

## VISION

A preferred university of developmental culture and inclusive growth.

## MISSION

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

## GOALS

1. Attain and sustain quality and excellence for universityhood;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the College, and with stakeholders and benefactors.

## MAJOR THRUSTS

- H** - Hearty Approach to Management & Governance, & Transformational Leadership  
**E** - Enriched Academic Programs  
**R** - Relevant Student Services, Development, and Welfare Program  
**I** - International and Local Linkages  
**T** - Technology, Facilities, and Assets Enhancement Program  
**A** - Aggressive Staff Development and Welfare Program  
**G** - Gainful Resource Generation and Enterprise Development Program  
**E** - Excellent Researches and Relevant Extension Programs



Republic of the Philippines

**Mountain Province State Polytechnic College**

Bontoc, Mountain Province

# OJT MANUAL



**Board Res. No. 082, s.2014**

## PREFACE

As part of the College's mission on producing globally competitive leaders, the Institutional Pre-Service Training Manual is hereby confirmed and approved under the Board of Trustees (BOT) Resolution No. 082, S. 2014 in order to serve as guidance to the student-interns in the College's various programs.

This Manual covers the all the important guidelines and functions for the students to follow accordingly: Rationale of the Pre-Service Training; Its Legal Bases; General Objectives of the Internship Program; Definition of Terms; General Requirements of the Programs; Procedures and Guidelines; Grading System; Duties, Responsibilities of the: Student-Interns, Supervising Instructor, and Internship Supervisor; Student-Interns Awards; and Monitoring. Further, it reveals relevant documents supporting the approval of this Manual as reflected in its Appendices.

Further, through this Manual, students may work and learn with people they possibly will work with efficiently and successfully. With directions, student-interns can have a place where they will realize the theoretical learning they had learned for practical realization.



Republic of the Philippines  
**Mountain Province State Polytechnic College**  
**OFFICE OF THE COLLEGE PRESIDENT**  
 Bontoc, Mountain Province

### AN EXCERPT FROM THE MINUTES OF THE 100<sup>th</sup> REGULAR MEETING OF THE BOARD OF TRUSTEES HELD AT CHED CENTRAL OFFICE ON 18 NOVEMBER 2014 AT 11:00 AM

#### Present:

|                                         |                     |
|-----------------------------------------|---------------------|
| Hon. ALEX B. BRILLANTES JR.             | - Presiding Officer |
| Hon. REXTON F. CHAKAS                   | - Vice Chair        |
| Hon. PILAR S. CAYETANO                  | - Member            |
| (Represented by Hon. Vivian Eustaquio)  |                     |
| Hon. ROMAN T. ROMULO                    | - Member            |
| (Represented by Hon. Michelle Maniwang) |                     |
| Hon. MILAGROS A. RIMANDO                | - Member            |
| Hon. JULIUS CAESAR V. SICAT             | - Member            |
| Hon. LUISA S. VALENCIA                  | - Member            |
| Hon. DAN EVERT C. SOKOKEN               | - Member            |
| Hon. MANUEL M. IMATONG                  | - Member            |
| Hon. WILLIAM A. ASPILAN                 | - Member            |
| Hon. DEXTER B. LUCIO                    | - Member            |

### RESOLUTION APPROVING THE INSTITUTIONAL ON-THE-JOB TRAINING MANUAL

#### Res. No. 082, s. 2014

APPROVING the Institutional On-the-Job Training Manual with the inclusion of suggestions by the Board in the final print out.

#### APPROVED

CERTIFIED TRUE AND CORRECT:

  
**DERINE D. AGUID**  
 Acting College/ Board Secretary

**(Appendix E)****NARRATIVE REPORT FORMAT**

Student-interns are required to submit hard bound narrative report at the deadline agreed upon by the class during the start of the internship. Narrative report will serve as documentation of completed internship. It shall have the following parts:

1. Cover Page
2. Table of Contents
3. Acknowledgment
4. Introduction (about the internship program)
5. Body includes:
  - a. Background/history of the office they are assigned
  - a. Summary of Activities undertaken by the intern. (Compilation of progress reports will serve as an appendix \_\_\_\_)
6. Conclusions and Recommendations
7. Appendices
  - A. Letter of Request for Interns
  - B. Acceptance Letter
  - C. Certificate of Completion
  - D. Evaluation Sheet
  - E. Monthly Report Form

