



## Internship Application Form

Name and Address of Higher Education Institution (HEI)

### PERSONAL DETAILS

Name of Applicant

Añonuevo

Last Name

Arjon

First Name/s

Artiaga

Middle Name

Complete Home Address

4115 Block 27 Addition Hills Mandaluyong city

Date of Birth (Date Month Year)

May 05, 2002

Place of Birth

Goa, Cam Sur

Age

21

Sex

M

Contact Number (Personal Mobile)

09197409317

Contact Number (Landline)

Email Address (Primary Contact)

arjonanonevoo@gmail.com

Email Address (Secondary Contact)

arjonartiaga@gmail.com

### INTERNSHIP DETAILS

Course / Degree

Bachelor of Science in  
Information Technology

Preferred Deployment Unit (Primary)

ICTD-SOP

Preferred Deployment Unit (Secondary)

ICTD-SOP

Length of Internship (SEC Policy: Minimum of 250 hours)

360

Internship Schedule (Duration)

The following forms and/or documents are attached to highlight details of the applicant:

1. Application Letter addressed to Internship Program Director ( )
2. Form 102. Essay Questionnaire ( )
3. Form 103. Medical/Health Certificate (with COVID vaccination status) ( )
4. Form 104. Personal Data Sheet (CS Form No. 212, Revised 2017) ( )

### APPLICANT'S CERTIFICATION

I hereby certify to the truthfulness and correctness of the information stated above to the best of my knowledge, including information stated in the attached documents and/or forms.

Arjon Añonuevo  
Applicant's Signature over Printed Name

Date \_\_\_\_\_

### SCHOOL ENDORSEMENT

On behalf of the University/College, I most respectfully endorse this application for consideration of the Review and Selection Panel of the SEC Internship Program.

[Signature]  
HEI's Authorized Representative  
Date 8/29/2023

## ACTION OF THE PROGRAM MANAGEMENT TEAM

<i>Date of Level 1 Interview</i>	<i>Time</i>	<input type="checkbox"/> Physical Interview <input type="checkbox"/> Virtual Interview
<i>Date of Level 2 Interview</i>	<i>Time</i>	<input type="checkbox"/> Physical Interview <input type="checkbox"/> Virtual Interview
<i>Type of Internship</i> <input type="checkbox"/> Regular (Undergraduate) <input type="checkbox"/> Specialized (Law)	<i>Findings and Recommendation</i> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	<i>Remarks</i>

**Portia Gema A Abad**  
 SEC Library Specialist, HRAD-LRID  
 Program Manager, SEC Internship Program  
 Date \_\_\_\_\_

**Marjorie C Dacillo**  
 Officer-in-Charge, HRAD  
 Program Director, SEC Internship Program  
 Date \_\_\_\_\_

### 1. Internship Details

Approved Length of Internship				
Inclusive Dates	<i>Start</i>	<i>End</i>		
<i>Reporting Schedule</i>	Monday	Tuesday	Wednesday	Thursday
				Friday
<i>Work Hours per Week</i>	<i>Start</i>	<i>End</i>		
<i>Remarks</i>				

### 2. Placement Details

Department/Office			
Division/Unit			
Supervisor/Mentor (Principal) <i>(Must be a regular/permanent employee)</i>			
Job Title			
<i>Email Address</i>	<i>Contact Number</i>		
Supervisor/Mentor (Alternate) <i>(Must be a regular/permanent employee)</i>			
Job Title			
<i>Email Address</i>	<i>Contact Number</i>		