



15 February 2024

MEMORANDUM NO. 236
Series of 2024

T O: Ms. Donna Christene Q. Ramos

**R E: Designation as Department Internship Program Coordinator (DIPC) –
Department of Biotechnology**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Department Head, you are hereby designated as Department Internship Program Coordinator of the Department of Biotechnology effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As DIPC you are expected to perform the following tasks:

1. Arranges and assigns the areas to be visited to ensure that the reputable firm or Host Training Establishment (HTE) is conducive and safe to students, know the student's concerns, and monitor the student's performance.
2. Verifies the completeness of submitted internship requirements before the student is allowed to conduct the internship and signs the necessary documents for forms.
3. Arranges the conduct of internship orientation on the basic considerations in looking for a firm or HTE, the Do's and Don'ts, sexual harassment, and other related instructions.
4. Signs the necessary documents or forms required for the internship.
5. Facilitates in deploying the student interns.
6. Supervises and monitors the student interns for the entire internship program duration.
7. Schedules the students for defense and evaluates performance taking into consideration the firm or HTE's evaluation.
8. Approves the edited and corrected internship report.

As such, you are entitled to whatever privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC President

cc: Dept. of Biotechnology
OVPSAS
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