



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



03 December 2025

DR. ARMI GRACE B. DESINGAÑO

OIC, Office of the Campus Administrator
This Campus

Dear Dr. Desingano,

Greetings!

I hope this message finds you well.

On behalf of the Central Student Government, we would like to seek your approval for the production of **Cavite State University-Imus Campus I.D Lanyard** as part of our initiative to provide every student a sense of new beginnings with the lanyard being the symbol. The start of the production of the said product will start upon approval of this proposal.

Purchasing these lanyards is completely voluntary; students are encouraged to buy them if they wish, but there is no requirement or obligation to do so. The funds from this income-generating project (IGP) will be used to support other activities and projects for this academic year. These lanyards are being offered for sale at their original price of **₱100.00 (One Hundred Pesos)** as part of an Income-Generating Project (IGP);

Upon approval, we will move forward with the production plan of the project which includes communicating with producers, and selling the said product to the student body.

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.

Best regards,


NATHANIEL R. GIL
CSG President




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PROJECT PROPOSAL

PROJECT TITLE	ID LANYARD
DATE AND VENUE	Month of December
PROJECT HEAD	Nathaniel R. Gil CSG President
RATIONALE/ OBJECTIVES	<ul style="list-style-type: none"> Let this act as a symbol of a new beginning for this academic year. To use the generated funds to support other CSG activities and student needs.
TARGET PARTICIPANTS	Students of Cavite State University - Imus Campus
MECHANICS	<ol style="list-style-type: none"> The ID Lanyard design was designed by the winning student during the design contest conducted last October 1-5. The lanyard will be reversible.  <ol style="list-style-type: none"> Students must complete the online pre-order form to reserve their lanyard. After submitting the form, visit the office to pay for a down payment of Php 50.00 <ul style="list-style-type: none"> This payment secures their reservation for the first batch of the reversible lanyard. Payments are strictly in-office only; no online payments accepted. Office Hours: Monday-Friday, 8am-12NN and 1pm-5pm Once the lanyards are ready, an announcement will be made stating that the lanyards are ready for claiming. They may claim their lanyard by paying the remaining Php 50.00 at the office along with their proof of down payment (official receipt)

	<ul style="list-style-type: none"> Only after the full payment is made can the lanyard be claimed. 															
BUDGETARY REQUIREMENT	<table border="1"> <thead> <tr> <th>ITEM</th><th>QTY.</th><th>UNIT PRICE</th><th>TOTAL PRICE</th></tr> </thead> <tbody> <tr> <td>Lanyard</td><td>1000</td><td>70</td><td>70,000.00 ₱</td></tr> <tr> <td colspan="3">GRAND TOTAL:</td><td>70,000.00 ₱</td></tr> </tbody> </table>	ITEM	QTY.	UNIT PRICE	TOTAL PRICE	Lanyard	1000	70	70,000.00 ₱	GRAND TOTAL:			70,000.00 ₱			
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GRAND TOTAL:			70,000.00 ₱													
SOURCE OF FUND	CSG FUNDS 															
EXPECTED OUTPUT	The supplies will be sold and the funds generated will be used for the other activities. The lanyard will be appreciated by the students and provide a sense of pride as a student of this campus.															

Prepared by:

DANIEL D. CAMACLANG
CSG Secretary

Checked by:

NATHANIEL R. GIL
CSG President

Recommending Approval:

ALFE M. SOLINA, DBA
CSG Adviser

JENNY DANICA P. ABAYARI, MAEd
CSG Adviser

ARMAND G. ATON, Ph.D
SDS Coordinator

KAREN M. TILAN, MAEd
OSAS Coordinator

Approved by:

ARMIGRACE B. DESINGAÑO Ph.D
Campus Administrator