



MEMORANDUM NO. 469
Series of 2024

TO: Engr. Iñigo Ezekiel Q. Cabase

RE: Designation as Department Internship Program Coordinator of the Department of Mechanical Engineering


FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 29, 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 of the Department of Mechanical Engineering effective June 1, 2024 until December 31, 2024.

As DIPC, you are hereby expected to:

1. Assist the department internship coordinator in deploying the student interns.
2. Supervise and monitor the student interns for the entire duration of the internship program.
3. Assist the DIPC in the on-site visit of student interns.
4. Coordinate with the internship coordinator regarding any issues and concerns raised by the students assigned to him/her.
5. Schedule the students for defense and evaluate performance taking into consideration the form of Host Training Establishment's evaluation.
6. Approve the edited and corrected internship report.

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

Please be guided accordingly.