



27 February 2024

MEMORANDUM NO. 268

Series of 2024

T O: Mr. Kenneth Oraiz

**R E: Designation as Department Internship Program Coordinator –
Department of Soil Science**

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 of the Department of Soil Science effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As DIPC you are expected to perform the following tasks:

1. Conduct pre-deployment orientation of the student interns.
2. Implement, monitor, and evaluate the student internship program at department level.
3. Coordinate with the Host Training Establishment for continual implementation of SIP.
4. Enrich the program to respond the needs of industry.
5. Promote mutually support industry academe collaboration/linkages.
6. Strengthen the career guidance of interns.
7. Facilitate, guide, and monitor the welfare of student interns during their internship period.
8. Report to the university internship program coordinator for any required submission and meetings.

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 Soil Science
OVPSAS
Records
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