

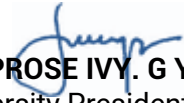


MEMORANDUM NO. 421

Series of 2024

TO: **Ms. Loregin Pugosa**

RE: **Designation as Coordinator of CWTS**

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

University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Coordinator of CWTS**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide leadership and supervision overall activities of the CWTS programs;
2. Coordinate with the facilitators and resource persons of all activities including off-campus activities and campus held trainings and seminars;
3. Formulate and design strategies to make learnings from CWTS interesting and experiential in uplifting the virtues of patriotism, nationalism and volunteerism;
4. Coordinate the submission of reports from facilitators regarding the activities;
5. Lead in the analysis of experiences learned by students from engaging in community works;
6. Ensure students understand the importance of community service for nation-building.

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

This designation will take effect on **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPARGAS	Cash	ODF/Budget	COA	Directors	