

**Office of the Vice Chancellor
for Student Affairs**
University of the Philippines Los Baños

OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS

Pursuant to *OVCSA Administrative Order no. 30 s. 2022 dated 01 July 2022*, the following Guidelines, Policies, and Process Flow were developed and crafted.

I. Policy Statement

OVCSA shall effectively and efficiently implement the Internship Program for UPLB and Non-UPLB students to give opportunities for them to learn, hone their skills, and develop the appropriate mental attitude and work ethics.

II. About the OVCSA Internship Program

The Internship Program is one of the services offered by OVCSA to assist graduating UPLB and non-UPLB students (including graduating Senior-High school students) with professional learning opportunities to gain practical experience and understanding related to the student's chosen field of study and career interest. The Internship Program is offered every semester and mid-year.

An internship, as defined by the OVCSA Internship Program, is a structured academic opportunity that allows the student to apply academic skills and knowledge in the workplace. The goals of the program are as follows:

- To allow students to apply, evaluate, and integrate academic knowledge and theoretical concepts in a work setting.
- To develop and expand students' knowledge about themselves and their abilities, goals, and career interests in a work setting.
- To allow students to gain access to knowledge and learning opportunities in an office environment.



III. Duration of the Internship Program

The duration of the Internship Program shall be up to a maximum of three (3) months or 360 hours in accordance with the approved curriculum. Each OVCSA-supervised office/unit is allowed a maximum of four (4) students per semester under the OVCSA Internship Program. Should there be a need for additional hours of internship beyond the allowed initial number of hours reflected in this guideline, the intern should seek approval from the unit coordinator. It is understood that no allowance or remuneration will be provided during the internship.

IV. Mandates of the participating Offices/Units in the Internship Program

1. Office of Counseling and Guidance (OCG)

Provide a venue for student interns to learn how to assist in giving psychological assistance through its various services and programs which include counseling, testing, career placement, readmission, job placement, research, pre-employment seminar-workshop, and tutorials.

2. Office of Student Activities (OSA)

Coordinate and monitor activities of registered student organizations; develop and implement programs beneficial to students' concerns and development. Provide student interns the opportunity to design component programs in honing leadership skills and socio-cultural values of our student organization leaders and members.

3. Office of Scholarships and Grants (OSG)

Provide support services related to financial assistance through the "Iskolar ng Bayan" or Socialized Tuition (ST) System, private and government scholarship/study grants, various loans, and student assistantships.

Provide the student interns the opportunity to experience and understand the concept and importance of financial assistance particularly to financially challenged students.

4. Office of Student Housing (OSH)

Assist the OVCSA in providing the student access to dormitory accommodation; moreover facilitate the transient accommodation for UP and non-UP constituents that shall participate in activities to be held in the UPLB campus; coordinate the implementation of programs and activities with other concerned UPLB offices/units relating to student housing services and welfare.



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

Provide the student interns the opportunity to experience hands-on training on dorm management and supervision.

5. Research, Communication, and Information Technology (RECOMMIT)

Create, manage, and administer the information and communication technology resources of OVSCA; partner with OVCSA units to streamline and simplify OVCSA operations; responsible for IT training and Information dissemination.

Provide the student interns the opportunity to engage in research initiatives of OVCSA and to the different online platform management. Allow student interns to understand the concept of information technology, data management, and programming.

6. Learning and Resource Center (LRC)

Expand existing academic-related programs and activities to include not only local undergraduate students but also international undergraduate and graduate students; include but not be limited to customized academic support systems.

Institutionalize and sustain the UPLB Recruitment Program for the Best and the Brightest Students.

Provide support services to would-be or international/exchange students including, but not limited to, customized language programs and thesis and journal writing.

Complement the Office for Institutional Linkages (OIL) in facilitating exchange programs that would provide opportunities for students to expose themselves to various programs offered by other competent and esteemed universities in the world.

Provide student interns with experience in coordination and facilitation of different capacity-building activities both online and face-to-face including the conduct of training need assessment, recruitment, and tutorials.

7. International Student Relations (ISR)

Render services on advising and orientation of cross-cultural students; provide intellectual, socio-cultural, and educational activities for foreign undergraduate and graduate students.

Provide student interns the opportunity to assist in the conduct and facilitation of different programs and activities for international students.



8. Student Disciplinary Tribunal (SDT)

Evaluate cases of misbehavior; implement university rules and regulations on student conduct and discipline; process students' disciplinary measures.

9. OVCSA Main Office

Develop and implement integrative and developmental programs and activities of students; manage student welfare and concerns; administrative support services to students; and partner with other units in enhancing student needs.

Provide the student interns the opportunity to experience office administration and management (i.e filing of documents, digitization) related to holistic student services and programs.

V. Student Intern Eligibility

To be eligible for the OVCSA Internship Program, the student interns must satisfy the following "Revised Guidelines for Student Internship Program in the Philippines (SIIP) for all Programs, CMO No. 104 s. 2017, are the Student Intern Requirements.

a. Section 16. Student Intern

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 Program;
- 16.1.4 Pass the pre-internship requirements as specified in the Internship Program;
- 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 statement from their parents or legal guardian. (No waiver is allowed.)

