



MANUAL ON OCCUPATIONAL INTERNSHIP PROGRAM

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VISION

A globally-engaged University excelling in science, engineering and the arts.

MISSION

Caraga State University endeavors to produce globally competitive and socially responsible human capital towards the sustainable and inclusive development of Caraga Region and beyond.

GENERAL MANDATE

Caraga State University shall primarily provide advanced education, higher technological, professional instruction and training in the fields of agriculture and environmental studies, fishery, engineering, forestry, industrial technology, education, law, medicine and other health related programs, information technology, arts and sciences and other related courses. It shall undertake research and extension services, and provide progressive leadership in its areas of specialization.

CORE VALUES

Competence, Service and Uprightness

Functions and Objectives

CSU endeavors to contribute to the achievement of the regional and national development goals and shall strive to achieve a maximum level of performance in terms of “relevance and responsiveness, excellence and quality, equity and access, efficiency and effectiveness, discipline, teamwork, impact and learning to learn” in the four major areas of concern: Instruction, Research, Extension and Production.

GENERAL OBJECTIVES:

CSU actively engages in the exploration, transmission and advancement of knowledge and cultural heritage of mankind, and prepares men and women for entrepreneurial and professional services.

In line with the regional and national development goals, its Charter, its Vision and Mission; CSU aims to:

- develop an institution of higher learning that values respect for learning and truth for human dignity and for freedom; abhor ignorance and prejudice and develop in its members these values, together with a sense of vocation and social responsibility;
- generate new knowledge through research and apply the results to improve the quality of human life and to respond effectively to changing societal needs and conditions;
- develop the potentials of the students in leadership, research, production and other socio-economic concerns; and equip them with skills for meeting the requirements for local, regional and national development;
- develop professionals who will serve as conveyors of innovations to spark scientific and technological advancements in the Caraga Region and the nation;
- produce informed and sensitive men and women who will not only leave their identity to society but find their lives with personal fulfilment;
- produce alumni who will carry the values into leadership roles in the community, the region, the nation and the world;
- continue producing potential leaders.

CSU SHALL PURSUE THE FOLLOWING SPECIFIC FUNCTIONS AND OBJECTIVES:

INSTRUCTION

1. produce knowledgeable, skilled, and globally competitive Engineers and Computer Technologists, Agricultural Technicians and Entrepreneurs who are able to produce outputs of the highest quality and at least cost;
2. provide relevant Teacher Education Curricula focused on Science, Mathematics, and Home Management Technology; produce teachers for Science and Technology in the Elementary and Secondary schools and who are also responsible community leaders;
3. equip and empower individuals with the knowledge and skills in the Sciences, Arts, as well as with the world class ideals, ideologies, and values;
4. establish regional educational centers which provide access to quality education and training opportunities to those in the service area, especially the poor but deserving students; and

5. be the nucleus for professional growth, research and technology- generation in the region by offering various fields of specialization on priority areas such as Engineering and Computer Technology, Natural Sciences, Mathematics, Environmental Sciences, Agriculture, Education and the Arts.

RESEARCH

Promote scholarly research, discovery, and /or inventiveness by strengthening research capabilities and enhance the attainment of high quality and relevant researches.

EXTENSION

Collect, package and disseminate technologies and/or accelerate and expand the commercialization of the technologies in Agriculture and natural resources for the improvement of the end-user's quality of life.

PRODUCTION

Be a show window and laboratory for income generation/entrepreneurships, research, commercial development, extension and instruction.

The office of the Occupational Internship Program adopted the CHED Memo No. 104, s2017” Revised guidelines for Student Internship Program in the Philippines (SIPP) for all Programs “and CMO No. 22, s 2013” Revised Policies, Standards and Guidelines (PSGs) on Student Internship Abroad Program (SIAP).

General Functions of the Office of the Occupational Internship Programs (OSIP) .

The OSIP operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the office of Vice President for Academic Affairs, it provides academic services that support academic instruction.

FUNCTIONS

OSIP DIRECTOR

1. Supervise the mechanisms for student internship programs of the University;
2. Ensure a systematic and strategic exchange of services for academic and practical experience between the CSU interns and certain organizations; in that, the oversight will create a professional network that will provide CSU students relevant skills and experience in a particular field which may lead to future employment opportunities;
3. Submit semi-annual and annual reports to OP through the Office of the Vice President for Academic Affairs; and
4. Perform other functions which may be assigned by higher authorities.

COLLEGE COORDINATORS

1. Coordinate with the Director for OSIP for the purpose of internship orientation, preparation of the necessary documents as stipulated in the CMO NO. 104 s.2017 CMO NO. 22 s 2013 prior to the deployment;
2. Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
3. Coordinate with the Director for OSIP in Inspecting internship venues and sites;
4. Monitor and assess student interns periodically;
5. Coach or mentor student interns;
6. Consult with the Director for OSIP in resolving problems/issues encountered by the interns;
7. Validate the result of the internship of students per batch, at the end of the internship period;
8. Submit report after the conduct of the internship after the semester through the Office of the Director for Occupational Internship Program; and
9. Perform other functions which may be assigned by higher authorities.

PROGRAMS OFFERED

CARAGA STATE UNIVERSITY MAIN CAMPUS

College of Agriculture and Agri-Industries

Bachelor of Science in Agriculture

Bachelor of Science in Agriculture

Majors in: Agribusiness Management,
Animal Science, and Horticulture

Bachelor of Agricultural Technology

College of Arts and Sciences

Bachelor of Science in Biology

Bachelor of Science in Chemistry

Bachelor of Science in Applied Mathematics

Bachelor of Science in Mathematics

Bachelor of Science in Mathematics,

Majors in: Computer Mathematics

Bachelor of Science in Physics

Bachelor of Science in Psychology

Bachelor of Science in Social Work

Bachelor of Arts in Sociology

College of Engineering and Geo-Sciences

Bachelor of Science in Agriculture and Bio systems Engineering

Bachelor of Science in Electronics Engineering

Bachelor of Science in Geodetic Engineering

Bachelor of Science in Mining Engineering

College of Computing and Information Sciences

Bachelor of Science in Computer Science

Bachelor of Science in Information System

Bachelor of Science in Information Technology

College of Education

Bachelor of Science in Secondary Education,

Majors in: Science

Bachelor of Science in Secondary Education,

Majors in: Mathematics

Bachelor of Science in Elementary Education

College of Forestry and Environmental Sciences

Bachelor of Science in Environmental Science

Bachelor of Science in Forestry

Bachelor of Science in Agroforestry

PROGRAMS OFFERED in CABADBARAN CAMPUS

College of Engineering and Information Technology

Bachelor of Science in Information Technology (BSIT)

Bachelor of Science in Computer Engineering (BSCpE)

Bachelor of Science in Electrical Engineering (BSEE)

Electrical Engineering Technology (EET)

Diploma in Computer Technology (DCT)

College of Tourism and Hospitality Management

Bachelor of Science in Hospitality Management (BSHM)

Bachelor of Science in Tourism Management (BSTM)

Bachelor of Science in Food and Beverage Service Management (BSFBSM)

College of Industrial and Technical Teacher Education

Bachelor of Science in Industrial Technology (BSIndT)

Bachelor in Technical - Vocational Teacher Education (BTVTEd)

Bachelor in Technology and Livelihood Education (BTLED)

GUIDELINES FOR CONDUCTING STUDENTS INTERNSHIP PROGRAM” (OSIP)

1. The student trainee must be officially enrolled in the program he /she is pursuing in the current school year in Caraga State University.
2. He/she must be at least 18 years or above.
3. He/she passed all prerequisite subjects.
4. The student-trainee shall be physically, mentally and emotionally fit as contained in the physical /psychological examinations of government hospitals.
5. He/she is articulate in the language used by the Host Training Establishments (HTE) industry
6. He/she has consent from his/her parents/guardian.
7. He/she has complied academic requirements prescribed by the Curriculum he/she is pursuing.
8. The student-trainee is required to attend the OIP Orientation and the Pre-Departure Orientation Seminar (PDOS) Program of the University.
9. The student-trainee must possess good moral values and attitude towards his works and his /her immediate environment.
10. The student-trainee must obey the policies, rules and regulations of Host Training Establishment/Industry.
11. The students-trainee must finish his/her On-the-Training on the prescribed period or duration of his/her training.
12. The OIP program of the University is a Pre-requisite subject for his/her graduation.
13. The student-trainee must submit his/her certificate for the completion of his/her training, dully accomplished evaluation or rating sheet, OIP narrative Report and other information/documents which may be included for purposes of describing student’s performances.
14. Students-trainee with incomplete number of hours rendered during his/her training in Host Training Establishments (HTE) /industry is required to complete his/her unfinished total number of hours stated in the curriculum provided that he/she is officially enrolled in the succeeding school year.
15. Placement of OIP for student-trainee will be accredited by the University.
16. Coordinator accredits of work experiences of student-trainee relative to their Occupational –Internship –Program Training is necessary.

“Revised Guidelines for Student Internship Program in the Philippines (SIPP) For All Programs”

In accordance with the pertinent provisions of RA 7722, otherwise known as the “Higher Education Act of 1994”, and pursuant to Commission en Banc (CEB) Resolution No. 849-2017, dated November 7, 2017, the following “Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject” are hereby adopted for the information, guidance and compliance of all concerned.

Article I
GUIDING PRINCIPLES

Section 1. The internship program is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment (THE).

Section 2. An industry is a classification that refers to groups of companies that are related based on their primary business activities. The produce goods or related services within an economy.

Section 3. The commission of Higher Education (CHED) is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing policies, and liberalization of trade in higher education, CHED shall require student internship and establishment by HEIs of strong academic linkages with business, industry and duly recognized government and non-government organizations, e.g. civil society organization to promote and provide students with competitive skills and attitudes for employment.

Section 4. Student Internship in the Philippines must not be anyway used to facilitate human trafficking under the guise of student internship.

