



November 25, 2025

Sir Raymund M. Igcasama

Head, University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear **Sir Igcasama:**

Mabuhay!

Warm greetings from the National Service Training Program – Civic Welfare Training Service (NSTP-CWTS) Component.

We are pleased to invite you as our **resource speaker** for our upcoming Saturday session on **Proposal Writing**, which is part of our special module for First Year students this S.Y. 2025-2026 1st Semester and in preparation for the Barangay Immersion next semester.

As a former Unit Coordinator of CWTS, you have the knowledge and understanding on how to write or craft a project proposal. We believe your knowledge and insights will play a vital role in enhancing our students' Civic Welfare Training Service experience, particularly in guiding them on how to develop well-structured and impactful project proposals, understand the essential components of effective planning, and apply strategies that ensure feasibility and sustainability. Your guidance will help our students create proposals that are not only practical and innovative but also aligned with the goal of serving and uplifting their communities.

The session will be held on **Saturday, November 29, 2025, in the morning at the VSU Gymnasium.**

We are confident that your presence will inspire and educate our students. We sincerely hope you will accept our invitation, and we look forward to welcoming you to our session.

Thank you very much and God bless!

Sincerely yours,

LOREGIN S. PUGOSA

Unit Coordinator, NSTP-CWTS

Noted by:

DARIO P. LINA
Director, NSTP



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