



30 January 2023

MEMORANDUM NO. 337

Series of 2023

T O: Mr. Norbert John O. Villas

R E: Designation as Student Internship Coordinator

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Student Internship Coordinator effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Coordinator, you are directed to:

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.

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

cc: OVPAA	OHIA
OVPAF	Accounting
OVPREI	Cash
OVPASAS	COA
OVPPRGAS	Registrar
OUS	Deans/Directors
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