Section 5. CHED issues this Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs, in order to promote the well-being of higher education students, guarantee quality of their learning and exposure and ensure their safety while undergoing internship and considering the nature of the program.

Article II OBJECTIVES

Section 6. Objectives

6.1 General Objectives

- 6.1.1** Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and partner institution/establishment;
- 6.1.2** Establish the harmonious collaboration/linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns; and
- 6.1.3** Train student interns under actual place conditions.

6.2 Specific Objectives for:

6.2.1 Higher Education Institution (HEI)

- a. Enrich the degree programs in HEIs to respond to the needs of the industry;
- b. Promote mutually supportive industry academe collaboration/linkages; and
- c. Strengthen career guidance.

6.2.2 Student Intern

- a. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country.
- b. Enhance the knowledge and skill acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the market;
- c. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etch; and
- d. Acquire a professional work ethic in the course of internship.

6.2.3 Host Training Establishment (HTE)

- a. Provide employers a venue where they can customize the process of technical training through employer-driven internship plans; select well-equipped beneficiaries and have another opportunity to contribute to the society through corporate social responsibilities.

Article III
DEFINITION OF TERMS

1. **Industry** – refers to a classification of groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.
2. **Internship** – refers to the practical application of classroom learning to the actual in a regular work environment such as but not limited to commercial and industrial services, government or non-government agencies. It is also synonymous to practicum, field practice or On-the Job Training. This is not synonymous to Apprenticeship and Leadership, as defined by Republic Act (RA) 7796.
3. **Reputable Host Training Establishment (THE)** – refers to a duly authorized and registered entity, institutions or establishment in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.
4. **Internship Manual**– refers to a book or booklet of instructions and guidelines, designed to improved the quality of internship/OJT/practicum of particular program duly issued by the HEI.
5. **Internship Plan** - refers to the outlined goal and objectives, knowledge, skills and competencies that the student intern should acquire in each training area, assignments, and schedule of activities, among others which formulated or developed by the HEI and partner institution/establishment and duly signed by the concerned coordinators or respective heads. The internship plan be prepared and approved both by the HEI and THE.
6. **Memorandum of Agreement (MOA)** – refers to an agreement executed between the HEI and partner HTEs specifying the detailed role and responsibilities of all concerned parties, safety of student interns, training plan, learning objectives and method of evaluation.
7. **SIPP coordinator** – refers to an authorized/designated person who is responsible for all aspect of the student internship programs including program implementation, monitoring, evaluation and coordination with THE.
8. **Life Skills** – are sets of skills for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life, especially in the work setup. These include soft skills necessary to address the demands of the employers such as communication skills, interpersonal skills, financial literacy, etc.

Article IV
SCOPE AND COVERAGE

Section 7. This CHED Memorandum Order (CMO) shall be applicable to all HEIs implementing Student Internship Program in the Philippines (SIPP) and students who have enrolled in the internship recognized/authorized higher education programs.

Section 8. Apprenticeship and learnership as defined in R.A 7796 including Health Professions Discipline with programs such as Medicine, Nursing, Optometry, Dental Medicine, Physical Therapy/Occupational Therapy, Radiologic Technology, Medical Technology, Pharmacy, Midwifery, Respiratory Therapy, Nutrition and Dietetics, Associate in Radiologic Technology and Speech Pathology are not covered by this CMO.

Article V
ACADEME-INDUSTRY LINKAGE

Section 9. Internship as part of the curriculum requirement broadens the student interns' learning opportunities and acquisition of technical and life skills, practical knowledge, skills and competences which shall serve as a powerful motivator to strengthen the academe-industry linkage. HEIs should come to up with their creative academe-industry linkage plans appropriate to degree program requirement.

Section 10. CHED shall develop existing list of potential HTEs, for information and reference. However, those HEIs who intend to implement SIPP are hereby enjoined to enter into agreements only with duly licensed/accredited HTEs and comply with the requirements and provisions of the aforementioned guidelines.

Article VI
IMPLEMENTING GUIDELINES

Section 11. The duration of internship program shall be up to a maximum of five (5) months in accordance with the approved curriculum except for highly technical programs that require internship hours which shall be in accordance with their existing Policies, Standards and Guidelines (PSGs).

Section 12. Student intern has passed the HEI's qualification for internship program and taken all his/her major (professional) subjects before taking the internship subject to the requirement of the HTE. He or she is allowed to take other subjects with a maximum of six units during the internship period and/or subject to the institution's policy.

Section 13. The CHED guidelines on student internship must be displayed in conspicuous places for student's guidance and reference. HEI's internship plan for the particular internship program must be made available to students.

Article VII
REQUIREMENTS, OBLIGATIONS AND/OR RESPONSIBILITIES OF THE
PARTIES INVOLVED

Section 14. Higher Education Institutions (HEIs)

14.1 Requirements

14.1.1 The HEI's higher education program(s) with internship course must have:

- a. Government Recognition for private HEIs;
- b. Board Resolution for State Universities and Colleges (SUCs) and Certificate of Program Compliance; and
- c. Local Government Ordinance for Local Universities and Colleges (LUCs) Certificate of Program Compliance.

14.1.2 The HEI must have a pool of reputable HTEs; and

14.1.3 In collaboration with the duly selected HTE, the HEI must develop an internship plan for the student intern specifying goals and objectives.

14.2 Obligations/Responsibilities

14.2.1 Planning/Engaging/Orientation

- a. Assume full responsibility over the students during their internship in the Philippines;
- b. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
- c. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
- d. Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives; refer to Annex "A"
- e. Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern, THE and HEI;
- f. Execute the duly notarized Memorandum of Agreement (MOA) with THE; refer to Annex "B"

- g. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to be student interns;
- h. Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the internship;

- i. Assign an SIPP coordinator for the student internship programs; and
- j. Conduct pre-internship orientation/training to student interns as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

14.2.2 Monitoring and Evaluation

- a. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
- b. Take appropriate action on any complaint against the student intern in accordance with the HEI's policies;
- c. Conduct initial and regular visit/inspection of their THE to ensure safety of student interns;
- d. Monitor and evaluate performance of the student intern jointly with the HTE based on the prescribed internship plan,
- e. Monitor the student intern and attend to his/her needs and concerns by coordinating with THE, CHED and other concerned government authorities if necessary
- f. Conduct monitoring and evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;
- g. Conduct a post training review and evaluation of the program and the performance as well as with the partner HTE;
- h. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and
- i. Issue a final grade to the student intern upon completion of requirements within the prescribed period in accordance with the HEI's regulations on grading system and performance assessment of the HTE.

14.2.3 Reporting Submit to CHED through the CHED Regional Office (CHEDRO) the following documents:

- a. Annual report per school year on the implementation of SIPP on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others to be signed by school head or authorized representative such as deans of concerned program and/or registrar; refer to Annex "C"
- b. Copy of duly notarized MOA or training agreement; and
- c. List of partners HTEs and student interns duly certified by authorized school official to have completed internship. refer to Annex "D"

Section 15. SIPP Coordinators

15.1 Requirement

- 15.1.1 Must have official designation by their respective head/president on the basis of the HEI's qualification requirement.

15.2 Obligations/Responsibilities

- 15.2.1 Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
- 15.2.2 Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation;
- 15.2.3 Inspect internship venues and sites;
- 15.2.4 Monitor and assess student interns periodically;
- 15.2.5 Coach or mentor student interns;
- 15.2.6 Consult and assist student interns in resolving problems/issues encountered; and
- 15.2.7 Validate the result of the internship of students per batch, at the end of the internship period.

Section 16. Student Intern

16.1 Requirements

A student intern must:

- 16.1.1 Be officially enrolled in a legitimate Philippine higher education institution;
- 16.1.2 Be enrolled in an internship subject;
- 16.1.3 Be at least eighteen (18) years of age from the start of the internship period;
- 16.1.4 Pass pre-internship requirements as specified in the internship plan;
- 16.1.5 Submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by HTE, if any; and
- 16.1.6 Have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed.)

16.2 Obligations/Responsibilities

- 16.2.1 Enter into an internship contract and/or agreement with the participating HTE; refer to Annex "E"
- 16.2.2 Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;

- 16.2.3 Comply with the provisions of the contract and/or agreement including the rules and regulations of the HEI, HTE and CHED at all times;
- 16.2.4 Undergo the required orientation/internship program conducted by the HEI and HTE;
- 16.2.5 Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
- 16.2.6 Perform tasks and activities indicated in the internship plan;
- 16.2.7 Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
- 16.2.8 Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
- 16.2.9 Submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;
- 16.2.10 Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
- 16.2.11 Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

Section 17. Host Training Establishments (HTEs)

17.1 Requirements

- 17.1.1 Has been duly authorized HTE by the appropriate government entity/ies, i.e. Local Government Unit (LGU), Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI);
- 17.1.2 Capable of providing the appropriate internship program, and has the capacity to co-develop, along with the HEI, and follow an internship plan to be undergone by the student intern in the HTE;
- 17.1.3 Has capacity to mentor, provide and facilitate the provision of technical training to student intern;
- 17.1.4 Has the capacity to monitor and submit monthly reports to the SIPP coordinator, and to;
- 17.1.5 Follow the evaluation system of student performance provided by the HEI.

