



7 August 2018

**MEMORANDUM NO. 301**

Series of 2018

**T O: Dr. Catherine L. Chan**

**R E: Designation as SIPP Coordinator, VSU Isabel Campus**

You are hereby designated SIPP Coordinator for the VSU Isabel Campus effective immediately until December 31, 2018 or unless sooner revoked or terminated by higher authorities.

In order for the SIPP Coordinator to better guide and ensure the excellent quality of training grounds for intern students, guidelines has been compiled to be implemented with the purpose of producing globally competitive graduates with their respective field of specialization. The following are the duties/responsibilities of the SIPP Coordinator:

1. Provide pre-internship orientation prior to deployment to internship venues including among others, work ethics and anti-sexual harassment laws pre-requirement.
2. Coordinate with the Dean or authorizes school coordinator for the purpose of the internship orientation.
3. Inspect internship venues and sights.
4. Monitor and assess student interns periodically.
5. Coach or mentor student interns.
6. Consult and assist student interns in resolving problems/issues encountered.
7. Validate the result of the internship of students per batch, at the end of the internship period.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: Dean, VSU-Isabel Campus  
OVPI  
USSO