




MEMORANDUM NO. 488

Series of 2024

TO: **All Internship Coordinators**

RE: **Monitoring and Ensuring Safety of Students in OJT Programs**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 31, 2024**

In accordance with the implementation of our OJT programs, you are hereby directed to closely monitor the students during their OJT assignments to ensure their safety and well-being while they are participating in training outside the university premises.

It is essential to exercise due diligence in this monitoring process based on the CMO No. 104, s. 2017, which provides guidelines for OJT programs of HEIs. Additionally, please ensure compliance with all relevant university policies regarding OJT programs to maintain the highest standards of safety and supervision.

For your information and usual support.

cc: File
Records Office
Department Heads
College Deans
VPAA
VPSAS