## **INSTITUTIONAL PRE-SERVICE TRAINING MANUAL**

**I. RATIONALE**

Pre-service training provide a bridge for the student between the academic present, and their professional future an opportunity to apply and merge theoretical knowledge gained in academic studies to “real world” workplace. It prepares the student for a career by providing an opportunity to develop relevant professional skills. A three way partnership between the student, the workplace organization, and the university requires all parties in the relationship to assume definite responsibilities, perform specific functions, and achieve benefits as a result of the involvement (Martin, A. & Hughes, H., 2009).

The pre-service training focuses on the acquisition of skills within the work environment generally under normal working conditions. It is a process of acquiring general skills that trainees can transfer from one job to another and specific skills that are unique to a particular job. Typically, it includes verbal and written instruction, demonstration, observation, hands on practice, and imitation. It is also the process that involves one employee, the supervisor or an experienced employee passing knowledge and skills to a novice.

The Mountain Province State Polytechnic College offers various degree programs that cater to the enhancement of knowledge, skills and values through exposure in the actual workplace. This is in line with its goal of producing locally and globally competitive graduates with excellent and quality competencies and commitment for service. Part of the curricula of these programs are courses termed as either

practicum, internship, on-the-job training, practice teaching, etc. – all of which generally aim to have students gain course-related experiences. These courses prepare students for professional work as business practitioners, IT professionals, teachers, office practitioners, accountants and criminologists. Teaching strategies include peer teaching, self-assessment, and reflective practice that are focused on achieving higher learning competencies and outcomes.

Most, if not all, of these courses have their respective guidelines and policies, following various standards and procedures yet bound by the unified aim of providing practice experiences to students. To provide for a synchronized and consistent interpretation of the policies there is thus, a need for a harmonized manual which applies to all students who will undergo practicum, internship, or on-the-job training-termed in the different fields of specialization. This manual shall, therefore, guide interns on common sets of behaviors desired and required, and rules and procedures to observe while undergoing internship. It shall also delimit the duties and responsibilities of the interns and the training sponsors. Moreover, it shall consider the guidelines specified in the CHED Memorandum Orders (CMOs) for each degree program.

## II. LEGAL BASES

1. CHED Memorandum Order No. 23, s.2009 – Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject
2. CHED Memorandum Order 34,s.2012 – BSIT Enhanced CAR-SUCs Curriculum

## (Appendix D) Daily Time Record

### Mountain Province State Polytechnic College

Bontoc Campus  
Bontoc, Mountain Province  
Instructor/Employee—in charge

Daily Time Record for the Month \_\_\_\_\_

Cooperative Agency: \_\_\_\_\_

Name of OJT Student: \_\_\_\_\_

Course: \_\_\_\_\_

| DATE | IN | OUT | IN | OUT | ACTIVITY | REMARKS |
|------|----|-----|----|-----|----------|---------|
|      |    |     |    |     |          |         |
|      |    |     |    |     |          |         |
|      |    |     |    |     |          |         |
|      |    |     |    |     |          |         |
|      |    |     |    |     |          |         |
|      |    |     |    |     |          |         |
|      |    |     |    |     |          |         |

Prepared by: \_\_\_\_\_

(Signature over printed Name)

Noted: \_\_\_\_\_

Head of Cooperating Agency

**(Appendix C) Monthly Accomplishment Report Form**

Republic of the Philippines  
**Mountain Province State Polytechnic College**  
 Bontoc Campus  
 Bontoc, Mountain Province

**Monthly Accomplishment Report Form**

Name of Intern: \_\_\_\_\_

Designated Office/Institution: \_\_\_\_\_

For the Month of: \_\_\_\_\_

Key Task and Responsibilities

Work Performed/Completed

Total Hours Rendered

Remarks/Recommendation/s

Prepared by:

Reviewed by:

(Signature over Printed Name)(Signature over Printed Name)*Internship Student**Internship Supervisor*

Noted by:

(Signature over Printed Name)*Internship Advisor*

This form is to be accomplished monthly by the student-intern and to be filed by the Internship In-Charge.

