



**MEMORANDUM NO. 513**  
Series of 2024

**TO: Ms. Athena Valerie C. Casangcapan**

**RE: Designation as Department Internship Program Coordinator for  
BS in Applied Physics**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: June 4, 2024**

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

As DIPC, you are expected to:

1. Establish and/or strengthen linkages with local, national or international companies, firms, organizations and other agencies offering services related to the field of Physics/Applied Physics.
2. Facilitate in the crafting of Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) between the university and the concerned agency.
3. Provide the students the information or list of prospective agencies/companies.
4. Assist the students in preparing the required documents to participate in On-The-Job Training.
5. Orient the OJT students on proper work ethics, housekeeping, safety management, sexual harassment, and other related instructions that should be observed by the student-trainee while on field practice.
6. Design, implement and evaluate training plans and programs in coordination with the accepting institution/agency.
7. Ensure that students applying for OJT are distributed properly among the agencies/companies to have varied actual experiences.
8. Supervise and monitors the student-trainees for the entire duration of the OJT program.
9. Answer issues and concerns raised by the student-trainee assigned to him/her.
10. Conduct and/or assign faculty for periodic visits to the partner agencies where the students/trainees are assigned and discuss with the authorized representative to discuss matters relevant to the field practice.
11. Orient the OJT students on the contents, formalities, and style of manuscripts.
12. Ensure that the standard formalities and style of the manuscripts submitted by the students are followed accordingly.
13. Approve the edited and corrected OJT manuscript.
14. Submit the final grade of the student after accomplishing the final OJT manuscript.

Please be guided accordingly.