VI. Student Intern Roles and Responsibilities

1. For UPLB Students:

- a. Student Intern applicants must provide the Letter of Intent/Request from the Student, approved by his/her Faculty Adviser/Supervisor and Noted by the Unit Head and Dean;



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

- b. Student Intern applicants must provide their Work Plan/Internship Plan approved by Adviser and Noted by the Unit Head;
- c. Student Information Form-1a, (Appendix A) to be accomplished by the student;
- d. Copy of Registration Form/Form 5 of the current semester enrolled; and
- e. Have a notarized Written Consent, (Appendix B).

2. For Non-UPLB Students:

- a. Student Intern applicants must be duly endorsed by their respective colleges/universities;
- b. Student Intern applicants must provide the Memorandum of Agreement (MOA) from their school/college/university;
- c. Letter of Request/Endorsement, stating the student's name, year, level/degree, a subject where Internship experience will be done (if applicable, e.g., BS Civil Engineering for OSH, BS Psychology for OCG, BS Stat or BS Economics for OSG, college/university, and several internship hours required (with or without DOST scholarship);
- d. Student Information Form-1a, (Appendix A) to be accomplished by the student;
- e. Copy of Registration Form/Form 5 of the current semester enrolled; and
- f. Have a notarized Written Consent (Appendix B).

3. The student intern shall be responsible for the following:

- a. Submit and accomplish the application's requirements;
- b. Adhere to OVCSA Guidelines and Policies while in the Internship Program;
- c. Submit an accomplishment report with the required output materials (both digital and physical copies) at the end of the Internship Program;
- d. Accomplish Daily Time Record (Login and Logout through Google sheet); and
- e. Accomplish the Evaluation Form, (Appendix C) and Post-Internship Questionnaire (Appendix D).

VII. OVCSA Obligations

1. OVCSA shall accept eligible undergraduate UPLB and non-UPLB students to undertake the UPLB-OVCSA Internship Program.
2. The OVCSA Internship Committee shall evaluate and screen the applicants (Appendix C) and endorse to the OVCSA-supervised office/unit the qualified student applicant/s.

VIII. OVCSA-Supervised Offices Obligations Roles and Responsibilities

The Office Head/Unit Coordinator or Immediate Supervisor/Mentor is responsible for the following:



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

- a. Evaluate the need of their Office/Unit for an Internship Program;
- b. Select a student intern from the pool of applicants received from the OVCSA Main Office;
- c. Identify special projects or expected output and organize a work program/schedule together with the assigned student intern;
- d. Ensure support for the student intern, e.g., office equipment, facilities, and workstation to use (for face-to-face);
- e. Supervise, monitor, and evaluate the student intern's progress and comply with the relevant documentation.

IX. Letter of Agreement (LOA) and Memorandum of Agreement (MOA)

UPLB and Non-UPLB Student Internship applicants must provide the accomplished Letter of Agreement (LOA) or Memorandum of Agreement (MOA), respectively, from their school/college/institute/department/university (Appendix E).

X. Opening and Closing Program

1. Opening Program

1.1 The Office/Unit shall conduct an Opening Program for the student intern on the week he/she started her internship.

1.2 The Office/Unit shall conduct the Opening Program as follows:

- a. Opening Remarks - Office/Unit Director/Head
- b. Inspirational Message - Vice Chancellor of Student Affairs
- c. Introduction of the Interns - Internship Coordinator
- d. Open Forum (Questions/Clarifications/Expectations) - Office/Unit Head
- e. Closing Remarks - Office/Unit Director/Head
- f. Facilitator - to be assigned by the Office/Unit

1.3 Additionally, the Office/Unit shall conduct the following to their student intern/s:

- a. The office/unit shall orient and introduce the student intern to the office.
- b. The office/unit shall discuss the mission, vision, and values of their respective Offices/Units.
- c. The office/unit shall give access to the student intern to the administrative and computer system if any.
- d. The office/unit shall coordinate with the student intern's Internship Coordinator and/or adviser for the presentation of their final output

2. Closing Program

2.1 The Office/College/University shall conduct the Closing Program, whether on the week before the student intern shall finish his/her Internship Program or after the last day of the internship duration.



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

2.1 Closing Program, as follows:

- a. Opening Remarks - College/School/University Internship Coordinator
- b. Inspirational Message - Vice Chancellor
- c. Presentation of Reports/Outputs - Intern
- d. Open Forum (Questions/Clarifications/Suggestions/Recommendations) - Office/Unit Supervisor
- e. Response from the Intern - Intern
- f. Closing Remarks - Assistant to the Vice Chancellor
- g. Facilitator - Office/Unit and/or College/School of the Student Intern

XI. Certificate of Completion

At the end of the Internship Program, a certificate of completion shall be given to the intern/s for successfully completing the needed requirements. Signatories of the certificate are the Director/Head/Coordinator of the supervising unit and the Vice Chancellor for Student Affairs (Appendix F).