3. CHED Memorandum Order 53,s. 2006 – BSIT Enhanced CAR-SUCs Curriculum
4. CHED Memorandum Order 22,s. 2006 – BSOA Enhance Curriculum
5. CHED Memorandum Order 21,s. 2005 – BSCrim Enhanced Curriculum
6. CHED Memorandum Order 30, s. 2006 – BSHRM/BST Curriculum
7. CHED Memorandum Order 39, s. 2006 – BSBA Enhanced Curriculum
8. RA 9710. Magna Carta for Women: Implementing Rules and Regulations
9. MPSPC Student Manual
10. CHED Memorandum Order 30,s.2004 – BSED/BEED Enhanced Curriculum
11. CHED Memorandum Order 54,s.2007 – BSED/BEED Enhanced Curriculum
12. CHED Memorandum Order 3,s.2007 – BSA Enhanced Curriculum

**III. GENERAL OBJECTIVES OF THE INTERNSHIP PROGRAM**

The program aims to provide students with an opportunity to understand the economic, social and cultural reality of the community. It is centered on students getting in touch with themselves as they interact and relate with individuals, groups, peers, and supervisors within the assigned area.

The program aims to:

1. Provide tertiary students enrolled in the academe the opportunity to acquire practical knowledge, skills, and desirable attitudes and values from reputable establishments/industries in our country;
2. Provide student-interns an avenue where they can apply the skills, knowledge and attitude learned in school and have an opportunity to experience corporate environment;
3. Develop positive attitudes, such as self-confidence and self-motivation in handling professional tasks, and learn the importance of human relations in the worksites or work place;
4. Give the student-interns an opportunity to experience the rudiments in the real working environment as they apply principles, theories, concepts and learning posited in the classroom and directed towards their employability;
5. Strengthen and enrich the degree programs in HEIs; and
6. Identify future career directions and become candidates for future job opening.

#### IV. DEFINITION OF TERMS

1. Internship is a period of training or work for a student to undergo in order to gain practical experience as part of a degree or non-degree program
2. Student-interns refer to students who undergo internship or an on-the-job training (OJT) for a specified period as prescribed by his/her curriculum
3. Supervising instructor refers to the instructor of the department who is assigned to handle the course and whose primary function is to oversee the student interns

|                                                                                                |                                                                                                          |                                                                                     |                                                                                        |                                                                |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Communication Skills (10%)<br>A. Communicates clearly his/her ideas orally and in written form | Communicates clearly, concisely, well organized                                                          | Communicates clearly and understandably                                             | Sometimes struggles to be clear and concise                                            | Has difficulty being clear, concise and unorganized            |
| Work Ethic (10%)<br>a. Interest in Work<br>b. Initiative<br>c. Adaptability<br>d. Enthusiasm   | Always approaches tasks with equal enthusiasm, sets high standards and works to achieve them             | Approaches tasks with equal enthusiasm                                              | Demonstrates interest in some tasks more than others                                   | Reluctant to or does not always complete some tasks            |
| Responding to Feedback from supervisors (10%)                                                  | Responds exceptionally well to positive and negative feedback; successfully uses it in daily performance | Accepts positive and negative feedback and usually uses it in a satisfactory manner | Responds to positive and negative feedback and attempts to use it in daily performance | Does not accept positive and negative feedback from supervisor |
| Overall Performance                                                                            | Exceptional ability to complete assigned work                                                            | Completes assigned work with little difficulty                                      | Sometimes struggles to complete assigned work                                          | Has difficulty completing assigned work                        |

| Criteria                                                                                               | 4<br>Exceeds<br>standards<br>92%-100%                                                                                | 3<br>Meets standards<br>84% - 91%                                                       | 2<br>Approaching<br>Standards<br>75%-83%                           | 1<br>Not meeting<br>standards<br>Below 75%                     |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|
| <b>Skills Performance (60%)</b>                                                                        |                                                                                                                      |                                                                                         |                                                                    |                                                                |
| (based from the skills required per program)                                                           | Performs all responsibilities and demonstrates willingness and ability to complete tasks beyond the scope of the job | Performs all job responsibilities according to job description and employer expectation | Does not always complete job requirements                          | Does not perform job responsibilities to employer expectations |
| <b>Professionalism (10%)</b>                                                                           |                                                                                                                      |                                                                                         |                                                                    |                                                                |
| A.Grooming / wearing of Uniform Properly<br>B.Exhibits team work<br>C.Time management<br>D.Reliability | Exhibits professional behavior at all times in accordance with written guide-lines without specific Instructions     | Follows professional behavior guidelines and expectations within the workplace          | Does not always exhibit professional behavior within the workplace | Fails to act professionally                                    |

