



27 February 2024

MEMORANDUM NO. 265
Series of 2024

T O: **Dr. Donna Guarte-Valida** - **BS Marine Biology**
Mr. Ris Menoel R. Modina - **BS Biology**

R E: **Designation as Department Internship Program Coordinator**

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

As Department Internship Program Coordinator, you are expected to perform the following tasks:

1. Arrange and assign the areas to be visited to ensure that the reputable firm or Host Training Establishment (HTE) is conducive and safe to students, knows the students' concerns, and monitors the student's performance.
2. Verify the completeness of submitted internship requirements before the student is allowed to conduct the internship and sign the necessary documents or forms.
3. Arrange the conduct of internship orientation on the basic considerations in looking for a firm of HTE, the do's and don'ts, sexual harassment, and other related instructions.
4. Sign the necessary documents or forms required for the internship.
5. Facilitate in deploying the student interns.
6. Supervise and monitor the student interns for the entire internship program duration.
7. Schedule the students for defense and evaluate performance taking into consideration the firm of HTE's evaluation.
8. Approve 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: Dept. of Biological Sciences
OVPSAS
Records
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