XII. Termination/Resignation

1. A student may be terminated from their internship at any time during the internship due to a violation of the University policy. The student must be provided with due process, including a meeting between the student, supervisor, and academic advisor to discuss the situation precipitating the termination recommendation. For Non-UPLB interns, the meeting may be conducted via zoom or face-to-face. Upon a mutual decision between the Senior High School/College/University and OVCSA, the student will receive a failing grade. In the event of a subsequent termination, the student will automatically be ineligible for future internship placement.

2. Medical Withdrawal. If due to a medical diagnosis or significant life circumstance as advised by a medical professional to not continue with the internship, the student will be able to withdraw and reapply subject to the approval of their Senior High School/College/University.

XIII. Complaints/Issues/Grievances of Student Internship

1. The OVCSA Mediation and Grievance Committee (Appendix G) shall be responsible for handling and reviewing any complaints or issues/grievances from the supervising unit/office and the concerned student intern.

2. The OVCSA Mediation and Grievance Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement or upon the filing of a complaint by an aggrieved party.



XIV. Intellectual Property Right

All project outputs, discoveries, innovations, or inventions produced from the Internship Program and its implementing agreements shall be subject to the "Governing Policies and Principles on Intellectual Property Rights of the UP System" approved by the Board of Regents at its 1269th, meeting on 3 June 2011.

XV. Data Privacy and Non-Disclosure Act

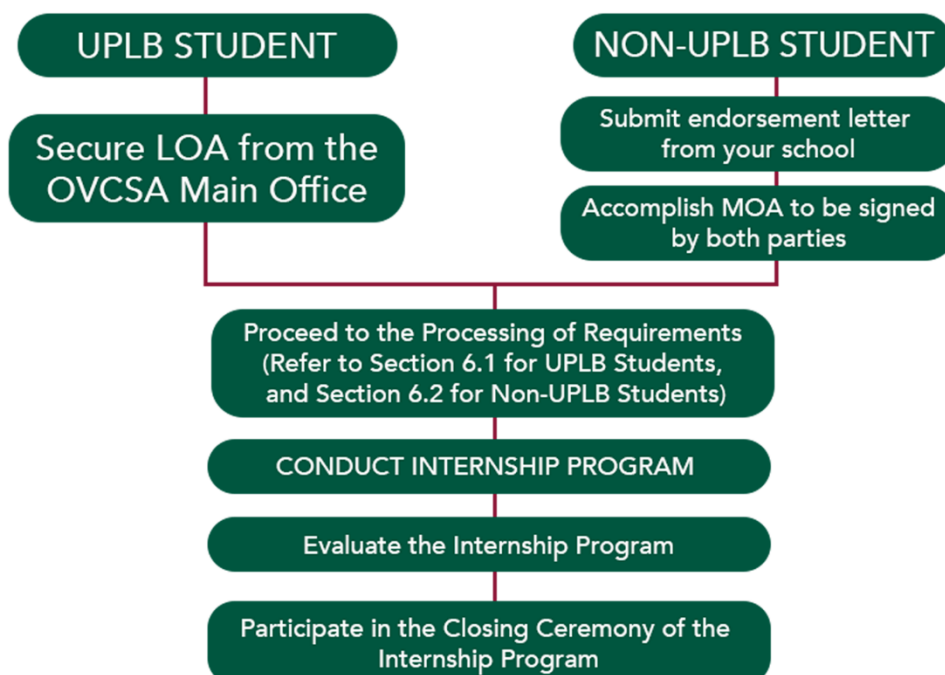
1. By entering into an agreement with OVCSA and its supervised offices/units, students hereby give consent to OVCSA to collect, record, organize, update/modify, retrieve, consult, consolidate, and use their personal data as part of the evaluation and archiving process of the office. This also recognizes the authority of the OVCSA to process their personal information pursuant to the Data Privacy Act of 2012 and other applicable laws. All data and information collected shall be processed and filed accordingly and responsibly.

2. Non-Disclosure Act

Student interns should keep all the data and information strictly confidential. Any information obtained from the OVCSA Internship Program shall not be disclosed to any person or entity.

XVI. Process Flow

OVCSA INTERNSHIP PROGRAM PROCESS FLOW





OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

XVII. Appendices

- A. Student Information on the Internship Program Form
- B. Written Consent
- C. Evaluation Form (student to evaluate the Immediate Supervisor)
- D. Post-Internship Questionnaire
- E. Letter of Agreement (LOA) for UPLB Students or Memorandum of Agreement (MOA) for Non-UPLB Students
- F. Certificate of Completion
- G. OVCSA Administrative Order No. 19 Series of 2023 OVCSA Mitigation and Grievance Committee



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



**Office of the Vice Chancellor
for Student Affairs**

University of the Philippines Los Baños

Appendix A: Student Information on the Internship Program Form

STUDENT INFORMATION ON THE INTERNSHIP PROGRAM FORM

Form 1a. Student Information (to be accomplished by student applicants)