in their internship

4. Internship supervisor refers to the officer/personnel of the agency where the student intern is deployed and directly supervises the latter in the performance of his/her duties
5. Cooperating agency refers to the agency/office of which the college has a Memorandum of Agreement and where the intern/trainee is deployed (A sample of MOA in APPENDIX "A")

## V. GENERAL REQUIREMENTS OF THE PROGRAM

1. Student trainee/intern possesses the following qualifications (CMO No. 23, s.2009):
  - 1.1 Must be enrolled in a Philippine higher education institutions
  - 1.2 At least 18 years old
  - 1.3 Enrolled in practicum or equivalent subject, at least 3<sup>rd</sup> year (2<sup>nd</sup> semester) or 4<sup>th</sup> curricular year
  - 1.4 Passed pre-practicum requirements
  - 1.5 In good academic standing and completed all pre-requisite subjects
  - 1.6 The trainee shall be physically, mentally, and emotionally fit, as contained in the physical and psychological examination certified by DOH accredited clinics and hospitals
  - 1.7 Articulate in the language used by the Host Training Establishment (THE)

2. Students shall be allowed to enroll in practicum/internship course only after completing all academic requirements prescribed in the curricula of the different programs

2.1 In the event that a student-intern has not completed all academic requirements, he/she may be allowed to enroll internship/practicum course provided that the academic requirements do not exceed a total of **6 units** and the schedule of the subjects will not disrupt the internship schedule. That the subject/s that he/she is enrolling is not a basic subject.

3. The student-interns are required to render 8 hours a day in their assigned work place and complete the following hours within the internship course as provided for in the CHED Memorandum Order of the different programs:

- BSBA – 6 units – 400 hours (CMO no.39,s.2006)
- BSOA – 6 units (CMO no.22,s.2006)
- BSIT – 9 units – 480 hours (CMO 53,s.2006)
- BSCRIM – 6 units – 540 hours (CMO no.21,s.2005)
- HRM – 8 units – 600 hours (CMO n0.30,s2006)
- BST – 9 units – 500 hours (CMO no.30 s.2006)
- BSED & BEED – 6 units – 300 hours (CMO no. 30 s.2004)
- BSA – 6 units – 400 hours minimum (CMO. No.3s,2007)

4. If the student gets pregnant during the duration of her Internship, she is accorded a special leave of absence upon the recommendation of a government physician.

## (Appendix B) Letter to Cooperating Agency

### Mountain Province State Polytechnic College

College of Arts and Science

Bontoc, Mountain Province

(Date)

(Name, Designation and Address)

Sir/Madam:

This refers to the requirement of the \_\_\_\_\_ Curriculum of Mountain Province State Polytechnic College – Bontoc Campus requiring students to undergo an Internship Program to complete a minimum of \_\_\_\_\_ hours from *(month/day/year)* to *(month/day/year)* in *(work)* works.

In view of this, we would like to request that *(Names of Students)* have their Internship/practice teaching in your \_\_\_\_\_ of-office/school. In this manner, they will have the opportunity to apply their theoretical knowledge in actual practice. They will report from *(Time and day)*.

We believe that your office can provide the relevant exposure to future professionals, thus ensuring the continuous supply of highly qualified personnel.

We highly appreciate whatever assistance you could extend to us that would, in the long run, be both beneficial to the students and your office.

We look forward for your kind consideration and support.

Very truly yours,

(Signature over printed name)

Internship Adviser

APPROVED:

\_\_\_\_\_  
Signature/printed name

Date: \_\_\_\_\_

CP No: \_\_\_\_\_

signed by the parties and their instrumental witnesses, after the contents thereof were explained to their full satisfaction and understanding, and acknowledged to me that the same is their voluntary act and deed.

