



15 February 2024

MEMORANDUM NO. 238
Series of 2024

T O: Engr. Edgardo C. Ochavillo

R E: Designation as Assistant Department Internship Program Coordinator – 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 Assistant 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 Assistant DIPC you are expected to:

1. Assist the department internship coordinator in deploying the student interns.
2. Supervises and monitors the student interns for the entire duration of the internship program.
3. Assist the DIPC in the on-site visit of student interns.
4. Coordinates with the internship coordinator regarding any issues and concerns raised by the students assigned to him/her.
5. Schedules the students for defense and evaluates performance taking into consideration the firm of Host Training Establishment's evaluation.
6. Approves the edited and corrected internship report.

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