



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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8 March 2024

MEMORANDUM NO. 295
Series of 2024

T O: Engr. Charlindo S. Torrion

**R E: Designation as Department Internship Program Coordinator of the
Department of Meteorology**

By virtue of the authority vested in me by the VSU Board of Regents and as by recommended by the Department Head, you are hereby designated as Department Internship Program Coordinator of the Department of Meteorology for the implementation of the Mete 200a On-the-Job Training course for AY 2023-2024.

As DIPC, you are hereby expected to:

1. Dispense the roles and responsibilities stipulated in the PM-VPS-01 Quality Procedure on the Implementation of the Student Internship Program (Local) and the DMet OJT Guidelines;
2. Prepare and submit documents and reports to the OVPSAS pertinent to the implementation of the internship.

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

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC-President

OFFICE OF THE PRESIDENT

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