WITNESS MY HAND AND SEAL.

However, prior to her re-entry, she should first inform the department of her intention to continue the un-rendered number of hours. Further, she is required to submit a readmission form before she is accepted by the department (RA 9710, Magna Carta for Women). For HRM/T and Teacher Education student, she/he has to re-enroll the subject upon return from leave of absence;

5. During intramural and Foundation Day/Charter Day, student-interns are required to attend the school activities and to be excused from the office where they are having their internship; however, they are required to ask permission from the office they are assigned to. In the event that permission is not granted, they shall be excused from the school activity provided they will present a written document specifying therein that they are being required to report in their cooperating agencies/offices;
6. Student-interns are required to wear prescribed uniforms throughout the duration of their internship program. The color, design and style shall be determined by the interns and the faculty members of the department;
7. All student-interns and faculty members of the department are required to attend the orientation on the policies, rules and regulations governing the internship program. The orientation shall be conducted by the Supervising Instructor in coordination with the Department Chair;
8. Student-interns are required to submit their monthly accomplishment reports and DTRs duly signed by their immediate supervisor (refer to Appendix "C" and "D");
9. Student-interns are required to attend meetings as called

by the supervising instructor in their respective department. The meeting shall serve as an avenue for student trainees to voice out the problems they encounter in their respective workplaces. Suggestions arising from the student trainees' experiences are also solicited to improve the training program;

10. The student-interns are required to comply with requirements related to their attendance in their assigned offices.

10.1 Student-interns shall fill up their Daily Time Record indicating therein the time they have entered the office as well as the time they have left the office (Refer to Appendix "D");

10.2 The Supervising Instructor shall monitor the attendance of the interns

10.3 In case of absences, the student-intern shall inform the supervising instructor and his/her internship supervisor using any available means of communication

10.4 Student-interns who shall incur the maximum of 10 days of invalid absences shall be automatically **dropped** from the course unless the absences are considered valid. Validity of absences shall be determined by the Supervising Instructor;

11. Student interns are required to submit a **narrative report of accomplishment** upon completion of the required minimum number of hours by adopting the narrative report format prescribed per department. The report should be supported by documents such as memorandum, pictorials, citations, and others as pre-

agreement in writing signed by the parties.

**IN WITNESS WHEREOF**, the parties hereto sign this Memorandum of Agreement this \_\_\_\_\_ the day of \_\_\_\_\_ 2014 at Bontoc, Mountain Province.

By

By

**REXTON F. CHAKAS, Ph.D.** \_\_\_\_\_

President \_\_\_\_\_

TIN \_\_\_\_\_ TIN \_\_\_\_\_

### **WITNESSES**

\_\_\_\_\_  
Chairman, \_\_\_\_\_ Company/Agency Representative

## **ACKNOWLEDGEMENT**

Republic of the Philippines)

Bontoc, Mountain Province) s.s.

x- - - - - x

BEFORE ME, this \_\_\_\_\_ the day of \_\_\_\_\_ at

Bontoc, Mountain Province, personally appeared the above named parties, having exhibited to me their respective TIN as indicated below their names.

This instrument refers to a MEMORANDUM OF AGREEMENT, consisting of five (5) pages, including this page wherein this acknowledgement is written, duly

- e. The COOPERATING AGENCY shall accomplish the necessary forms required by the COLLEGE in connection with the training program of the student-trainee;
  - f. The COOPERATING AGENCY shall issue periodic evaluation reports and a certificate of completion to the student-trainee who successfully finished the training program; and
  - g. The COOPERATING AGENCY shall adopt and enforce rules that will govern the conduct of the program. Said rules shall be made known to the COLLEGE and the student-trainee before the start of the training program.
3. That this Memorandum of Agreement shall be effective in \_\_\_\_\_ regardless of the date of execution hereof and shall continue thereafter up to \_\_\_\_\_; provided that the COOPERATING AGENCY and the COLLEGE reserve the right to withdraw its participation in the agreement upon written notice;
  4. That neither party shall publicly announce the existence of this agreement, or advertise or release it before, during and after the existence of this agreement without securing the prior written consent of the other.
  5. That this Memorandum of Agreement represents the complete and fully integrated understanding of the parties and it is intended to incorporate and supersede all previous negotiation, written or oral and may not be altered, changed or amended or modified except by an

scribed by the department. the report shall integrate the theories into the practicum experiences in their work place. It should reflect the student's involvement in the activities undertaken in the course of the practicum (Refer to Appendix "E").