17.2 Obligations/Responsibilities

- 17.2.1 Designs and implements the internship plan in partnership with the HEI;
- 17.2.2 Encourages student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
- 17.2.3 Assigns a point/focal person responsible for the implementation of all phases of the internship;
- 17.2.4 Orients the student intern on the standard rules and regulations of their establishment before signing of contract;
- 17.2.5 Enters into an internship contract/agreement with the student intern;
- 17.2.6 Facilitates the processing of the documents of the student intern in coordination with the HEIs;
- 17.2.7 Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;
- 17.2.8 May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;
- 17.2.9 Ensures that student interns do not perform tasks and duties of regular position in HTEs;
- 17.2.10 Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
- 17.2.11 Develops feedback mechanism to the student intern; 17.2.12 Develops feedback mechanism to HEI of the overall implementation of the internship and the student performance;
- 17.2.13 Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;
- 17.2.14 Make available, accurate and current records and provide access to HEI of such records while on internship;
- 17.2.15 Notifies and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and
- 17.2.16 Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

Section 18. Commission on Higher Education (CHED)

18.1 Obligations/Responsibilities

18.1.1 Office of Student Development and Services (OSDS)

- a. Conduct orientation and advocacy on the implementation of the guidelines on SIPP;
- b. Prepares the monitoring instrument and orients CHED Regional Offices (CHEDROs) on the same;
- c. Consolidates reports for policy formulation and decision making;

- d. Establishes and maintains linkages with other government agencies and non-government agencies and organizations for the successful implementation of SIPP; and
- e. Maintain updated list of HTEs in coordination with other government agencies and/or organizations.

18.2.2 CHED Legal and Legislative Service (LLS)

- a. Upon request by the Office of Student Development and Services (OSDS) through the recommendation of the Executive Office (EO), the Legal and Legislative Service (LLS) may conduct investigation on any alleged violation/s committed by the HEI or HTE and submit its report and recommendations to the Commission en Banc (CEB), through the Management Committee (ManCom), for appropriate action.

18.2.3 CHED Regional Offices (CHEDROs)

- a. Conduct monitoring and evaluation on the implementation of SIPP;
- b. Ensure the safety and well-being of student interns by monitoring compliance of HEIs with the provisions of these guidelines, through review of reports of HEIs, on-site visits, and other appropriate mechanisms;
- c. Ensure that all HEIs and their duly designated HTE comply with the provisions of these guidelines for the welfare and protection of student interns;
- d. Establishes and maintain linkages with government and non-government agencies, organizations and/or industries, and enter into agreements with them specifying their roles or obligations in the implementation of SIPP;
- e. Provides feedback mechanism to HEIs and HTEs;
- f. Submit to LLS through the OSDS any alleged violations committed either by the HEI or HTE; and
- g. Submit an annual report on the status of implementation to OSDS.

Section 19. Parent/Guardian

19.1 Obligations/Responsibilities

- 19.1.1 Issues and signs the written consent; and
- 19.1.2 Co-signs the internship contract and/or agreement to manifest approval or consent to the internship of their child.

Article VIII MONITORING AND EVALUATION

Section 20. The monitoring and evaluation of the performance of the student interns shall be done by both HEI and HTE. The SIPP coordinator, as well as the dean of the HEI should use standard procedures, instruments and methodologies, such as oral and written observations, monthly reports, and interviews or conferences to the students, to monitor and evaluate the student interns.

- 20.1 At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to the HEI the following documents:
 - 20.1.1 Certificate of completion;
 - 20.1.2 Duly accomplished evaluation sheet; and
 - 20.1.3 Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.
- 20.2 The SIPP Coordinator's report including the HTE evaluation report will be the basis of the student intern's final grade;
- 20.3 A student intern whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade on the basis of the school's grading system, and after considering the circumstances surrounding such termination; and
- 20.4 The concerned HEI shall strictly monitor compliance to these guidelines.

Article IX FEE

Section 21. The HEIs shall follow the approved students' internship fee based on CHED Memorandum Order No. 3, Series of 2012 (CMO No. 03, s. 2012), or the "Enhanced Policies, Guidelines, and Procedures Governing Increases in Tuition and Other School Fees, Introduction of New Fees, and for Other Purposes". In no case shall the school charge the student fees other than the approved/prescribed fee or other school fees not duly noted by CHED. Charging of internship fee in accordance with CMO No. 03, s. 2012 includes administrative cost that corresponds with the units of the practicum/OJT subject and shall complement with the administrative cost of the HEIs.

Article X GRIEVANCE MACHINERY

Section 22. It is recognized that the program may give rise to grievances and complaints from or related to a variety of sources, including the HEIs, HTEs, student interns, and other stakeholders. More often, grievances arise for varied reasons to include one party claimed to be treated unfairly or unjustly, or that there have been undesirable program outcome or lapses in the program's process for that matter.

22.1 Objective

To ensure a transparent and accountable Student Internship Program, a Grievance Committee shall be constituted. The Grievance Committee is

empowered to handle and review any complaints or grievances from HEI, HTE, student intern and other stakeholders. The Grievance Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement or upon filing of a complaint by an aggrieved party.

22.2 Composition and Terms of Reference (TOR)

22.2.1 HEI Level

The Grievance Committee shall be composed of officials, SIPP coordinator and dean and/or representative of the concerned College of HEI which have jurisdiction over concerned student intern. The Committee shall investigate matters within its jurisdiction and render decision pursuant to the HEI's rules and regulations. In case of failure by the Grievance Committee to settle an issue or render a decision, or in case the complaint is against a member of the Grievance Committee, the case shall be referred to the concerned CHEDRO for appropriate action.

Once action has been recommended or taken, and depending on the nature and confidentiality of the grievance/resolution, the parties shall be informed of the resolution or decision by the committee.

22.2.2 CHED Level

The Grievance Committee shall be composed of the officials and representatives from the concerned CHEDROs and HEIs which have jurisdiction over the affected student intern. The Grievance Committee shall investigate and render a decision pursuant to pertinent rules and regulations. In case of failure by the Grievance Committee to settle the issue or render a decision, or in case the complaint is against the member of the Grievance Committee, the case shall be referred to the CHED Central Office (CHED-CO) for appropriate action.

Section 23. Investigation of Complaints

- 23.1 Upon receipt by CHED through the OSDS of complaints or reports on alleged student exploitation or any violations as stated in Article XI, the same shall be immediately referred to the CHED-LLS for appropriate action, following prescribed procedures instituted by the same; and
- 23.2 The HEI may be suspended from accepting incoming freshmen in that particular program by the CHED Chairperson while under investigation for alleged violations of these guidelines.

Article XI VIOLATIONS

Section 24. Violations by the Higher Education Institution (HEI) Any HEI that shall be found to have committed the following violations shall be meted with the appropriate sanctions provided in Article XII:

- 24.1 Sending students for internship without the required government recognition or Board Resolution Certificate of Program Compliance for said program;
- 24.2 Partnering with entities that have no juridical personality;
- 24.3 Allowing student interns to undertake SIPP without the signed MOA with HTE;
- 24.4 Allowing student interns to undertake SIPP without a valid internship offer or contract between the HTE and the students;
- 24.5 Making false statements/mis-statements of student records/documents to make it appear that the student is qualified to undertake SIPP;
- 24.6 Demanding from student interns training fees or other charges, not in accordance with the provisions of CMO No. 3, s. 2012;
- 24.7 Failing to provide free medical and dental services and appropriate insurance coverage;
- 24.8 Failing to monitor periodically as stipulated in the internship plan, welfare of student interns and thus exposing them to situations that may be deemed as exploitation of the students;
- 24.9 Failing to submit required reports to CHED as specified under these guidelines, particularly on results of pre and post monitoring and evaluation of student interns and action taken on their grievances and complaints, if any; and
- 24.10 Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

Section 25. Violations of Host Training Establishment (HTE)

- 25.1 Violation of any of the provisions of the MOA and this CMO;
- 25.2 Changing provisions of signed internship contract and/or agreement without the consent of the student interns and HEI;
- 25.3 Non-compliance with prescribed Internship Plans;
- 25.4 Placing student interns in internship venues which degrade, debase or demean the intrinsic worth and dignity of the student intern as a human being;
- 25.5 Withholding practicum reports of student interns without just cause; and
- 25.6 Such other acts similar or analogous to the foregoing and activities classified as 'human trafficking under R.A. No. 9208 and such other similar issuances that is in violation of the provisions herein.

Section 26. Violations of Student Interns

- 26.1 Any act of gambling, theft and other similar illegal acts;
- 26.2 Submitting forged or fraudulent documents;
- 26.3 Any act in violation of the HEI's rules and regulations;
- 26.4 Any act in violation of HTE rules and regulations in accordance with the internship program; and
- 26.5 Any act in violation of the laws of the country.

Article XII SANCTIONS

Section 27. In order to ensure compliance with the guidelines and regulations stated in this CMO, the CHED-CEB may, upon the recommendation of the CHED-LLS, impose the following sanctions on the HEIs and HTEs for any of the violations stated in Article XI.

27.1 Any HEI found guilty of violating any of the provisions contained under Section 24 of these guidelines may be subjected to the following sanctions depending on the extent of violations:

- 27.1.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the downgrading of Government Recognition or Revocation of Program Recognition;
- 27.1.2 Downgrading of Government Recognition to permit status or grant of Autonomous to Deregulated status, Center of Excellence (COE) to Center of Development (COD) status;
- 27.1.3 Revocation of program recognition (Autonomous, Deregulated, COE and COD); and
- 27.1.4 Filing of appropriate administrative and criminal case as appropriate.

27.2 Grounds for Blacklisting of HTE without prejudice to the filing of administrative and/or criminal case Any HTE found guilty of violating any of the provisions contained under Section 25 of these guidelines may be subjected to the following:

- 27.2.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the blacklisting of HTE; and
- 27.2.2 Blacklisting of HTE to participate in the SIPP.

27.3 Any student intern found guilty of violating any of the provisions contained under Section 26 may be subjected to sanctions in accordance with the concerned HEI's rules and regulations.

Article XIII
REPEALING CLAUSE

Section 28. All previous issuances contrary to these guidelines including CMO No. 23, s. 2009, “Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject” are hereby deemed repealed and revoked.

Article XIV
EFFECTIVITY

Section 29. These guidelines shall apply immediately to entities/parties presently implementing internship program in the Philippines and shall take effect 15 days from publication in a newspaper of general circulation or in the Official Gazette.

Issued this December 28, 2017, Quezon City, Philippines.

