed;
2. Program Saturday instruction and coordinate with trainers and resource persons regarding training schedule and instructional needs;
3. Establish linkages with the different extension units of the VSU and LGUs for the practicum activities of the students;
4. Assist the CWTS Coordinator in the planning and implementation of the CWTS;
5. Coordinate all sections/teams;
6. Train students in preparation for their fieldwork inside and outside the VSU campus;
7. Supervise students during their fieldwork inside and outside the VSU campus;
8. Evaluate the progress of the students and their projects in their respective assigned community/barangay.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: NSTP/CWTS
Records
File