



29 January 2024

MEMORANDUM CIRCULAR NO. 14
Series of 2024

T O: All Department Internship Program Coordinators/In-charge
R E: Student Internship Program Workshop

The Student Internship Program will once again commence this 2nd Sem of AY 2023-2024. In order for all programs of the university to successfully implement the student internship program, a Student Internship Program Workshop will be held on **January 31, 2024**, at the **OVPAF Conference Room**.

Attached is the program detailing the topics and activities that will be covered during the workshop.

Your participation is highly appreciated for the smooth conduct of your respective internship program.



DANIEL LESLIE S. TAN
OIC President



VISAYAS
STATE UNIVERSITY

Student Internship Program Workshop

“Designing a Successful Internship Program”



Wednesday, 31 January 2024



OVPAF Conf. Room

Designing a Successful Internship Program

STUDENT INTERNSHIP PROGRAM WORKSHOP

**WEDNESDAY
01 / 31 /2024
@ OVPAF Conf. Room**

EVENT RUNDOWN

	TOPICS	RESOURCE SPEAKER
➔ 8:00 AM – 8:30 AM	Registration	
➔	Prayer	
➔	Introduction of Participants	
➔ 8:30 AM – 9:00 AM	Welcome and Opening Remarks	Dr. Aleli A. Villocino <i>VP for Student Affairs & Services</i>
➔ 9:15 AM – 9:45 AM	Duties and Responsibilities of Dept SIP in charge & Workload unit	Mr. Norbert John O. Villas <i>SIP Coordinator</i>
➔ 9:45 AM – 10:00 AM	Coffee Break	
➔ 10:00 AM – 11:00 AM	Memorandum of Agreement (MOA) Matters	Atty. Rysan C. Guinocor <i>OIC-Chief Legal Officer</i>
➔ 11:00 AM – 12:00 AM	Pre-deployment & Post- deployment Orientation	Ms. Chona A. Brit <i>OIC- Dean of Students</i>
➔ 12:00 PM – 1:00 PM	LUNCH BREAK	
➔ 1:00 PM – 1:45 PM	Guidelines on Student Internship Program (local)	Mr. Norbert John O. Villas <i>SIP Coordinator</i>
	Presentation of revised internship forms	

For more information

www.vsu.edu.ph
fb.com/ovpsas

Phone 565-0600 (1064)

Designing a Successful Internship Program

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**WEDNESDAY
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EVENT RUNDOWN

	TOPICS	RESOURCE SPEAKER
➔ 1:45 PM – 2:30 PM	Monitoring of Student Internship Program	Mr. Norbert John O. Villas <i>SIP Coordinator</i>
➔ 2:30 PM – 3:00 PM	Update of Student Internship Abroad Program	Mr. Norbert John O. Villas <i>SIP Coordinator</i>
➔ 3:00 PM – 3:15 PM	Coffee Break	
➔ 3:15 PM – 3:45 PM	Student Internship Day	Dr. Aleli A. Villocino <i>VP for Student Affairs & Services</i>
➔ 3:45 PM – 4:00 PM	Closing Remarks	Participants



"Alone we can do so little; together we can do so much." - Helen Keller