(original signed)
PATRICIA B. LICUANAN, Ph.D.
Chairperson

“Revised policies, Standards and Guidelines (PSGs) on Student Internship Abroad Program ”

In accordance with the pertinent provisions of TA 7722, otherwise known as the “Higher Education Act of 1994”, Republic Act No. 9208, otherwise known as the “Anti-Trafficking in Persons Act of 2012, Republic Act No. 10364, Expand Anti-Trafficking in Persons Act of 2012, Republic Act No. 7610, otherwise known as “Special Protection of Children Against Abuse, Exploitation and Discrimination Act”, Republic Act No. 8042, otherwise known as “Migrant Worker and Overseas Filipinos Act of 1995” and pursuant to Commission en banc Resolution No. 475-2013, date June 11, 2013, the following guidelines for student internship abroad program for all CHED recognized programs with practicum subject are hereby adopted for the information, guidance and compliance of all concerned.

**Article I
GUIDING PRINCIPLES**

Section 1. The Commission on Higher Education is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing foreign policies, and liberalization of trade in goods and services. CHED encourages and promotes student exchange and strong academic linkage with business and industry in other countries for cross-cultural training and skills enhancement to make students competitive for employment in the Philippines and abroad.

Section 2. The prevalence of the practice of sending tertiary students for training and internship abroad requires that CHED adopt measures to ensure the safety and well-being of these students while providing them with applied learning opportunities and cross-cultural training and skills enhancement in reputable companies and training institutions in various parts of the world.

Section 3. CHED issues these Policies, Standards and Guidelines on Student Internship Abroad Program for students enrolled in public and private schools. Higher Education Institutions (HEIs) with established Internship Abroad Program in recognition of their existing International Linkages and Networking.

**Article II
DEFINITION OF TERMS**

- ◆ Accredited Programs – refer to programs accredited by recognized bodies.
 - Level II Accredited Programs – refers to programs which have a Formal accredited status equivalent to Level II from any of the accrediting agencies recognized by CHED or CHED equivalent.

- ◆ Cross-cultural Training – refers to training in communication, behavioral and attitudinal skills required for successful interaction with individuals of other culture.
- ◆ Foreign Host Establishment or Organizations (FHEs/Os) - refer to duly recognized and registered entities in the country of destination as training venues for student interns.
- ◆ Higher Education Institutions (HEIs) - refer to educational institutions, private or public, undertaking operations of higher education program/s with and organized group of students pursuing defined studies in higher education, receiving instructions from teachers, usually located in a building or group of buildings in a particular site specifically intended for educational purposes.
- ◆ Inter-Agency Council Against Trafficking (IACAT) - refers to established council pursuant to R.A No. 9208, know as the “Anti-Trafficking in Persons Act of 2003” composed of the Secretary of the Department of Justice as chairperson and the secretary of the Department of Social Welfare and Development as Co-Chairperson and shall have the following as members: (a) Secretary, Department of Foreign Affairs; (b) Secretary, Department of Labor and Employment; (c) Administrator, Philippine Overseas Employment Administration; (d) Commissioner, Bureau of Immigration; (e) Director-General, Philippine National Police; (f) Chairperson, National Commission on the Role of Filipino Women; and (g) there (3) representatives from NGOs, who shall be composed of one (1) representative each from NGOs, who shall be composed of one (1) representative each from among the sectors representing women, Overseas Filipino Workers (OFWs) and children, with a proven record of involvement in the prevention and suppression of trafficking in persons.
- ◆ Internship/On-the-job Training (OJT)/Apprenticeship – refers to the application of classroom learning to actual work such as but not limited to commercial and industrial services, government or non-government agencies on the field laboratory.
- ◆ Meritorious Cases – refer to conditions that prevent the students to join the International Internship Abroad Program such as: financial difficulty, medical conditions, legal impediments and similar conditions.
- ◆ Parties – refer to Higher Education Institutions (HEIs), Foreign Host Establishments or Organizations (FHEs/Os) and student-interns involved in the implementation of these guidelines.
- ◆ Philippine Foreign Service Post (PFSP) – refers to the Philippine Embassy or Philippine Consulate General that has jurisdiction over the territory or place where the Foreign Host Establishments or Organizations are located.
- ◆ Practicum – refers to the subject of Internship/on-the-job training/apprenticeship.
- ◆ HEIs Implementing SIAP – are those HEIs classified as Autonomous Deregulated, Center of Excellence (COE) and Center of Development (COD), Institutional Sustainability

Assessment (ISA), a Formal accredited status equivalent to Level II from any of the accrediting agencies recognized by CHED or CHED equivalent.

- Autonomous HEIs – refer to HEIs that demonstrate exceptional institutional quality and enhancement through internal QA systems, and demonstrate excellent program outcomes through a high proportion of accredited programs, the presence consistent with their horizontal relevant extension programs for colleges; and employability or linkages for professional institutes.
 - Center of Development (COD) - refer to a designation granted by Commission on Higher Education in recognition of a unit's evident above average performance in teaching, research and extension functions.
 - Center of Excellence (COE) – refer to a designation granted by Commission on Higher Education in recognition of a unit's exemplary performance in its teaching, research and extension functions.
 - Deregulated HEIs (by evaluation) – refer to HEIs that demonstrate very good institutional quality and enhancement through internal QA systems, and very good program outcomes through a good proportion of accredited programs, the presence of Centers of Excellence and/or Development, and/or international certification. In particular, the show evidence of very good performance consistent with their horizontal type.
 - Institutional Quality – is manifested through institutional accreditation, institutional Sustainability Assessment (ISA), or other evidences in the areas of governance and management, quality of teaching and learning, quality of professional exposure, research, and creative work, support for students, and relations with the community. Furthermore, the maturity of the HEI's internal QA systems can be seen in the institutionalization and documentation of systems/processes in the HEI, the extent of implementation of these systems/processes, and the quality outcomes that contribute to program excellence.
 - Monitoring and Evaluation (IQUAME) – refers to a CHED-established mechanism for monitoring and evaluation of the outcomes of the programs, processes, and services of Higher Education Institutions in the key area of quality of teaching and learning as supported by governance and management; support for students; relations with the community; and management of resources.
- ◆ Student Interns – refer to tertiary students enrolled in the Philippine schools duly qualified to undergo internship program.

Article III OBJECTIVES

Section 4. General Objectives

The Program aims to:

1. Provide tertiary students enrolled in HEIs implementing SIAP the opportunity to acquire practical knowledge, skills, and desirable attitudes in recognized Foreign Host Establishments or Organizations (FHEs/Os) in foreign countries;
2. Enhance the students' work values, competencies, and discipline as they relate to others in a multicultural work environment;
3. Promote global competitiveness of students through their training , exposure, and acculturation in a foreign country;
4. Strengthen and enrich the degree programs in higher education institutions in order to deliver levels of knowledge and skills necessary in dynamic competitive world; and
5. Protect and safeguard students undergoing to internship abroad from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship.

Article IV SCOPE AND COVERAGE

Section 5. All internship programs conducted abroad for purposes of completion of the academic degree shall be governed by this CMO.

Only HEIs as defined under Article II are allowed to conduct internship abroad for CHED recognized programs with practicum subject in their curriculum. These HEIs are classified as Autonomous, Deregulated, Center of Excellence (COE) and Center of Development (COD), Institutional Sustainability Assessment (ISA), or with a Formal accredited status equivalent to Level II from any of the accrediting agencies recognized by CHED or CHED equivalent.

The said internship abroad program is voluntary in nature on the part of the students notwithstanding that the curriculum requires international practicum. In such an event and upon meritorious cases, the affected student may opt to undergo local practicum instead or such other acceptable alternate activities.

Program under the cultural exchanges, international linkages and extension services are not covered by this CMO.

Article V
IMPLEMENTING GUIDELINES

Section 6. Requirements for Parties Involved

6.1 Higher Education Institutions (HEIs)

1.0 must have accreditation Level II of the program Autonomous, Deregulated, COE, COD or with ISA classification, Category A & B;

2.0 practicum subject/s must form part of the requirements in the duly noted/approved curriculum;

3.0 must have an internship unit/office with a designated faculty member or any authorized Internship Coordinator to manage the program; and

4.0 must have a system and processes for the implementation of his internship abroad program

6.2 Foreign Host Establishment or Organizations (FHE/Os)

1.0 must be duly recognized, and registered in the country where the student will have his/her internship;

2.0 establishments or organizations engaged in the following shall be prohibited from participating in the SIAP;

- a. Primarily engaged in the operation of: (1) night club; (2) saunas; (3) commissary; (4) disco; (5) karaoke bars; (6) spa; (7) casinos, and the like;
- b. Whose nature of business is hazardous to student trainees as identified by the Department of Labor and Employment (DOLE); and
- c. Establishments and enterprises which promote or facilitate child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows and other acts of abuse per provision from R.A. 7610.

3.0 must have appropriate internship program for the student interns based on the existing CHED guidelines.

6.3 Student Interns

Student interns must be carefully screened by the HEI and must possess the following minimum qualifications:

- 1.0 must be a Filipino citizen;
- 2.0 currently enrolled in a Philippine higher education institution and must have either the following minimum qualifications:
 - 2.1 Bachelor degree – completed at least 75% of professional units or 4th year or graduating student for that particular program
 - 2.2 Associate degree – at least 50% of total credit units for that practicum program.
- 3.0 at least 18 years old at the time of the internship;
- 4.0 passed the pre-practicum/internship requirements of the HEI;
- 5.0 in good academic standing as certified by the HEI
- 6.0 physically, mentally, and emotionally fit and have passed the physical and psychological examinations as certified by DOH accredited clinics and hospitals;
- 7.0 is articulate in English or in the language spoken in the host country; and
- 8.0 has written consent from parents/guardian/spouse.