Name: _____
Address: _____
Phone: _____ Email: _____
Name of Guardian: _____ Contact No.: _____
College/University: _____ Academic Year: _____
Course /Year Level: _____ AY ____ () 1st Sem. () 2nd Sem. () Mid-year
College/University contact person and mobile no.: _____
List area(s) of Office/Unit activities for the Internship program in which you are interested:

Signature of the Student: _____ Date: _____

Form 1b. OVCSA Office/Unit Information (to be accomplished by supervisor/coordinator)

Office/Unit assigned: _____
Supervisor: _____
Confirmation on the availability of work station/facilities () Yes () No
Remarks:

Goals to accomplish during the Internship:

List the projects/tasks that will be assigned to the student intern:

Other goals:

Name & Signature of the Supervisor:

Date: _____

Office Head/Unit Coordinator:

Date: _____



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



**Office of the Vice Chancellor
for Student Affairs**

University of the Philippines Los Baños

Appendix B: Written Consent

University of the Philippines at Los Baños
COLLEGE of _____
Los Baños, Laguna

CONSENT OF PARENT/LEGAL GUARDIAN

I/We, _____ (*Name of Parent/s or Legal Guardian*), of legal age, residing at _____, parent/s and/or legal guardian of _____ (*name of student*), _____ (*Student ID No.*), student of the Department of _____, College of _____, U.P. Los Baños, do hereby authorize him/her/them to undertake practicum work outside the UPLB Campus at _____ from _____ (date) to _____ (date).

I/We understand that _____ (*name of student*) will be guided by the University Rules on Student Conduct as if he/she were inside the UPLB Campus and also by pertinent rules and regulations of the company, agency or community.

I/We hereby further agree to shoulder all personal and incidental expenses that may be incurred by _____ (*name of student*) in connection with this off-campus fieldwork required for successful completion of his/her study program.

IN WITNESS WHEREOF, I/We have hereunto signed this affidavit this _____ day of _____, 202__ at _____ (*city/municipality*), _____ (*province*).

Parent/s and/or Legal Guardian's Name and Signature

WITNESSES:

SUBSCRIBED and **SWORN** to **BEFORE ME** this _____, in the City/Municipality
of _____, Province of _____, the affiant/s exhibited to me his/her/their
government issued identification no.s _____
issued at _____ and expires on
_____.

NOTARY PUBLIC

Doc No. _____;

Page No. _____;

Book No. _____;

Series of _____;

Non-UPLB Students: Parents and Student Intern's Declaration of Consent

Name of School/College/University

PARENTS & STUDENT/INTERN'S DECLARATION OF CONSENT

I/We, _____ (Name of Parent/s or Legal Guardian), of legal age, residing at _____, parent/s and/or legal guardian of _____ (name of student), _____ (Student ID No.), student of _____, (Name of School/College/University), after having been sworn to in accordance with law, declare the following:

I/We, the parent/s and/or legal guardian of _____ (name of student) do hereby authorize them to undertake practicum/internship work at the Office of the Vice Chancellor for Student Affairs, University of the Philippines Los Baños (UPLB), College, Laguna from _____ (date) to _____ (date).

I/We understand that _____ (name of student) will be guided by the University Rules on Student Conduct as if he/she were inside the (Name of School/College/University) Campus and also by pertinent rules and regulations of UPLB.

I/We hereby further agree to shoulder all personal and incidental expenses that may be incurred by _____ (name of student) in connection with this internship program.

Any and all damages that we shall suffer shall be charged to the insurance we have obtained for the internship program (Certified True Copy of Insurance Policy is hereto attached as Annex A and made an integral part hereof).

Name & Signature of Intern's Parents

HEI Student/Intern

SIGNED IN THE PRESENCE OF

Witness Witness

SUBSCRIBED and SWORN to BEFORE ME this _____, in the
City/Municipality of _____, Province of _____, the affiant/s exhibited
to me his/her/their government issued identification no.s

_____ issued at
_____ and expires on
_____.

NOTARY PUBLIC

Doc No. _____;

Page No. _____;

Book No. _____;

Series of 2023



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

Appendix C: Evaluation Form (student to evaluate the Immediate Supervisor)

STUDENT EVALUATION OF THE INTERNSHIP PROGRAM

The questions below are intended to help us determine if you gained practical experience, knowledge, and/or skills from your recent internship experience and if you would recommend this internship to other students.

Name: _____ Year/Program: _____
 Semester of Internship _____
 Organization/Office/Unit where you render your internship _____
 Supervisor _____

What resources did you use to find your internship? (Check all that apply)

- Career Services Office/Internship Coordinator
- Faculty
- General Intern Sites
- Family/Friend
- Others: _____

Please rate the following questions about your internship using the following scale:

5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree N/A = Not Applicable

	5	4	3	2	1	NA
This experience gave me a realistic preview of my field of interest.						
As a result of my internship, I have a better understanding of concepts, theories, and skills during my study.						
I was given adequate training.						
I had regular meetings with my supervisor and received constructive, ongoing feedback.						
I was provided levels of responsibility consistent with my ability and was given additional responsibility as my experience increased.						
My supervisor was available and accessible when I had questions /concerns.						
The work I performed was challenging and interesting.						
I was treated on the same level as other employees.						
I had a good working relationship with my coworkers.						
There were ample learning opportunities.						
I feel that I am better prepared to enter the world of work after this experience.						

