



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 520
Series of 2024

TO: Dr. Santos B. Villocino Jr.

RE: Designation as Department Internship Program Coordinator (DIPC) of the Department of Horticulture

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 11, 2024

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 (DIPC) of the Department of Horticulture** for students enrolled in "Hort 200B – OJT for all Graduating Students this 2nd Sem SY 2023-2024 under the BS in Agriculture (Horticulture) Program effective June 1, 2024 until December 31, 2024.

As DIPC, you are hereby expected to:

1. Conduct pre-deployment orientation of the student interns.
2. Implement, monitor, and evaluate the student internship program at department level.
3. Coordinate with the Host Training Establishment for continual implementation of SIP.
4. Enrich the program to respond the needs of industry.
5. Promote mutually support industry academe collaboration/linkages.
6. Strengthen the career guidance of student interns.
7. Facilitate, guide, and monitor the welfare of student interns during their internship period.
8. Report to the university internship program coordinator for any required submission and meetings.

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

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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