Section 7. Obligations/Responsibilities of Parties

7.1 Higher Education Institutions (HEIs)

1. assume full responsibility over the students while having their internship abroad program;
2. in case the HEI enter into agreement with other groups/entities to assist them in the implementation, the HEI shall still be responsible over the students;
3. develop, in collaboration with the duly selected FHEs/Os an Internship Plan for the student intern specifying among others the goal and objectives, student outcomes, knowledge, skill and competencies that the student intern should acquire in each area of assignment, and schedule of activities. The internship plan shall be part of the Internship Contract to be signed by student intern, the HEI and FHEs/Os; refer to ANNES “A” (Internship Plan)

- 4.0 conduct an initial visit/inspection of their partner FHEs/Os and representative office to ensure safety of student;
- 5.0 document and submit inspection report indicating among others the accreditation and qualifications to DFA Consular Affairs through CHED their partner FHEs/Os;
- 6.0 pre-qualify student interns in accordance with the requirements from the receiving Foreign Host Establishment or Organizations;
- 7.0 facilitate the processing of the documents on behalf of the student intern;
- 8.0 conducts general orientation and pre-departure briefing for qualified student interns in the presence of their parents/guardians/spouse;
- 9.0 assign a regular and qualified faculty member or any authorized Internship Coordinator who will be responsible for all aspects of the student internship programs including program implementation, monitoring and evaluation;
- 10.0 monitor and evaluate the performance and welfare of student interns and immediately attend to their complaints and grievances by coordinating with FHEs/Os, CHED, Philippine Foreign Service Post and other concerned government authorities;
- 11.0 collates the monthly journal of experience;
- 12.0 conducts debriefing and post evaluation of the student interns upon their return;
- 13.0 imposes disciplinary sanction on student interns found guilty of violating any of the provisions contained in these guidelines;
- 14.0 reports any disciplinary sanction on student interns found guilty of violating any of the provisions contained in these guidelines;
- 15.0 submits to the Office of Student Services (OSS) the following requirements:

For Intent:

- a. Notarized letter of intent to participate in Student Internship Abroad Program (SIAP) before deploying students for internship abroad;
- b. Certified copy of Government Recognition/Authority of the program;
- c. Memorandum of Agreement (MOA) with Foreign Host Establishment/Organization per partner; and
- d. Internship Plan with sample Internship Contract;

For CHED Endorsement to BI:

- a. List of departing student interns together with addresses and telephone numbers of Foreign Host Establishment and Organizations (FHEs /Os) and dormitories;
- b. Flight details of a roundtrip ticket;
- c. Written consent from parents/guardian or spouse; and
- d. Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

For Report:

Annual report per Academic Year on the implementation of SIAP to include in the following:

- a. Executive Summary containing among others the strength of the program and areas of improvement;
- b. Status of students who are enrolled in the internship abroad (completed, on-going, terminated for a cause);
- c. Report on complaints and grievances of student interns or FHEs/Os, including the action taken to address such grievances, if any;
- d. Report on disciplinary sanction of student interns found guilty of violating any of the provisions contained in these guidelines;
- e. Accomplished SIAP Feedback form; (refer to ANNEX “B”)
- f. Summary of student learning experiences; and
- g. Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

7.2 Foreign Host Establishment or Organizations (FHEs/Os)

1. develop, in collaboration with the HEIs an internship Plan for the student intern specifying among others the goal and objectives, student outcomes, knowledge, skills and competencies that the student intern should acquire in each area of assignment and schedule of activities. The internship plan shall be part of the Internship Contract to be signed by the student interns, the HEI and FHEs/Os; refer to ANNEX “A” (Internship Plan)

2. present and register the student intern at the nearest Philippine Foreign Service Post within 48 hours upon arrival in the Host Country. Registration of student interns must include the following information:
 - a. Name, Age, Contract Numbers and passport details;
 - b. Name and Address of School in the Philippines and the program enrolled in;
 - c. Date of arrival, tentative date of departure and duration of Internship in the host country;
 - d. Residential Address/dormitory and Host Establishment with contact numbers;
 - e. Name and Contact Numbers of the competent coordinator /tutor of FHEs/Os and copy of OJT plan; and
 - f. A copy of the CHED endorsement

3. provide Supervised Applied Learning Experience for student interns in accordance with agreed Internship Plan, Internship Contract and schedule of activities;

4. assign a competent Intern Supervisor/Mentor responsible for the implementation of all phases of the Internship Plan;

5. assist students who encounter problems during internship period;

6. provide evaluation/performance feedback/exit evaluation;

7. assist students for departure upon completion of the training or premature termination;

8. issue Certificate of Completion of Internship to the student Interns after completion of program;

9. submit report within five(5) working days to the PFSP all student interns who completed their internship program. Report should contain among others, departure details; and
 - a. Health insurance, death, accident and dismemberment insurance coverage;
 - b. Repatriation cost in case of death or a free ticket, if the intern was physically incapacitated;
 - c. Hospitalization Benefit;
 - d. Roundtrip ticket of the student interns (open booking for return ticket:’
 - e. Monthly Allowance based on prevailing living standards of the host country; and

- f. Overtime/excess allowance or other applicable scheme per existing law of the host country when performing internship duties on a holiday (for a maximum of four hours) in excess of the regular eight hours with due consideration to the health and safety of the interns.

.10 ensure that Section 10 provisions shall be covered under the Memorandum of Agreement (MOA) for the parties involved.

7.3 Student Interns

1. sign and comply with the provisions of the internship contract, including the rules and regulations of the CHED, the HEI and FHE/O;
2. undergo the required orientation internship program conducted by the HEI and FHE/O;
3. report personally to the Visa or Consular Officer of the nearest Philippine Foreign Service Post within a week upon arrival;
4. keep a bi-monthly journal of practicum experiences describing his/her internship activities, problem/s encountered, and reflections on the internship experience to be submitted on a monthly basis to the faculty member or any authorized Coordinator;
5. complete the agreed duration of his/her internship;
6. submit to the HEI the terminal report and other school requirements upon completion of the internship training; and
7. Report to CHED through nearest Philippine Foreign Service Post any complaints or grievances.

7.4 Parent/guardian or spouse

1. co-sign the Internship Contract to manifest approval or consent to the internship abroad of their child/spouse; and
2. attend the pre-departure seminar or orientation together with the student.

7.5 Commission on Higher Education (CHED)

1. The Chairperson

Upon compliance, CHED Chairperson will endorse the list of students with basic information per Article 9.2.4 to the Bureau of Immigration copy furnished the Office of Consular Affairs, Department of Foreign Affairs (DFA) for coordination with the Philippine Embassies/Consulates in the host country.

2. CHED Regional Offices

- a. Receive request from HEIs;
- b. Review/evaluate the documentary requirements pre-screened by their respective HEI;
- c. Prepare endorsement of the list of student interns to the Executive Director through the Office of Student Services (OSS)
- d. Ensure that all HEIs and their duly designated internship partners comply with the provisions of these guidelines for the welfare and protection of students; and
- e. Join in the conduct of the monitoring and evaluation.

3. Office of Student Services (OSS)

- a. Receives and evaluates request of HEIs through CHEDRO's endorsement;
- b. Prepares evaluation report and recommendation to the Executive Director for the approval/signature of the CHED Chairperson;
- c. Establishes and maintains linkages with government and non-government agencies and organizations and enter into agreements with them for the successful implementation of SIAP;
- d. Ensures that all HEIs and their duly designated internship partners comply with the provision of these guidelines for the welfare and protection of students;
- e. Prepare the endorsement of the list of student interns to Bureau of Immigration copy furnished the Department of Foreign Affairs; and
- f. Coordinates with the Bureau of Immigration whether the student interns are not included in the Bureau's Hold Departure List and Watchlist. Verification should be made at least three (3) days before student's departure.

4. International Affairs Service (IAS)

IAS seeks opportunities to broaden implementation of SIAP by facilitating linkages and networking with other countries in coordination with the Department of Foreign Affairs and other government agencies.

5. CHED Legal Services (CLS)

CLS conducts investigation in coordination with concerned offices and submits report on alleged violation committed by any of the parties to the Commission en banc appropriate action.

Section 8. Fees and Charges

The HEIs participating the SIAP shall be allowed to charge additional other fees for this purpose in accordance with the provisions of CHED CMO No. 03, Series 2012, “Enhanced Policies, Guidelines and Procedures Governing Increases in Tuition and Other School Fees” and such similar CHED issuances.

No additional other fees shall be allowed without complying with the said CMO 03, Series 2012 and such other similar CHED issuances.

Fees and Charges for this purpose are held in trust by the HEI to undertake specific activities for the development and implementation of the International Practicum Program such as monitoring, international link-aging and networking.

Section 9. Procedure

9.1 HEI’s application for SIAP participation

1. Complies with the requirements and submits the notarized letter of intent at least fifteen (15) working days before the schedule of 1st departure;
2. Waits for the CHED action to be taken;
3. Of approved, HEI receives a notification that they are included in the CHED list of participating HEIs; and
4. If disapproved, the applicant will be immediately notified in writing.

9.2 HEI’s application for CHED Endorsement to BI

1. Upon approval, HEI writes a letter of request for CHED endorsement to BI to include the following documents:
 - a. A copy of duly notarized Memorandum of Agreement (MOA) with their FHEs/Os indicating their specific obligations/responsibilities and HEIs to assume full responsibility over the students while having their Internship Program Abroad, among others;

- b. A list of students who intend to undergo the internship together with their documents as follows:
 - b.1 Notarized Application letter signed by authorized school officials;
 - b.2 Transcript of Records with Seal;
 - b.3 Passport (photocopy);
 - b.4 Training Permit issued by host country;
 - b.5 Medical Certificate (Original);
 - b.6 School Certificate of student eligibility (with seal); and
 - b.7 Flight details
2. CHED evaluates the completeness and compliance of the documents submitted;
3. Upon compliance, CHED prepares the endorsement for BI clearance to be signed by the Chairperson copy furnished the Department of Foreign Affairs and notifies HEI to pick up the same once signed to be brought to BI. Only HEI authorized liaison personnel will be allowed to transact with CHED and BI; and
4. The BI clears the students' names prior to their departure. It is recommended that application should be processed early enough to avoid delay in the event that the student applicant has a derogatory record.

