



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 945
Series of 2024

TO: Mr. Cle Marven P. Balaga

RE: Designation as Student Internship Program Coordinator for the Bachelor of Science in Tourism Management

FROM: DR. PROSE IVY G. YEPES
University President

DATE: November 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 Program Coordinator for the Bachelor of Science in Tourism Management**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Offer guidance and support to students participating in internship or industry immersion activities, assisting them throughout their preparation and placement;
2. Develop a comprehensive schedule and logistical plan for student placements in various industries;
3. Prepare and evaluate documents and requirements needed for the internship and industry immersion activities;
4. Conduct an initial assessment of the chosen industry for the implementation of internship and industry immersion activities of students;
5. Address any issues or challenges during the internship or industry immersion, working closely with students and industry host to find solutions;
6. Assess the overall effectiveness of the internship and industry immersion programs and make recommendations for improvement;
7. Actively build and foster relationships with industry partners to exploit future opportunities for student internship and industry immersion placements;
8. Organize and arrange a meeting related to the internship and industry immersion program and activities;
9. Submit a report on any updates and status of the internship and industry immersion program and activities;
10. Perform other functions as the Department Head may assign.

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 **immediately until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



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