



27 June 2022

MEMORANDUM NO. 564
Series of 2022

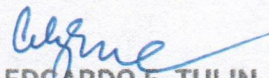
- T O:** Dr. Jude B. Rola - Chairperson, DCST
Engr. Ma. Grace C. Sumaria - Member, DABE
Engr. John Christian L. Gaviola - Member, DCE
Engr. Eulalio C. Colubio, Jr. - Member, DGE
Engr. Ronard G. Paña - Member, DME
Mr. Charlindo S. Torrion - Member, DMet
- R E:** College Student On-the-Job Training Advisory Committee of the College of Engineering and Technology

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean, College of Engineering, you are hereby designated to constitute the College Student On-the-Job Training Advisory Committee of the College of Engineering and Technology effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

The committee shall perform the following:

1. Prepare plans and programs of the committee for implementation.
2. Document existing university policies and guidelines, legal, and statutory requirements related to handling and advising student organizations.
3. Formulate policies and guidelines in handling and advising OJT students in accordance with existing policies, guidelines, statutory and legal requirements.
4. Conduct regular meetings to evaluate performance of students conducting OJT and discuss relevant issues.
5. Present and/or submit semestral accomplishment report to the College Management Council through the Office of the College Dean.
6. Perform other related functions as deemed necessary by the College Dean.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPSAS
OVPA
CET
Records
File