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Memorandum No. 879
Series of 2024

TO: All Internship Coordinators

RE: Strict Compliance with CHED Memorandum Order (CMO) on Student Internship Programs

FROM: DR. PROSE IVY G. YEPES
University President

DATE: October 23, 2024

This is to remind all internship coordinators of the importance of strictly adhering to the policies and guidelines outlined in CHED Memorandum Order (CMO) No. 104 series of 2017 concerning student internship programs. Compliance with these regulations is essential to ensure the safety, welfare, and proper training of our students, as well as to maintain the standards expected by the Commission on Higher Education (CHED).

Please review the specific provisions of the CMO and ensure that all internship placements, monitoring procedures, and documentation requirements are fully implemented.

Moreover, approval of Memorandum of Agreements (MOAs) for student internship requires submission of all duly signed documentary requirements stipulated in the CMO.

For your information, guidance, and usual compliance.

cc: All College Deans
Dean, Students
VPSAS
VPAA

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



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