



Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus Campus
Student Development Services
CENTRAL STUDENT GOVERNMENT
csg.imus@cvsu.edu.ph



22 October 2025

DR. ARMI GRACE B. DESINGAÑO

Office of the Campus Administrator
This Campus

Dear Dr. Desingaño,

Greetings!

I hope this message finds you well.

On behalf of the Central Student Government (CSG), we would like to seek your approval for our project entitled "**Pande-Kape ni Kabsuy**." This project aims to provide students with complimentary **pandesal, coffee, or juice** during the Midterm Examination Week as part of our initiative to promote student well-being and academic productivity. The said project will take place on **October 27 and 28, 2025**, at the **Old Building Lobby**.

This initiative is designed to help students sustain their energy and concentration throughout the examination period **by offering simple yet comforting refreshments**. Alongside this, the **CSG Booth will feature interactive decorations and props** where students may take photos, fostering engagement, relaxation, and a sense of community during this academically demanding time.

Through the "Pande-Kape ni Kabsuy" project, the Central Student Government reaffirms its commitment to supporting the holistic welfare of CvSU students. By combining nourishment, motivation, and camaraderie, we aim to create a warm and encouraging environment that will help students perform at their best.

Upon approval, we will proceed with the necessary preparations, including budget allocation, setup of the CSG Booth, and coordination with the concerned committees to ensure the smooth execution of the activity.

We are humbly seeking your approval and support as we work on this project. With that being said, we look forward to your positive response and continued support.

22 Oct. 2025

Best regards,

NATHANIEL R. GIL
CSG President

* Provided that the activity will not hinder the academic responsibilities of the CSG officers during the mid-term week.



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PROJECT PROPOSAL

PROJECT TITLE	Pande-Kape ni Kabsuy
DATE AND VENUE	October 27-28, 2025, Old Building Lobby
PROJECT HEAD	KEN B. LENTEJAS CSG Vice President for Internal Affairs
RATIONALE/ OBJECTIVES	<p>The Central Student Government (CSG) acknowledges that students often experience heightened stress and fatigue during examination periods. In line with its mission to promote student welfare and provide meaningful support, the CSG initiates the "Pande-Kape ni Kabsuy" project, a simple yet thoughtful effort to uplift students' morale during Midterm Week.</p> <p>By offering free pandesal, coffee or juice, and water, the project seeks to provide both nourishment and motivation to students, ensuring that they start their day with comfort and focus. Beyond its practical benefit, "Pande-Kape ni Kabsuy" aims to foster a sense of community, belongingness, and positivity within the university environment.</p> <p>Specifically, this project aims to:</p> <ul style="list-style-type: none"> • Promote student well-being by providing light refreshments to help maintain energy and focus during examinations. • Encourage a supportive and caring academic atmosphere within the campus. • Strengthen engagement between the Central Student Government and the student body through an interactive and meaningful initiative. • Create a space where students can momentarily unwind and find encouragement amidst the pressures of exams
TARGET PARTICIPANTS	Bona fide students and midterm exam takers of Cavite State University Imus Campus, academic year 2025-2026
MECHANICS	<p>To ensure the smooth and organized implementation of the "Pande-Kape ni Kabsuy" project, the following mechanics shall be observed and strictly followed by the organizing committee and student participants:</p> <ul style="list-style-type: none"> • The "Pande-Kape ni Kabsuy" project will be conducted on October 27–28, 2025, from 7:00 AM until supplies last, at the Old Building Lobby.

	<ul style="list-style-type: none"> ● A CSG Booth will be set up to serve as the central area for the distribution of pandesal, coffee, juice, and water. ● Students are required to pre-register through the post that will be published on the official CSG Facebook page. ● Students are highly encouraged to bring their own mugs or tumblers to be used for their coffee or juice, promoting environmental responsibility and minimizing waste. ● The activity will cater to the first 500 students each day. ● Upon claiming, the student must present a screenshot of their pre-registration form. The CSG officer in charge will verify the registration via the official Google Form for confirmation. ● Once confirmed, the student may claim one (1) free pandesal and one (1) cup of coffee, either in their personal tumbler or in paper cups provided by the CSG. ● If the student opts to use the paper cup provided by the CSG, they are only allowed to drink within the designated booth area to ensure cleanliness and proper waste management. Trash bins will be made available near the booth. ● In the morning, students may claim pandesal and coffee while supplies last. In the afternoon, juice will be served instead of coffee. ● If a pre-registered student is unable to claim their refreshments, the supplies may be distributed to other students who wish to avail, while supplies last. ● The booth will also feature interactive decorations and a photo area, allowing students to take pictures and share their experience, fostering engagement and positivity. ● CSG officers and committee volunteers will oversee the distribution, documentation, and booth management to ensure smooth and organized implementation. ● All materials and resources will be properly documented and accounted for by the Committee on Finance, in coordination with the Commission on Audit (COA). 																
BUDGETARY REQUIREMENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">ITEM</th><th style="text-align: center;">QTY.</th><th style="text-align: center;">UNIT PRICE</th><th style="text-align: center;">TOTAL PRICE</th></tr> </thead> <tbody> <tr> <td>Pandesal</td><td style="text-align: center;">400</td><td style="text-align: center;">₱2</td><td style="text-align: center;">₱800.00</td></tr> <tr> <td>Bonete Bread</td><td style="text-align: center;">400</td><td style="text-align: center;">₱2</td><td style="text-align: center;">₱800.00</td></tr> <tr> <td>Instant Coffee Classic</td><td style="text-align: center;">14</td><td style="text-align: center;">₱35</td><td style="text-align: center;">₱490.00</td></tr> </tbody> </table>	ITEM	QTY.	UNIT PRICE	TOTAL PRICE	Pandesal	400	₱2	₱800.00	Bonete Bread	400	₱2	₱800.00	Instant Coffee Classic	14	₱35	₱490.00
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Pandesal	400	₱2	₱800.00														
Bonete Bread	400	₱2	₱800.00														
Instant Coffee Classic	14	₱35	₱490.00														

	Brown Sugar	2	₱65	₱130.00
	Peanut Butter	2	₱125	₱250.00
	Blue Lemonade Juice Powder	2	₱120	₱240.00
	Iced Choco Juice Powder	2	₱107.5	₱215.00
	Coffee Cup	20	₱30	₱600.00
	Water	4	₱50	₱200.00
	GRAND TOTAL:			₱3,725.00
SOURCE OF FUND	CSG Funds			
EXPECTED OUTPUT	<p>Through this initiative, the Central Student Government envisions the following outcomes that reflect the success and impact of the "Pande-Kape ni Kabsuy" project:</p> <ul style="list-style-type: none"> • Students will receive complimentary refreshments that help sustain their energy and focus during examinations. • A positive and encouraging atmosphere will be created within the campus during Midterm Week. • Increased student engagement and appreciation toward the CSG's initiatives promoting welfare and well-being. • Strengthened sense of unity and community among students, fostering motivation and camaraderie. • Successful implementation of the "Pande-Kape ni Kabsuy" project serving as a model for future wellness-oriented initiatives. 			

Prepared by:

KEN B. LENTEJAS
CSG Vice President for Internal Affairs

Checked by:

NATHANIEL R. GIL
CSG President

Recommending Approval:

ARMAND G. ATON, Ph.D
SDS Coordinator

KAREN M. TILAN, MAEd
OSAS Head

Approved by:

ARMI GRACE B. DESINGAÑO, Ph.D
Campus Administrator