## VI. PROCEDURES AND GUIDELINES

1. Student intending to enroll their internship shall present an evaluation sheet indicating all finished subjects
2. A copy of the training contract and a waiver to be signed by his/her parent/guardian or spouse shall also be duly accomplished and be submitted to the Supervising Instructor (Refer to Appendix "G")
3. The student-intern shall get a letter of request from the Supervising Instructor and personally deliver the same to the prospective agency for action (Refer Appendix B)
4. After the acceptance of the intern, the Supervising Instructor shall deploy the student-interns to their respective offices where they will be oriented by their immediate supervisor.

**VII. GRADING SYSTEM.** The grading system will be as follows:

- A. Assessment ratings of cooperating agency – 60%  
(Performance of student intern/student teacher)
- B. Assessment ratings of supervising instructor – 40%
  - B.1. Internship reports
  - B.2. Attendance to meetings/seminars/post conference

## VIII. DUTIES, RESPONSIBILITIES OF STUDENT-INTERNS

The student-interns shall receive and accomplish the duties and responsibilities assigned to them by the cooperating agencies that are connected with their functions as student-interns and shall abide with the following duties and responsibilities:

1. Attend orientation conducted by the internship adviser and the faculty of the department;
2. Sign and comply with the provisions of the contract at all times with the rules and regulations of the CHED, THE and HEI;
3. Submit monthly DTRs and final reports, narrative reports, to the internship supervisor on or before the deadline set;
4. Consult with the immediate supervisor of the office on any difficulty related to the performance of assigned work/s;
5. Follow standards of operation or channels of communication at all times;
6. Notify the supervising instructor and internship supervisor in case of absences;
7. Perform the necessary tasks and follow instructions as given by the supervising instructor and/or training supervisor, and in like manner to work with absolute dedication and effort;
8. Observe business etiquette and abide by safety rules;
9. Study the internship manual and comply with the conditions set forth therein;
10. Maintain confidentially guidelines during and after the training period;
11. Must observe institutional policies, rules and regulations of both the college and the partner institution in which

- j. That the student-trainee shall provide his/her own necessary prescribed uniform/appropriate attire for personal use within the whole duration of the training program;
2. That the COOPERATING AGENCY shall accommodate the student-trainee for the training program subject to the following terms and conditions:
  - a. The COOPERATING AGENCY allows the student-trainee to undergo the training program without any monetary consideration and subject to the policies, procedure and guidelines of the COLLEGE in accordance with CHED Memo Order No. 23, Series of 2009;
  - b. The COOPERATING AGENCY shall have the right to screen or refuse recommended student-interns by the COLLEGE to undergo practicum with the COOPERATING AGENCY;
  - c. The COOPERATING AGENCY shall deploy to the different areas of the COOPERATING AGENCY the student-trainee recommended by the COLLEGE to undergo the training program. Specific assignments for each student-trainee shall be the COOPERATING AGENCY's sole discretion, which shall be subject to change from time to time upon written notifications to the Student-Trainee Coordinator/Adviser;
  - d. The COOPERATING AGENCY shall assign personnel to take charge and supervise the student-trainee's training program. The practical and related works that will be assigned to the student-trainee will be along his/her trade/area of specialization;

represents nor implies any obligation to the student-trainee upon completion of the training program;

- e. The Student-Trainee and the Student-Trainee Coordinator/Adviser shall abide by the COOPERATING AGENCY's rules and regulations and comply with those imposed for the training program; otherwise he/she shall be excluded from further participation; provided, however that the COLLEGE and the student-trainee are given copies of the same at the beginning of the training program;
- f. This agreement may be terminated for convenience by the COOPERATING AGENCY upon its prior written notice within reasonable time to the COLLEGE or the Student-Trainee Coordinator/Adviser;
- g. The COLLEGE may pull-out any student-trainee from the training program on reasonable grounds after a written notice about such pull-out;
- h. Each student-trainee shall submit to the COOPERATING AGENCY detailed reports and documentation with respect to the services performed by him/her as may be periodically required by the COOPERATING AGENCY;
- i. That the student-trainee shall adhere to all the COOPERATING AGENCY's safety rules and regulations. Any safety violation committed by the student-trainee may result in the termination of his/her training program;

the practicum program shall be held;

