



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 646
Series of 2024

TO: Dr. Donna Guarte-Valida

RE: Designation as Department Internship Program Coordinator for BS Marine Biology

FROM: DR. PROSE IVY. G YEPES
University President

DATE: August 2, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as by recommended by the Department Head, you are hereby designated as **Department Internship Program Coordinator for BS Marine Biology** effective AY 2024-2025.

As DIPC, you are hereby expected to:

1. Facilitate the practicum or OJT activities of the students;
2. Make the plan of activities of the internship program;
3. Coordinate with the resource persons involved in the webinars to be conducted;
4. Coordinate with the industries and government offices in the formulation of MOA/MOU;
5. Coordinate with the OVPSAS for the necessary documents/procedures/processes needed;
6. Present plans and accomplishments during one of the department monthly meetings.

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

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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