



15 February 2024

MEMORANDUM NO. 241
Series of 2024

T O: Engr. Vic Angelo L. Impas

R E: Designation as Department Internship Program Coordinator (DIPC) – DME

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the DME Department Head, you are hereby designated as Department Internship Program Coordinator of the Department of Mechanical Engineering effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As DIPC you are expected to:

1. Responsible in the internship program implementation, coordination, monitoring and evaluation in the department.
2. Arranges and assigns the areas to be visited by the faculty 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.
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 or adviser.
6. Facilitates in deploying the student interns.

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: DME
OVPSAS
Records
File