9.3 HEI's report

1. At the end of the internship period, the HEI shall submit to CHED the following documents:
 - 1.1 Executive Summary containing among others the strength of the program, areas of improvement;
 - 1.2 Accomplished SIAP evaluation form;
 - 1.3 Summary of student learning experiences;
 - 1.4 Status of students who are enrolled in the internship abroad (completed, on-going, terminated for a cause);
 - 1.5 Report on complaints and grievances of student interns or FHEs/Os, including the action taken to address such grievances, if any;
 - 1.6 Report on disciplinary sanction of student interns found guilty of violating any of the provisions contained in these guidelines; and
 - 1.7 Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

Refer to Annex "C" (Flow Chart of the Procedure)

Section 10. Memorandum of Agreement (MOA) for the Parties Involved

The Memorandum of Agreement (MOA) shall be executed between HEI and FHE/O and must include, among others the following:

- 10.1 The internship program should not be less than three (3) months but not more than twelve (12) months as dictated by program requirements;
- 10.2 Roundtrip ticket of the student interns;
- 10.3 Monthly Allowance based in prevailing living standards of the host country;
- 10.4 Compensatory overtime/excess allowance or other applicable scheme per existing law of the host country when performing internship duties on a holiday (for a maximum of four hours) in excess of the regular eight hours with due consideration to the safety of the interns;
- 10.5 Duty meals and uniform for the student intern;
- 10.6 Decent and habitable dormitories with the following features;
 1. Accessible to the workplace;
 2. Comfortable bedrooms that provide privacy for students;
 3. Separate dormitories for male and female's student interns, if possible;
 4. Acceptable kitchen, laundry, receiving, dining, toilet, storage/cabinet facilities;
 5. Adequate supply of water and electricity;
 6. Must provide a locker that is secured or safety deposit box; and
 7. Extra charges in excess of the usage of basic utilities (e.g. electricity or water) must be stated in the training contract.
- 10.7 Death, accident and dismemberment insurance coverage;
- 10.8 Repatriation cost in case of death or a free return ticket if the intern was physically incapacitated; and
- 10.9 Hospitalization benefits

See attached ANNEX "D" for the MOA coverage for Student Internship Abroad Program (SIAP).

Section 11. Monitoring and Evaluation

- 11.1 The monitoring and evaluation of the performance of the student interns shall be done jointly by the Higher Education Institutions and the Foreign Host Establishments or Organizations (FHEs/Os) , using standard procedures, instruments and methodologies such as observations, monthly reports, and interviews or conferences with the concerned students;
- 11.2 At the end of the internship period, the FHEs/Os shall transmit to the HEI the following documents:
 - a. Certificate of Completion
 - b. Duly accomplished evaluation sheet; and
 - c. Other pertinent reports, information, and/or documents which may be required.
- 11.3 The faculty member or any authorized Coordinator report will be the basis for giving the student's final grade by the HEI;
- 11.4 A student whose contract was terminated due to resignation or other cause shall be given a final grade based on school's grading system after considering the circumstances surrounding such termination; and
- 11.5 CHED OSS together with the CHEDROs and members of the TWG/Inter-Agency Committee for SIAP shall strictly monitor compliance of the Parties to these guidelines. A Memorandum of Agreement (MOA) may be executed for this purpose and an appropriate funding may be sourced out from available funds from the respective Inter-agency Committee involve of concerned government agencies.

Section 12. Offenses

12.1 Violation by the Higher Education Institutions

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 13:

1. Without the required government recognition, government authority or Board Resolution of public HEIs of the said program and evidence of reputable HEIs;
2. Failing to monitor welfare of student interns;
3. Allowing student interns to receive allowances lower than the prevailing living standards of the host country;

4. Allowing student interns to undertake SIAP without a valid internship offer or contract between the Foreign Host Establishments or Organizations (FHEs/Os), HEIs and students;
5. Allowing student interns to undertake SIAP without securing a valid endorsement from CHED to BI;
6. Making false statements/mis-statement of students records/documents to make it appear that the student is qualified to undertake SIAP; such as presenting their graduates as undergraduate students undertaking practicum;
7. Not giving pre-departure orientation for student interns and parents/legal guardian;
8. Failure to submit the required reports/documents such as:
 - a. Internship Contract;
 - b. Copy of Notarized MOA with FHEs/Os; and
 - c. Annual Reports on SIA
9. Demanding from students interns internship fees or any other charges not included in CMO 03, s. 2012 and other similar CHED issuances; and
10. Such other acts similar or analogous to the foregoing and activities classified as human trafficking under R.A 9208 and such other similar issuances that is in violation of the provisions herein.

12.2 Grounds for Blacklisting Foreign Host Establishments or Organizations (FHE/Os)

The following are the grounds for blacklisting of Foreign Host Establishments or Organizations:

1. Violation of any of the provision of the MOA and this CMO;
2. Changing provisions of signed Internship Contract without the consent of the student interns and HEI;
3. Non-compliance with prescribed Internship Plan;
4. Giving student interns allowances lower than the prevailing living standards of the host country;
5. Withholding the allowances and practicum reports of the students interns without just cause;

6. Overcharging the and making illegal deductions from the student interns' allowances without just cause;
7. Placing student interns in prohibited internship venues;
8. Allowing a minor student to join the program;
9. Allowing Filipino student interns to go abroad without passing CHED; and
10. Such other acts similar or analogous to the foregoing and activities classified as human trafficking under R.A 9208 and such other similar issuances that is in violation of the provision herein.

12.3 **Violation of Student Interns**

1. Any act in violation of HEI's and regulations;
2. Any act in violation of FHEs/Os rules and regulation in accordance with the internship program; and
3. Any act in violation of the laws of the host country.

Section 13. Sanctions

In order to ensure compliance with the policies and guidelines state in this CMO, the Commission en Banc (CEB) may, upon the recommendation of the CHED Legal Services, impose the following sanctions depending on the nature and seriousness of or non-compliance of Higher Education Institution for any of the violations stated in Section 12.

- 13.1 Any HEI found guilty of violating any of the provisions contained under Section 12 of these guidelines may be subjected to the following sanctions:
 1. Written reprimand, with a warning that repeated or persistent violations of these regulations and guidelines may result tot the suspension or revocation of the HEI's participation in the student internship abroad program;
 2. Suspension from participating in the SIAP for a period of time determined by the Commission en banc upon the determination of a repeated violation of these guidelines;
 3. Downgrading of Government Recognition to permit status or grant of Autonomous to Deregulated status, COE to COD status;
 4. Revocation of program recognition (Autonomous, Deregulated, COEs and CODs); and

5. Filing of appropriate administrative and criminal case as appropriate.
- 13.2 Any student intern found guilty of violating any of the provisions contained under Section 12 of these guidelines may be subjected to sanctions in accordance with the concerned HEI's rules and regulations.

Section 14. Investigation of Complaints

14.1 Upon receipt by CHEDROs/OSS CHED Central Office of complaints or reports on alleged student exploitation and abovementioned violations, the same shall be immediately referred to the CHED Chairperson through the Executive Director who shall order the CHED Legal Services and other concerned offices to conduct an investigation on complaints/report for appropriate action, following prescribed procedures instituted by the same.

14.2 HEI and /or FHE/O while under investigation for alleged violations of these guidelines may be suspended from participating in the SIAP by the CHED Chairperson; and

14.3 CHED shall immediately furnish the IACAT upon receipt of a copy of complaints or report for appropriate action.

Article VI TRANSITORY PROVISION

Section 15. All HEIs with existing internship program abroad are given one (1) year from the effectivity of these guidelines to comply with the CHED requirements. Failure to comply with this provision shall be a ground for prohibition to participate in the SIAP under this CMO after due notice.

Article VII REPEALING CLAUSE

Section 16. All previous issuances contrary to these guidelines including CMO No. 22, s. 2010 (Enhanced Guidelines for Student Internship Abroad Program {SIAP} for All Programs with Practicum Subject); CMO 17, S. 2011 (Indefinite Suspension of the Implementation of CMO 22, S. 2010 "Enhanced Guidelines for Student Internship Abroad Program {SIAP} for All Programs with Practicum Subject" Effective Second Semester SY 2011-2012) and CMO 13, S. 2012 (Supplemental Guidelines on CMO No. 17, Series 2011, Indefinite Suspension of the Implementation of CMO No. 22, S. 2010, Enhanced Guidelines for Student Internship Abroad Program {SIAP} for all Programs with Practicum Subject" Effective Second Semester AY 2011-2012) are hereby deemed, repealed and revoked.

Article VIII
EFFECTIVITY

Section 17. These guidelines shall take effect 15 days from publication in a newspaper of general circulation or in the Official Gazette.

Issued this 22nd day of July, 2013, Quezon City, Philippines.

Note:

Published in The Philippine Star CLASSIFINDER column page B-7, on September 29, 2013



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CARAGA STATE UNIVERSITY
Ampayon, Butuan City 8600, Philippines

OFFICE OF THE STUDENT INTERNSHIP PROGRAM

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(+63 85) 341-2296
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Email address: op@carsu.edu.ph



PARENT'S CONSENT

This is to certify that I allow my son/daughter _____ to undergo Occupational Internship Program for 720 hours, starting from January 15, 2019 up to _____ May 7, 2019

I understand that the school and its personnel are not held liable/responsible for any accident that may occur as a result of any deliberate disregard on the student's part to follow and observe norms of safety during the activity.

In witness hereof we have hereunto affixed our signature in this affidavit this _____ day of _____

Parent/Guardian Printed Name 'and Signature

Student Printed Name and Signature

Noted:

DIRECTOR, OSIP



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CARAGA STATE UNIVERSITY
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OFFICE OF THE STUDENT INTERNSHIP PROGRAM

CERTIFICATION OF GOOD HEALTH

Student Name :

College :

Program/Year :

The portion below must be completed by the University Physician or University Nurse.

