



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**MEMORANDUM NO. 1028**

Series of 2024

TO: **Mr. Norbert John O. Villas**

RE: **Designation as Student Internship Coordinator**

FROM: **DR. PROSE IVY G YEPES**  
University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Student Internship Coordinator**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Implement, monitor and evaluate the Student Internship Program,
2. Coordinate with the Host Training Establishment for continual implementation of SIP
3. Enrich the degree programs in VSU to respond the needs of industry
4. Promote mutually support industry academe collaboration/linkages
5. Strengthen the career guidance of student interns
6. Facilitate, Guide, and Monitor the welfare of student interns during their entire internship period.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	

**OFFICE OF THE PRESIDENT**

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