12. Must conduct themselves in an ethical and professional manner appropriate in the agency they are rendering their practicum and shall always act in a manner that would protect the school's reputation;
13. Must participate in whatever related activities that may be required during the duration of the internship;
14. Must prepare and submit a practicum report/s covering the related activities undertaken and learning experience acquired during the internship period; and
15. Must complete the required minimum number of hours prescribed in the CMO.
16. Cooperate with fellow interns for the attainment of common objectives.
17. Perform duties and responsibilities with humility, impartiality and without favoritism
18. Respect his/her uniform as symbol of authority
19. For BSCRIM, student-intern shall not involve himself/herself on tasks pertaining to the regular duties of fireman, jail officers and policeman like police raid, buy-bust operation, check-point, arrest, search and seizure and the like.

Note: Above mentioned shall not prejudice the application of other policies legislated and issued by higher authorities.

## **IX. DUTIES AND RESPONSIBILITIES OF THE SUPERVISING INSTRUCTOR**

1. Identifies the cooperating institutions where the student-interns will be deployed;
2. Prepares or renews Memorandum of Agreement (MOA)

between the College and the cooperating agencies where the student-interns will be assigned;

3. Conducts orientation for the student-interns;
4. Distributes copies of the internship manual to the internship supervisor and student-intern before the internship program begins;
5. Coordinates with the cooperating agencies for the acceptance of the student-intern;
6. Accompanies the student-interns for proper turn-over to the cooperating agencies;
7. Monitors regularly the student-interns in their work place;
8. Holds regularly meetings with the student-interns to follow-up problems related to their tasks and to collect monthly reports;
9. Attends to all challenges and problems encountered by the student-interns;
10. Provides regular consultation and constructive feedback regarding the performance of the student-intern; and
11. Conducts an overall evaluation of the performance and practicum report and assign final grade to each of the student-intern.
12. Submit a report observing Completed Staff Work (CSW) copy furnished the Department chairperson and the SSDO

## **X. DUTIES AND RESPONSIBILITIES OF THE INTERNSHIP SUPERVISOR**

1. Orients the student-intern about the Do's and Don'ts in

**WHEREAS**, the COOPERATING AGENCY is agreeable and willing to provide the students of the COLLEGE with actual hands-on in office work practices;

**NOW THEREFORE**, for and in consideration of the foregoing premises, the COLLEGE and the COOPERATING AGENCY, do hereby agree as follows:

1. That the COLLEGE recommends qualified students to undergo training with the COOPERATING AGENCY under the following terms and conditions:
  - a. The COLLEGE shall designate a student-trainee coordinator/adviser who shall supervise the student-trainee and regularly monitor his/her performance and attendance for the duration of the training program. That the student-trainee coordinator/adviser of the COLLEGE will coordinate with the COOPERATING AGENCY's various activities under this training program;
  - b. There will be no employer-employee relationship between the COOPERATING AGENCY and the COLLEGE and between the COOPERATING AGENCY and the student-trainee;
  - c. The student-trainee and the COLLEGE shall be personally responsible for any and all liabilities for the damage to the properties or injury to third persons, which maybe occasioned by their intentional or negligent acts while in the course of training;
  - d. There is nothing in this contract that implies any future employment rights to the COLLEGE's student-trainee. The COOPERATING AGENCY neither

**(Appendix A)****MEMORANDUM OF AGREEMENT****KNOW ALL MEN BY THESE PRESENTS:**

This **MEMORANDUM OF AGREEMENT** is made and executed by and between:

The **MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE** hereinafter referred to as MPSPC, an educational institution organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at Mountain Province State Polytechnic College, Bontoc, Mountain Province and represented in this Agreement by its President, **DR. REXTON F. CHAKAS**, hereinafter referred to as the COLLEGE; and

The \_\_\_\_\_, Bontoc, Mountain Province, a government institution organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address located at Bontoc, Mountain Province, represented in its \_\_\_\_\_, hereinafter referred to as the COOPERATING AGENCY.