<i>Through this internship, I had the opportunity to use and develop my:</i>						
Interpersonal/human relations skills						
Oral communication/presentation skills						
Creativity						
Problem-solving skills						
Critical thinking skills						
Writing Skills						

Name: _____

Internship Office/Unit: _____

Overall, how would you rate this internship?

- Excellent learning experience
- Good learning experience
- Average learning experience
- Below-average learning experience
- Poor learning experience

Additional comments _____

Would you recommend this internship to other students?

- Highly recommend
- Recommend
- Recommend reservations
- Would not recommend

Additional comments _____

Please provide suggestions that you may have for future interns who will select this office/unit.

What was your reason for completing this internship? (Check all that apply)

- Practical experience
- Increased self-awareness/confidence
- Professional contact/networking
- Assistance in the selection of career direction
- Skill enhancement
- Potential future employment with internship office/unit
- For college credit and completion of the course

Other _____



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



**Office of the Vice Chancellor
for Student Affairs**

University of the Philippines Los Baños

Appendix D: Post-internship Questionnaire

POST-INTERNSHIP QUESTIONNAIRE

Student Intern: _____ Date: _____

Office/Unit: _____ Immediate Supervisor: _____

How would you describe this internship experience to others?

Discuss the challenges of your internship experience and ways they may be improved.

Discuss the strong points of your internship experience.

Looking back, what do you wish you would have known before starting this internship?

How did you feel about your training and mentoring/supervision?

What was the most challenging thing about working in the office?

Tell us about any new skills, techniques, and knowledge you gained in this internship program.

If you could make a change to your internship experience, what would you change?

How did this internship match your expectations?

What do you believe the next step is in your career path, and how can we help you get there?

Would you recommend this internship to other students? Why or why not?



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS

Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños



Appendix E: Letter of Agreement (LOA)/Memorandum of Agreement (MOA) for UPLB and NON-UPLB Students

LETTER OF AGREEMENT

Date

JANETTE MALATA-SILVA, PhD
Vice-Chancellor
Office of the Vice Chancellor for Student Affairs
UPLB

SUBJECT: INTERNSHIP/PRACTICUM OF STUDENT XXXXX

Dear Vice Chancellor Malata-Silva,

This letter, upon your conformity below, shall constitute our Agreement for the Internship Program of our student, _____ (henceforth, the "Student Intern") with Office of the Vice Chancellor for Student Affairs (henceforth, the "OVCSA").

The Student Intern is a [Standing, i.e. Junior] of the [Degree Program] and is required to undergo an Internship Program with the following details:

Date of Start: _____
Date of End: _____
Days and Hours of Work: _____
Total Number of Hours: _____

Unit Internship Coordinator: _____
Contact Details: Email: _____
Mobile: _____

Under this Agreement our respective obligations shall be:

For the [Sending Unit]:

1. Ensure the Student Intern has secured the required consent and all other requirements for the Internship Program (attached hereto as Annex A);
2. Provide a Proposed Internship Program (attached hereto as Annex B);
3. Follow-up the progress of the Student Intern; and,
4. Ensure the submission of all output (e.g. reports, assignments) and evaluation forms within one week after the end of the Internship Program.

For the OVCSA:

1. Provide an orientation prior to the deployment of the Student Intern;
2. Promptly provide a report of any concern or incident involving the Student Intern;
3. Provide a safe-working environment for the Student Intern;
4. Humane treatment of the Student Intern;

5. Provide the evaluation of the Student Intern within one week after the end of the Internship Program; and,
6. Issue the required Certificate of Completion within a week from the submission of all requirements.

For purposes of this Student Intern's program, your appointed coordinator shall be:

OVCSA Internship Coordinator: _____

Contact Details: Email: _____

Mobile: _____

The Student Intern undertakes to comply with the following:

1. Provide all requirements prior to the commencement of the Internship Program;
2. Promptly report for work during the pre-agreed schedule;
3. To hold in strict confidence any data or information which they may obtain during the course of their internship/OJT/work immersion/practicum. Further, the information shall not be disclosed to any person or party without prior written consent from OVCSA. The same prohibition on disclosure and condition for disclosure shall apply even after the conclusion of the Internship Program. A separate Non-Disclosure Agreement may be used at the commencement of the Internship Program; and
4. Promptly submit all requirements and return all materials and properties of OVCSA at the end of the Internship Program. It agrees that OVCSA shall only issue the Certificate of Completion upon the latter's receipt of all such materials and properties.

