



25 March 2022

MEMORANDUM NO. 464
Series of 2022

T O: Ms. Julien R. Deroy

**R E: Department Internship Program Coordinator (DIPC) of the Department of
Plant Breeding and Genetics**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Department Internship Program Coordinator (DIPC) of the Department of Plant Breeding and Genetics effective March 21, 2022 until July 30, 2022 or unless sooner revoked or terminated by higher authorities.

As DIPC, you are to exercise the following functions:

1. Responsible in the internship program implementation, coordination, monitoring and evaluation.
2. Arranges and assigns the areas to be visited by the faculty to ensure that the reputable form or Host Training Establishment (THE) is conducive and safe to students, know the student's concerns, and monitor the student's performance.
3. Verifies the completeness of the submitted internship requirements before the student is allowed to conduct the internship and signs the necessary documents or forms.
4. Arranges the conduct of internship orientation on the basic consideration in looking for a firm or THE, the Do's and Don'ts, sexual harassment, and other related instructions.
5. Signs the necessary documents or forms required for internship with the assistance of the Supervisor/Adviser.
6. Facilitates in deploying the student interns.

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

Please be guided accordingly.

EDGARDO E. TULIN
President