I certify that the above-named individual has been examined by me and is found to be in good physical and mental health, free from communicable diseases, and able to function and perform the activities in the field laboratory.

Physician / University Nurse Signature

Date



Republic of the Philippines
CARAGA STATE UNIVERSITY
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STUDENTS PLEDGE

I, _____, Student of Bachelor of Agricultural Technology in Caraga State University, do hereby agree and promise to abide the rules on student conduct of the college/University while undergoing the Occupational Internship Program at _____ as well as the pertinent rules and regulations of the agency.

I understand that while on this Practicum Program, I shall be under the direct supervision of the cooperating manager or his/her representative or equivalent responsible government official/agency officer.

Signature Over Printed Name of Student

Signed in the presence of the Coordinator

INTERNSHIP CONTRACT / AGREEMENT

The Internship Contract / Agreement may include among others, the following provisions:

- I. PURPOSE OF THE CONTRACT/ AGREEMENT
 - 1.
 2. This section states the big picture of why and how the parties came together and includes:
 3. 1.
 4. 2.
 5. 3.
 6. 4.
 - 7.
- II. PERIOD
- III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES
- IV. PLACE OF ASSIGNMENT
 - 8.
- V. COMPENSATION AND BENEFITS
- VI. CONFIDENTIALLY
 - 9.
- VII. SIGNATURES OF PARTIES' PRINCIPALS

STUDENT INTERNSHIP ABROAD PROGRAM

INTERNSHIP PLAN

Internship plan include among others, the description of the following:

I. INTRODUCTION

During the internship program, the students are assigned to different areas and venues. While in the Foreign Host Establishment/Organizations (FHE/Os), the students are given actual work experience in various department that may be determined and mutually agreed upon by the school, FHE/Os or the student trainee.

The curriculum is designed in a way that the students acquire practical knowledge, basic concepts, skills, work values in recognized Foreign Host Establishment/Organizations (FHE/Os) in host countries.

II. GOALS/OBJECTIVES:

The exposure to the different work situations is provided to enable students experience and observe the practical application of theories learned in the school.

At the end of the internship program, the student should be able to:

1. Identify key positions in the industry and related operations to their corresponding tasks and responsibilities;
2. Define the standard operational procedure in each of the department assigned;
3. Identify and operate the equipment, facilities, and lay-out design in each of the department assigned;
4. Perform required skills and techniques necessary in the execution of operational procedures of the assigned tasks in accordance with the existing workplace, health and safety standards; and
5. Analyze and evaluate operational procedure in each assigned task and recommend any appropriate course of action to be taken to improve procedures.

III. REQUIREMENTS OF THE PROGRAM:

A. LIST OF DOCUMENTS FOR THE STUDENT INTERNSHIP AS STIPULATED IN THE CMO

B. ORIENTATION AND BRIEFING :

After the application period, orientation and pre-internship seminars shall be set. Training expectations, guidelines, rules and regulations, course requirements shall be discussed. An open forum provides a venue for clarification on certain issues. The speakers from the FHE/Os may be invited to share their insights, expectations and experiences.

C. INTERNSHIP CONTRACT:

An Internship Contract is signed by the student, the Higher Education Institution (HEI) and the Foreign Host Establishment/Organizations (FHE/Os). This agreement identifies the students' tasks and some policies regarding the program.

D. PERFORMANCE MONITORING AND EVALUATION:

The culmination of the internship program is the evaluation of student performance. The evaluation should contain the following:

Name of Student/Intern: _____

Name of the FHE/Os & Address: _____

Internship Period: Start: _____ End: _____

Department/Tasks	Period	Students Outcome	Ratings	Signature of Supervisor/Mentor

E. CERTIFICATION

A certification with the logo issued by the FHE/Os issued to student after the completion of the designated number of hours. The certification bears the seal, signed by the FHE/Os authorized representative.

SAMPLE MOA FORMAT FOR SIAP

MEMORANDUM OF AGREEMENT

The Memorandum of Agreement (MOA) may include among others, the following provisions:

I. PURPOSE OF THE AGREEMENT

This section states the big picture of why and how the parties came together and includes:

1. Name of parties involved
2. Brief description of the scope of work
3. Financial obligations of each party, if applicable
4. Key contacts for each party involved

II. DEFINITION OF TERMS, IF APPLICABLE

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES

This section identifies the mutual and joint responsibilities (collaborative task) and the expected result of those joint efforts. In addition, it lists the specific roles and responsibilities of each entity and clarifies the purpose of the MOA as stipulated in the CMO.

IV. EVENTS OF DEFAULT

The grounds for blacklisting of Foreign Host Establishment or Organizations and any HEIs found to have committed the violations of the guidelines shall be meted with the appropriate sanctions stated in the CMO.

V. EXCLUSION OF PARTNERSHIP

The parties hereto expressly agree that nothing contained or implied in the AGREEMENT shall constitute a partnership or joint venture within the parties hereto or any of them do not constitute nor be deemed to constitute any party as an affiliate to any party for any purpose whatsoever.

VI. NOTICES AND GENERAL MATTERS

Notices under the AGREEMENT may be delivered by hand, by registered mail (which shall be airmailed if possible) or facsimile to the addresses or emailed to the address, facsimile number and email address specified.

VII. REMEDIES

No remedy confirmed by any of the provisions of the AGREEMENT is intended to be excluded of any other remedy which is otherwise available by law, equity, statute or otherwise and each any other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or not hereafter existing by law, equity, statute or otherwise.

VIII. SEVERANCE

If any provision of the AGREEMENT or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further.

IX. CONFIDENTIALITY

The AGREEMENT, as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative.

X. SEPARABILITY

The invalidity or enforceability of any provision of the AGREEMENT shall not affect or impair other provisions that are otherwise valid, binding and effective.

XI. GOVERNING LAW AND ARBITRATION

The AGREEMENT shall be governed by and construed according to the laws of the Republic of the Philippines.

XII. ENTIRE AGREEMENT

The AGREEMENT constitutes the entire agreement between the parties, their successors and assignees. Any and all matters or things that the parties may have agreed, but have not reduced in writing herein, shall be void and ineffective.

XIII. DURATION

This segment identifies the effective date of the AGREEMENT, its term (if there is one), and how the agreement can be modified or terminated.

XIV. SIGNATURES OF PARTIES' PRINCIPLES

Finally, to demonstrate agreement with the terms of the MOA, spaces are provided for the names and signatures of an official from each party who is authorized to approve agreements on the party's behalf. A space for the date the agreement was signed is also required. The MOA is not in effect until all parties have signed the MOA. Each party should then be provided with a signed original, duly notarized and authenticated before the concerned Philippine Foreign Service Post.

*Per Rationalization Plan last January 2013, the following office titles were changed:

- Office of Student Services (OSS) changed to Office of Student Development and Services (OSDS)
- International Affairs Service changed to International Affairs Staff (IAS).
- CHED Legal Services (CLS) changed to Legal and Legislative Service (LLS).

STUDENT INTERNSHIP ABROAD PROGRAM**INTERNSHIP PLAN**

Internship plan include among others, the description of the following:

I. INTRODUCTION:

During the internship program, the students are assigned to different areas and venues. While in the Foreign Host Establishments/Organizations (FHE/Os), the students are given actual work experience in various departments that may be determined and mutually agreed upon by the school, FHE/Os or the student trainee.

The curriculum is designed in a way that the students acquire practical knowledge, basic concepts, skills, work values in recognized Foreign Host Establishments or Organizations in host countries.

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The exposure to the different work situations is provided to enable students experience and observe the practical application of theories learned in the school.

At the end of the internship program, the student should be able to:

1. Identify key positions in the industry and related operations to their corresponding tasks and responsibilities;
2. Define the standard operational procedure in each of the department assigned;
3. Identify and operate the equipment, facilities and lay-out design in each of the department assigned;
4. Perform required skills and techniques necessary in the execution of operational procedures of the assigned tasks in accordance with the existing workplace, health and safety standards; and
5. Analyze and evaluate operational procedure in each assigned task and recommend any appropriate course of action to be taken to improve procedures.



III. REQUIREMENTS OF THE PROGRAM:**A. List of Documents for the Student Internship as stipulated in the CMO****B. Orientation and Briefing:**

After the application period, orientation and pre-internship seminars shall be set. Training expectations, guidelines, rules and regulations, course requirements shall be discussed. An open forum provides a venue for clarifications on certain issues. The speakers from the FHE/Os may be invited to share their insights, expectations and experiences.

C. INTERNSHIP CONTRACT:

An Internship Contract is signed by the student, the Higher Education Institution (HEI) and the Foreign Host Establishments or Organizations (FHE/Os). This agreement identifies the student's tasks and some policies regarding the program.

D. PERFORMANCE MONITORING AND EVALUATION :

The culmination of the internship program is the evaluation of student performance. The evaluation should contain the following:

Name of Student/Intern: _____

Name of the FHE/Os & Address: _____

Internship Period: Start: _____ End: _____

Department/Tasks	Period	Student Outcomes	Ratings	Signature of Supervisor/Mentor

E. CERTIFICATION

A certification with the logo issued by the FHE/Os issued to student after the completion of the designated number of hours. The certification bears the seal, signed by the FHE/Os authorized representative.