**WITNESSETH:**

**WHEREAS**, the \_\_\_\_\_,  
which requires participation in tasks  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

the work place

2. Guides the student-intern on matters related to office works
3. Supervises and monitors the training of the student-intern
4. Evaluates the performance of the student-intern (Refer to Appendix "F")
5. Ensures the safety of the student-interns while performing internship functions and
6. Should not engage in any intimate relationship with the student-intern

**XI. STUDENT-INTERNS AWARDS**

At the end of the program, award/s shall be given to students with exemplary performance and shall be awarded by the school during the student recognition day. The criteria is set by the department taking into account the general criteria set by the college as stipulated in the Student Manual.

For purposes of giving awards, the following guidelines and criteria will be used:

1. General Guidelines for all Programs (Student Manual)

An awardee must:

- be a graduating student
- be of good moral character
- have a residency of 2 years
- have no failing grade for the last two years

- have no “dropped mark” within the last two years
- have no INC/conditional grades before graduation

Criteria:

- Rating of supervisor – 60%
- Rating of instructor/coordinator – 20%
- Grades – 20%

2. Aside from the general guidelines, each department can have its own specific guidelines based on the award to be given.

## **XII. MONITORING**

The Supervising Instructor of the practicum course shall make arrangement with the cooperating agency for the monitoring of attendance and performance of the student-trainee. Further, the Supervising Instructor shall conduct surprise visits to work places where student-trainees are assigned.

The Student Services Development Office prepares reports for submission to CHED Regional Office upon submission of all required pertinent reports by the student intern.

## **XIII. APPENDICES**

1. Appendix A. Memorandum of Agreement
2. Appendix B. Letter to cooperating agency
3. Appendix C. Form for monthly accomplishment report

# APPENDICES

Prepared in consultation with the supervising instructor, faculty members of the Department and Student Representatives:

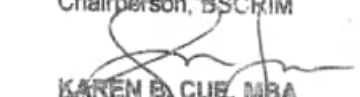
  
DARWIN PHILIP C. ALERA, MBA  
Chairperson, BSBA

  
TRINIDAD G. PASONG, MSBA  
Chairperson, BSOA

  
BRUECKNER B. ASWIGUE, MIT  
Chairperson, BSIT

  
JONI E. PAGANDRYAN, Ph.D. Crim  
Chairperson, BSCRIM

  
ANITA D. NGODDO, Ed.D.  
Chairperson, TED, Bontoc Campus

  
KAREN B. CUE, MBA  
Chairperson, HRM/T, Bontoc Campus

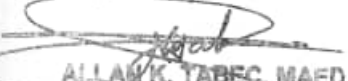
  
TERRENCE LEIF F. FANG-ASAN, MBA  
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HILARY L. TICAN, Ed.D.  
Chairperson, TED, Tadian Campus

  
EVELYN A. NUWATT  
Chairperson, HRM Tadian Campus

  
PAUL JOSEPH M. PISILEN, Ph.D.  
Chairperson, Engineering

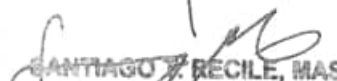
Reviewed by:

  
ALLAN K. TABEC, MAED  
SSDO Director

  
ATTY. JOSE N. CO  
MPSPC Legal Officer

  
CHRISTIE LYNNE C. CODOD, Ed.D.  
Executive Dean, Bontoc Campus

  
GERALDINE L. MADJICO, Ph.D.  
Director for Quality Assurance

  
SANTIAGO F. RECILE, MASE  
Executive Dean, Tadian Campus

Recommending Approval:

  
JOSEPHINE M. NGODCHO, Ed.D.  
VP for Academic Affairs

APPROVED:

REXTON F. CHAKAS, Ph.D.  
College President

4. Appendix D. Daily Time Record
5. Appendix E. Format for a narrative report
6. Appendix F. Evaluation Instrument
7. Appendix G. Waiver