In order to immediately address any concerns in relation to the Internship Program, we are assigning the following to the Grievance Committee which shall have the jurisdiction to resolve any disputes, conflicts, complaints arising from the Internship Program:

From the [Sending Unit]:

1. Name
2. Name

From OVCSA:

1. Name
2. Name

We thank you for considering this offer for the conduct of an Internship Program between [Sending Unit] and the OVCSA. Please affix your signature and the date on the space provided below to indicate your conformity to all the foregoing matters.

Thank you.

Respectfully yours,

[Name]
Internship Coordinator
[Unit Name]

[Name of Student Intern]
Student Intern

[Name]
[Unit Head]

Noted:

[Name]
Dean
[College of Unit]

With the conformity of the Office of the Vice Chancellor for Student Affairs:

Janette Malata-Silva, PhD
Vice Chancellor

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into this ____ day of _____,

_____ by and between:

_____/_____
with principal office address at _____
represented in this instance by its _____
_____, and hereinafter referred to as "Higher Education
Institution (HEI)";

-and-

The "UNIVERSITY OF THE PHILIPPINES LOS BAÑOS", a constituent university of the University of the Philippines (UP), the National University of the Philippines created by virtue of Act 1870, as amended, re-organized and operating by virtue of PD 58 and RA 9500, with office address at UPLB, College, Los Baños, Laguna, Philippines, represented herein by its Chancellor, JOSE V. CAMACHO, JR., hereinafter referred to as "UPLB" or "the Host Training Entity (HTE)".

WITNESSETH: THAT

WHEREAS, the HEI and HTE have both entered into a Memorandum of Agreement on _____ (attached hereto as Annex A) where both parties agreed to conduct a student internship program;

WHEREAS, the mission of _____ (name of HEI) is to

_____;

WHEREAS, pursuant to Section 3 of CHED Memorandum Order No. 104, series of 2017, or the Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs, CHED shall require student internship and establishment by HEIs of strong academic linkages with business, industry and duly recognized government and non-government organizations to promote and provide students with competitive skills and attitude for employment;

WHEREAS, in working along its mission and towards its vision, HEI acknowledges the need to develop and further equip its students not only in terms of theoretical knowledge, but also in terms of practical trainings;

WHEREAS, in realizing these objectives, the HEI acknowledges the importance of forging linkage and partnership with other agencies, and also industries that are capable of providing its

students the necessary expertise and the required venue for practicum trainings or immersions that are most suitable and relevant to their area of specialization;

WHEREAS, the Office of the Vice Chancellor for Student Affairs of UPLB (OVCSA-UPLB) has an Internship Program Non-UPLB students to give opportunities for them to learn, hone their skills, and develop the appropriate mental attitude and work ethics;

WHEREAS, OVCSA-UPLB manifests its interest to accept or accommodate student-interns from the _____ (name of HEI) for actual training purposes;

WHEREAS, OVCSA-UPLB and _____ (name of HEI) have agreed to forge a linkage program to be known as Internship/Practicum Program, to accommodate student interns at OVCSA-UPLB .

NOW THEREFORE, for and in consideration of the foregoing premises and the covenants herein set forth, _____ (name of HEI) hereby agrees and binds with OVCSA-UPLB to extend full support and allow the use of its facilities, access to professional services of experts during the actual or on-site practicum training and immersions.

I. TERMS AND CONDITIONS OF THE PROGRAM

A. Part of the curriculum requirements of the HEI for the program

_____ (degree program) the satisfactory completion of a ___-hours internship or practicum or on-the-job training or work immersion, whereby the students are given the opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes, and to gain hands on experience in the actual work setting;

1. The students are expected to:

- a. Acquire industry and work experience related _____.
- b. Adapt and develop skills that is relevant to the current situation.
- c. Boost and develop skill related to _____.
- d. Supplement the core competences that was not given in the course.
- e. Experience practical and technical scenarios in different areas of _____.
- f. Train students on technical and communicational skills.

g. Experience formal and informal technical presentations.

h. Be familiarized with _____.

- B. The HTE shall not be liable for any and against all claims, liabilities and demands causes of actions of every kind of character, on account of bodily injury, death or damage of property, arising from or in connection with the student's performance under the agreement, unless the proximate cause of such injury or death or damage of property was due to HTE negligence in the performance of its obligations under this agreement.**
- C. The HEI shall hold its students to exercise utmost confidentiality in the performance of their job. It shall not disclose to any party information realized for their internship / OJT / work immersion / practicum at OVCSA-UPLB .**
- D. Students of the HEI shall not be considered as employees of the HTE and shall not be entitled to any wages or employee benefits given to the employees of the HTE.**
- E. Internship / OJT / Work Immersion / Practicum days of the students shall be from Monday to Friday from _____ until _____ at _____AM to _____PM. No overtime and holidays work shall be permitted, unless requested. Training period can be extended until completion of the training hours.**

II. DUTIES AND RESPONSIBILITIES OF PARTIES

A. Higher Education Institution (HEI)

- 1. HEI shall ensure that the university and concerned academic program or unit are compliant with all the requirements prior to the deployment of its students to their designated practicum sites, and the reportorial requirements after the termination of the training or work immersion program;**
- 2. HEI shall conduct pre-internship orientation/training to student interns on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.**