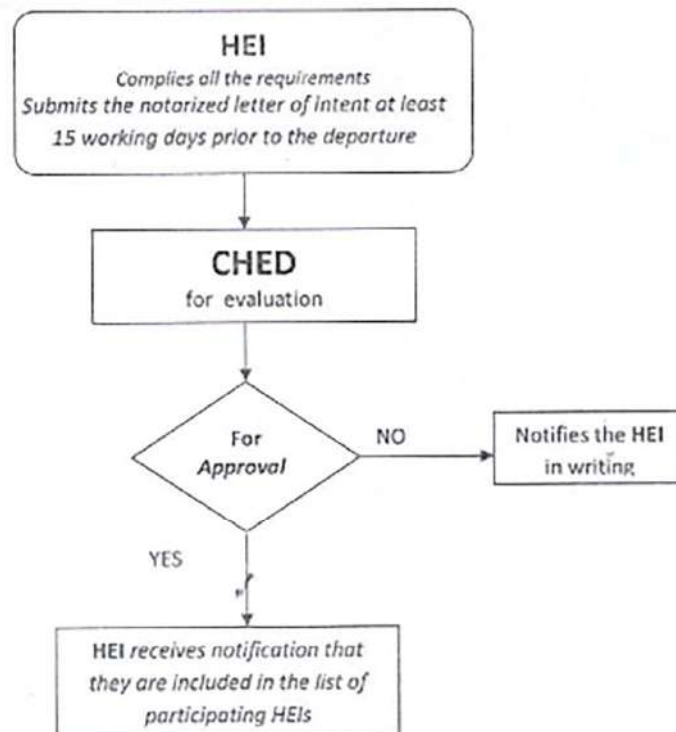


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PROCEDURAL GUIDELINE IN THE IMPLEMENTATION OF
STUDENT INTERNSHIP ABROAD PROGRAM

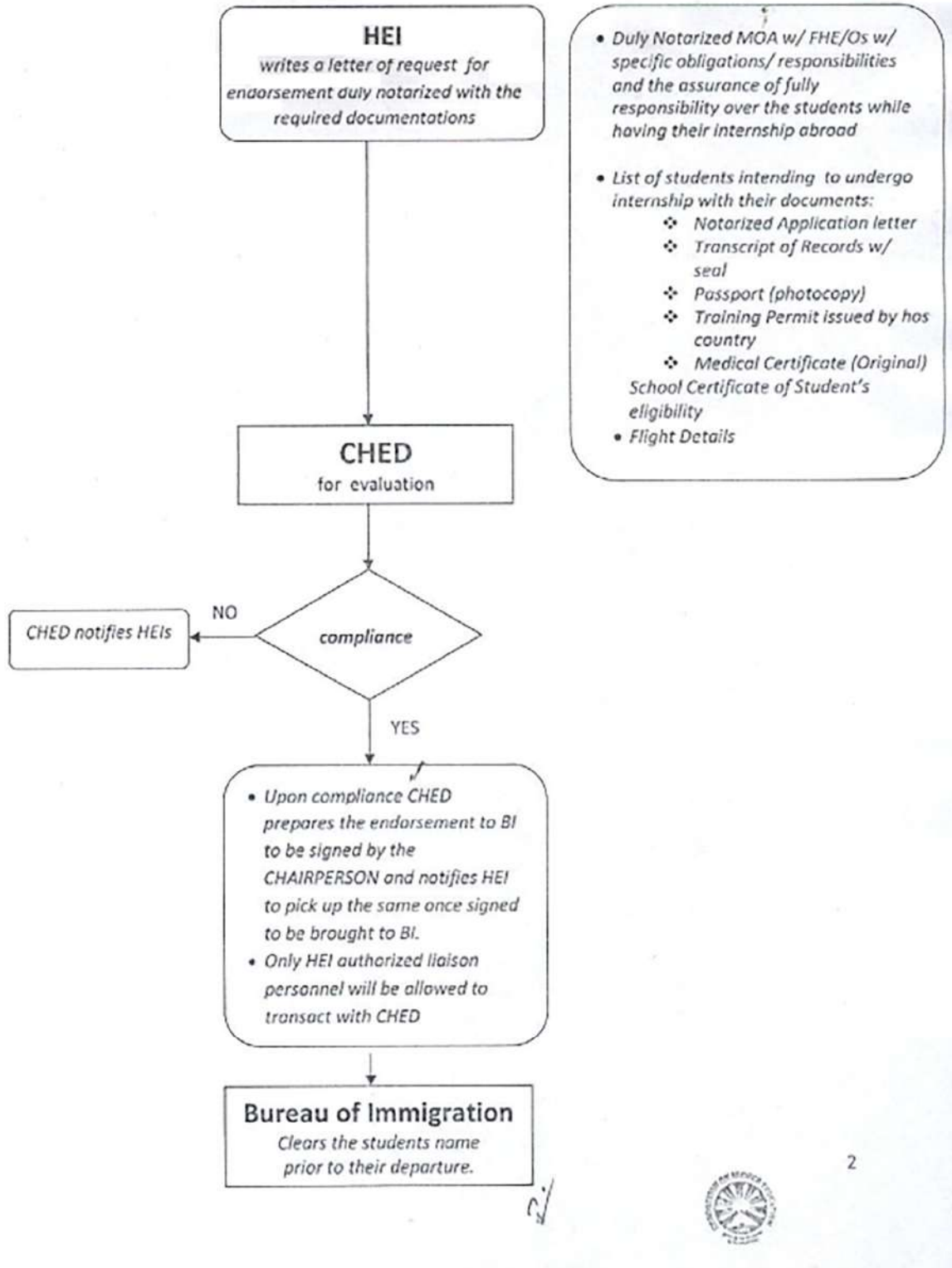
PARTICIPATION OF HIGHER EDUCATION INSTITUTION

1. HEI application for SIAP Participation

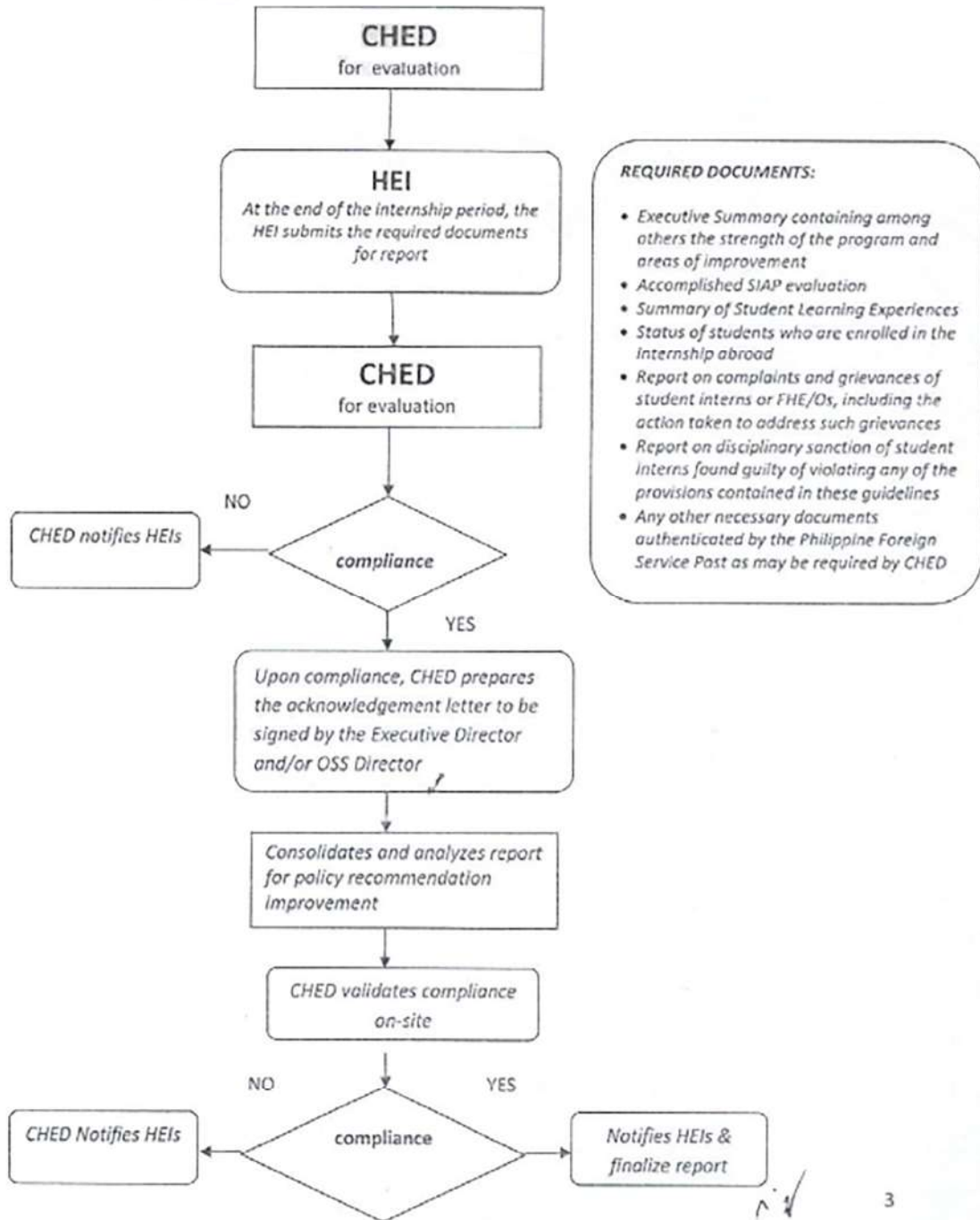


ANNEX "C₂"

2. HEI application for CHED Endorsement to BI



3. Monitoring and Evaluation



REQUIRED DOCUMENTS:

- Executive Summary containing among others the strength of the program and areas of improvement
- Accomplished SIAP evaluation
- Summary of Student Learning Experiences
- Status of students who are enrolled in the Internship abroad
- Report on complaints and grievances of student interns or FHE/Os, including the action taken to address such grievances
- Report on disciplinary sanction of student interns found guilty of violating any of the provisions contained in these guidelines
- Any other necessary documents authenticated by the Philippine Foreign Service Post as may be required by CHED



References:

Approved Policies and Guidelines for Occupational Internship Program

CHED Memorandum Order No. 104, s2017 “Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs”.

CHED Memorandum Order No. 22, s. 2013 “Revised Policies, Standards and Guidelines (PSGs) on Student Internship Abroad Program” (SIAP).