



29 January 2024

**MEMORANDUM NO.** 129  
Series of 2024

**T O: Ms. Inish Chris P. Mesias**

**R E: Designation as OJT Coordinator of the Department of Food Science  
and Technology**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OJT Coordinator of the Department of Food Science and Technology effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As OJT Coordinator, you are to exercise the following functions:

1. Make plan of activities of the internship program;
2. Facilitate pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
3. Coordinate with the in-charge of the industry or firm in the formulation of MOA or MOU;
4. Inspect internship venues and sites;
5. Coordinate with the OVPSAS for the necessary documents/procedures/processes needed;
6. Consult and assist student interns with problems or issues encountered;
7. Make an annual accomplishment report of the internship program; and
8. Perform other tasks relevant to internship program matters that may be requested by the head.

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