

25 May 2023

**T O :**

<b>Isabel Mae J. Amora</b> – DDC	<b>Inish Chris Mesia</b> – DFST
<b>May Ann E. Palen</b> – DStat	<b>Ris Menoel Modina</b> – DBS
<b>Julissah C. Evangelio</b> – DBS	<b>Mark Tripole</b> – DoPAC
<b>Marciana Galambao</b> – DBiotech	<b>Jude B. Role</b> – DCST
<b>Manuel E. Casangcapan</b> – DABE	<b>Beatriz Nicole Oppus</b> – DCE
<b>Eulalio C. Colubio</b> – DGE	<b>Vic Angelo Impas</b> – DME
<b>Charlindo Torion</b> – DMet	<b>Anatalio Polinar</b> – DFS

**R E : Conduct a Pre-internship orientation/training on Student Interns**

The second semester of AY 2022-2023 will end after its final examination this June 2023. The internship is about to commence for the degree programs with a regular offering during mid-year (summer). OVPSAS requests the department internship coordinators to conduct a pre-deployment seminar/orientation for our student interns before we deploy them to their Host Training Establishments (HTEs) as required in the CMO #104 s. 2017. Student interns who undergo the orientation will give them awareness, protection, and further knowledge while under the internship program.

Please submit a communication letter with the program containing topics and speakers to our office. For your compliance.

Respectfully,

**NORBERT JOHN O. VILLAS**  
Student Internship Program Coordinator  
OVPSAS

Noted:

**ALELI A. VILLOCINO**  
VP for Student Affairs and Services

VPS-E-sig-2023-18