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22 June 2020

**MEMORANDUM NO. 201**  
Series of 2020

**T O: Mr. Joy A. Bellen**  
**R E: Designation as Coordinator of CWTS**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Coordinator of CWTS effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Coordinator, you are directed to:

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 understands the importance of community service for nation-building.

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. TULINS**  
President

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	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Deans
	ODAHRD/PRPEO	Directors
	ODF/Budget	Records
	File	