



22 September 2023

**MEMORANDUM NO.** 218  
Series of 2023

**T O: Ms. Donna Christene Q. Ramos**

**R E: Department Assistant Internship Program Coordinator of the  
Department of Biotechnology**


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Department Assistant Internship Program Coordinator of the Department of Biotechnology effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Dept. Assistant Internship Program Coordinator, you are to exercise the following functions:

1. Assist in arranging and assigning the areas to be visited to ensure that the reputable firm or Host Training Establishment (HTE) is conducive and safe to students, know the student's concerns, and monitor the student's performance.
2. Assist in verifying the completeness of submitted internship requirements before the student is allowed to conduct the internship and sign the necessary documents of forms.
3. Assist in arranging the conduct of internship orientation on the basis considerations on looking for a firm or THE, the Do's and Don'ts, sexual harassment, and other related instructions.
4. Assist in signing the necessary documents of forms required for the internship.
5. Assist in facilitating in deploying the student interns.
6. Assist in supervising and monitoring the student interns for the entire internship program duration.
7. Assist in scheduling the students for defense and evaluate performance taking into consideration the firm of THE's evaluation.
8. Assist in approving the edited and corrected internship report.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President