3. HEI, through the concerned faculty shall be responsible in overseeing or monitoring its student-interns for the entire duration of the training or immersion program. It shall then be the responsibility of the concerned faculty to timely inform or report to the HEI administration any issue, concern or incident arising from or in connection with the internship / OJT / work immersion / practicum program;
4. HEI shall hold harmless the HTE against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages if it is proven that the cause did not arise from or is not connected with the activities covered by this agreement, and/or the cause was solely attributable to the fault or negligence of the student or any representative of HEI;
5. HEI, through the concerned faculty shall insure that the student-interns assigned to the herein HTE observe the following:
 - a. Submission of all the documents required from them prior to the conduct of the training or immersion program, including but not limited to the following: a
 - a.1. Declaration of Consent with Waiver and Quitclaim from the student's parents or guardian (Sworn Statement);
 - a.2. Health and accident insurance policy covering the internship period, particularly for student interns not covered by the Higher Education Subsidy under RA 10931 (the Universal Access to Quality Tertiary Education Act);
 - a.3. Physical and mental health assessment of the student intern by a licensed physician;
 - a.4. Certificate of good moral character issued by the appropriate unit of the HEI
 - b. Strict compliance of the rules and regulations imposed by the HTE, particularly those that are relative to the conduct of the training or immersion;
 - c. Strict observance of the date and time of actual training or reporting to practicum site;
 - d. Confidentiality of all information or data disclosed to or received by him or her in the course of the internship/OJT/work immersion program;
6. HEI shall be responsible for calling the attention of any student-intern in case of violation on the part of its student, and shall be responsible for imposing the appropriate action warranted under the given circumstances.

B. HOST TRAINING ENTITY (HTE)

1. The HTE shall designate or assign a focal person from their end who shall be directly communicating or coordinating with the BU faculty concerned as regards the implantation of the internship/OJT/work immersion/practicum program;

2. The HTE shall communicate its acceptance of the student-interns referred to it for purpose of internship/OJT/work immersion/practicum program;
3. The HTE shall ensure that the works or trainings given to the student-interns of the HEI are in accordance with the approved and agreed internship/OJT/work immersion/practicum workplan;
4. The HTE shall conduct an orientation on the implementation of the internship/OJT/work immersion/practicum in their site, their existing rules and regulations, and all matters related thereto. During the conduct of the orientation, student-interns shall be given opportunity to raise questions or clarify matters pertaining to the internship/OJT/work immersion/practicum;
5. The HTE shall ensure that conditions of the actual work site are safe prior to the start of the training;
6. The HTE shall ensure that its designated focal person shall closely coordinate with the HEI through the concerned faculty, and shall immediately report to the latter any issue or concern particular to the performance and attitude of the student-intern, or any untoward incident that may arise in the course of the internship/OJT/work immersion/practicum;
7. HTE shall hold harmless the HEI against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages if it is proven that the cause was solely attributable to the fault or negligence of its personnel, regardless of the said personnel's employment status;
8. HTE shall issue a Certificate of Completion in favor of the student-intern/s not later than one (1) week upon satisfactory completion by the student-intern of the required number of internship/OJT/work immersion/practicum hours.

III. NON-DISCLOSURE PROVISION

HEI and its student-trainees shall hold in strict confidence any data or information which they may obtain during the course of their internship/OJT/work immersion/practicum. Further, the information shall not be disclosed to any person or party without prior written consent from the HTE. The same prohibition on disclosure and condition for disclosure shall apply even after the conclusion of this agreement.

In the event that the HTE requires the signing and execution of a separate and customized Non-Disclosure Agreement, the HTE agrees to furnish the HEI a copy of the draft of the agreement for review of their Legal Officer, prior to the date of its signing.

IV. INTELLECTUAL PROPERTY RIGHTS PROVISION

The herein parties agree that ownership of any intellectual property that is created or is developed by any party in the course of the internship/OJT/work immersion/practicum shall be governed by the provisions of the applicable Intellectual Property laws of the Philippines and the Governing Policies and Principles on Intellectual Property Rights of the UP System approved by the UP Board of Regents at its 1269th Meeting on 3 June 2011.

V. AMENDMENT

Any modification, addition, and/or amendment to the terms of this agreement shall be done in writing and signed by all parties.

VI. DISPUTE

In case of disputes, conflicts, disagreements arising from internships as well as any violation of the Internship Agreement and/or other related agreements, the Parties agree that such matters shall be submitted for resolution by a Grievance Committee as referred to in the governing CHED Order.

VII. TERMINATION

This agreement may be pre-terminated by any party for violation of any of the terms and conditions herein specified or for any justifiable ground, subject to the service upon the other party of a written notice to that effect at least fifteen (15) days prior to the intended date of termination.

VIII. EFFECTIVITY CLAUSE

This agreement shall take effect on _____, and shall remain in force and effect for a period of _____ unless earlier terminated.

