



15 February 2024

MEMORANDUM NO. 235

Series of 2024

T O: Ms. Marciana B. Galambao

**R E: Designation as Assistant Department Internship Program Coordinator –
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 Assistant 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 Assistant DIPC you are expected to perform the following tasks:

1. Assist in arranging and assigning 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. Assist in verifying the completeness of submitted internship requirements before the student is allowed to conduct the internship and sign the necessary documents or forms.
3. Assist in arranging 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. Assist in signing the necessary documents or forms required for the internship.
5. Assist in facilitating in deploying the student interns.
6. Assist in supervising and monitoring the student interns for the entire internship program duration.
7. Assist in scheduling the students for defense and evaluate performance taking into consideration the firm or HTE's evaluation.
8. Assist in approving 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
Records
File

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