IX. SEPARABILITY CLAUSE

In the event that any provision of this MEMORANDUM OF AGREEMENT subsequently declared unconstitutional or illegal, the part or provisions thereof not affected and can stand in the absence of the affected provisions, shall remain in effect.

X. OTHER PROVISIONS

- A. It is expressly understood by the herein PARTIES that there is no employer-employee relationship between them, and that the HTE is not obliged to pay wage or salary to the student intern of the HEI. However, the HTE is not precluded from providing the student with any monetary or financial assistance in the form of transportation fee, food allowance, or any form it deems just and appropriate;**

- B. It is understood that student-interns of the HEI are not entitled to a job of whatever status or nature, at the end of the training or work immersion program. Likewise, the HTE is not entitled to hold the student-interns of the HEI at the end of the internship/OJT/work immersion/practicum;**

- C. Student-interns may refuse to perform a task when there is a reasonable belief that the task being given is violative of the agreement, the internship plan, or any existing laws or regulations, or will in any way endanger him or her or another person;**

- D. HTE and the herein HEI shall observe strict compliance with the safety health protocols imposed and being implemented by the LGU concerned, IATF and other Government Agencies, such as DOH and CHED in the prevention and mitigation of COVID-19 cases;**

- E. In the event that the student intern contracted COVID during the course of the internship/OJT/work immersion/practicum, the parties shall follow the protocols being implemented particularly on the reporting and monitoring mechanism, and the parties agree to come up with acceptable solution and strategy on the implementation of the internship as far as the infected student is concerned.**

IN WITNESS WHEREOF, I have hereunto set my hand this _____, _____ in
_____, Philippines.

For:

For:

UPLB-CAFS

DAIRY TRAINING AND RESEARCH

HEI

JOSE V. CAMACHO, JR., Ph.D.

UPLB Chancellor

(Date)

(Date)

Witnesses:

JANETTE MALATA-SILVA, Ph.D.

Vice Chancellor for Student Affairs

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

MUNICIPALITY OF _____) S.S

PROVINCE OF _____)

BEFORE ME, this _____, in the Municipality of _____,
Province of _____, Philippines personally appeared the following:

NAME	VALID GOV'T ISSUED ID	DATE AND PLACE ISSUED
JOSE V. CAMACHO, JR.		

Known to me to be the same persons who executed the foregoing instrument, and they acknowledge to me the same is their free act and deed.

The foregoing instrument relates to the CONDUCT OF INTERNSHIP/PRACTICUM PROGRAM consisting of nine (9) pages, including this page on which this acknowledgement is written, and has been signed at the left margin of each page thereof by the herein parties and their witnesses, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, 202__ in
_____, Philippines.

Doc No. _____

Page No. _____

Book No. _____

Series of 202__.



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

Appendix F: Certificate of Completion



Certificate *of* Completion

is awarded to

Juan A. Dela Cruz

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua vestibulum rhoncus est pellentesque elit ullamcorper dignissim cras. Vitae ultricies leo integer malesuada nunc vel risus commodo.

Amet massa vitae tortor condimentum lacinia quis. Nulla porttitor massa id neque aliquam.

JUAN A. DELA CRUZ

Unit Head and
Name of Office

JANETTE H. MALATA-SILVA

Vice Chancellor
OVCSA



OVCSA INTERNSHIP GUIDELINES FOR UPLB AND NON-UPLB STUDENTS



Office of the Vice Chancellor
for Student Affairs

University of the Philippines Los Baños

Appendix G: OVCSA Administrative Order No. 19 Series of 2023 OVCSA Mitigation and Grievance Committee



OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Room 2, 2/F Student Union Building, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 2238 | ovcsa.uplb@up.edu.ph | <http://ovcsa.uplb.edu.ph/>

Administrative Order No. 19
Series of 2023

Date: **08 February 2023**

To: **Asst. Prof. John Mervin L. Embate (Chair)**
Ms. Maria Rowena Beatriz Q. Inzon (Co-Chair)
Mr. Gonzalo H. Amante, Jr.
Atty. Jorge S. Davide, Jr.
Ms. Honey Faith R. Evangelista
Mr. Crispin G. Gopela
Asst. Prof. Marc Immanuel G. Isip
Ms. Marcelina C. Miranda
Ms. Pauline Kate P. Santiago
Ms. Raquel D. Velasco
(Thru your respective unit heads)

From: 
JANETTE H. MALATA-SILVA
Vice Chancellor for Student Affairs

Subject: **OVCSA MITIGATION AND GRIEVANCE COMMITTEE**

With **Asst. Prof. John Mervin L. Embate** as **Chair** and **Ms. Maria Rowena Beatriz Q. Inzon** as **Co-Chair**, please constitute yourselves as members of the OVCSA Mitigation and Grievance Committee effective 01 January 2023 - 31 October 2023.

The Committee is tasked to:

- a. Review the complaints filed by OVCSA personnel;
- b. Provide a mediation mechanism and an opportunity for all sides to be heard; and
- c. Recommend the next course of action to the Vice Chancellor for Student Affairs.

Thank you for your usual support and cooperation.