



University of Cabuyao
(PAMANTASAN NG CABUYAO)

Internship Manual

2023 Edition





INTERNSHIP MANUAL 2023 EDITION



University of Cabuyao
(PAMANTASAN NG CABUYAO)

INTERNSHIP MANUAL 2023 Edition

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Publisher

University of Cabuyao

through the leadership of

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UNIVERSITY OF CABUYAO

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Laguna, Phillippines 4025*

MANIFESTATION

This is to acknowledge that I,

[Redacted Name]

Printed Name

have read and understood the Internship Manual. I hereby acknowledge and affirm our commitment to abide by the guidelines outlined in the Internship Manual. I understand that this manual serves as a vital resource in guiding us throughout our internship journey, and I pledge to adhere to its principles, values, and ethical standards.

By signing this manifestation, I express my dedication to upholding the integrity, professionalism, and highest standards of practice during the internship period. I will strive to make this a transformative experience that enhances our knowledge, skills, and ethical foundations, paving the way for a future of excellence in our respective fields..

I acknowledge and comprehend that the information and contents within this manual are subject to revisions and updates as necessary to ensure its relevance and effectiveness over time.

Further, I am allowing University of Cabuyao and any of its authorized third party service provider to collect, use, and process my personal data, when in the school's determination, a legitimate educational institution interest exists, and other like circumstances.

The authorization and consent will continue to have effect throughout the duration of my stay with the University and the period set until destruction or disposal of records.

[Redacted Signature]

Signature

[Redacted Date]

Date

INTERNSHIP MANUAL

Description

The guideline establishes a robust set of guidelines and procedures that will govern and optimize the management of clinical practice within the University. By implementing these guidelines, we aim to create a culture of excellence, where the provision of safe, high-quality, and evidence-based care becomes the norm.

This ensures that all Clinical Instructors and students within our University are equipped with the necessary tools, resources, and knowledge to deliver care that meets the highest standards. It places a strong emphasis on patient safety, promoting best practices, and fostering a culture of continuous improvement.

Furthermore, this guideline recognizes the importance of professional growth and development among our healthcare providers. By providing clear guidelines and opportunities for ongoing education, training, and mentorship, we strive to empower our Clinical Instructors and students to continuously enhance their skills, expand their knowledge base, and stay abreast of the latest advancements in their respective fields.

Relevant to

Internship Coordinators and Student Interns

Responsible Officer

Director, Placement, Alumni, and Linkages Department
All College Deans

Year Approved

2023

Dissemination

The guidelines articulated in this manual are uploaded and viewable through Quality Document Management System (QDMS).





MESSAGE FROM THE CITY MAYOR/ CHAIRMAN OF THE BOARD

Binabati ko kayo ng pinakamainit at taos-pusong pagbati habang inyong sinisimulan ang mapagpabagong paglalakbay ng propesyonal na paglago at pag-unlad sa pamamagitan ng programa ng internship.

Ang karanasang internship ay naglilingkod bilang isang mahalagang tulay sa pagitan ng akademikong kaalaman at praktikal na aplikasyon. Ito ay isang hakbang patungo sa isang kinabukasang puno ng mga oportunidad, at pinapupurihan namin ang bawat isa sa inyo sa pagtanggap ng mahalagang karanasang ito sa pag-aaral. Sa aktibong pakikilahok sa mga internship, inyong itinatag ang pundasyon para sa isang matagumpay na karera at inyong hinuhubog ang lakas-paggawa ng kinabukasan ng ating lungsod.

Sa paglalim ninyo sa inyong mga tungkulin, hinihimok namin kayong lubos na gamitin ang oportunidad na ito. Lubos na magpakalugod sa inyong trabaho, nang buong puso'y umalam ng kaalaman, at aktibong makilahok sa mga organisasyon na nagbukas ng kanilang mga pintuan upang kayo'y tanggapin. Ang praktikal na mga kakayahan, kritikal na pag-iisip, at propesyonal na mga network na inyong maipapaunlad sa panahong ito ay magiging mahalagang yaman sa buong inyong mga karera.

Naniniwala kami sa inyong potensyal at sa malaking kontribusyon na inyong magagawa sa inyong mga larangan. Tandaan na ang lungsod ay nakatindig nang malakas sa likod ninyo, nagbibigay ng suporta, mga kagamitan, at isang network ng mga oportunidad upang tiyakin ang inyong tagumpay.

HON. DENNIS FELIPE C. HAIN (Sgd)
City Mayor/Chairman of the Board

MESSAGE FROM THE UNIVERSITY PRESIDENT



Internships provide a unique opportunity for students to bridge the gap between theory and practice, allowing them to apply their knowledge in real-world settings. The hands-on experience gained through internships not only equips our students with the necessary skills but also cultivates a deeper understanding of their chosen fields. It is through these experiences that they develop the resilience, adaptability, and critical thinking abilities that will serve them well in their future endeavors.

To our student interns, I encourage you to approach your internships with enthusiasm and a willingness to learn. Take advantage of every opportunity to engage with your colleagues, seek guidance from your supervisors, and immerse yourself fully in the tasks and projects assigned to you.

To our internship coordinators, I extend my heartfelt gratitude for your unwavering support and guidance. Your commitment to cultivating meaningful relationships with our industry partners, identifying valuable internship placements, and providing ongoing mentorship is truly commendable. Your dedication ensures that our students receive the best possible opportunities to develop their skills and expand their professional networks.

As we move forward, I encourage all of you to embrace the values of integrity, professionalism, and collaboration throughout the internship process. Treat each other with respect, foster an inclusive environment, and prioritize open communication. Together, we can create an atmosphere where learning flourishes, and the impact of internships is maximized.

Wishing you all a successful and enriching internship experience.

DR. CHARLEMAGNE G. LAVIÑA (Sgd)
University President III



MESSAGE FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

An internship can be an important first step in your career as it provides valuable hands-on work experience to complement your academic studies. This internship manual serves as a comprehensive resource to support your success throughout your practicum journey. It is important to familiarize yourself with the goals, objectives, and expectations of both the University of Cabuyao and the partner school, organization, or firm where you will be interning.

By understanding the guidelines outlined in this manual, you can effectively coordinate your training plan and maximize the learning opportunities presented during your on-the-job training experience. The manual also provides information on the organization's communication practices, which should serve as a guide for your professional growth. Additionally, keeping a weekly progress report will help ensure you stay on track to achieve your objectives, and these reports will be reviewed by the respective faculty practicum coordinator. Remember to adhere to deadlines and requirements and maintain regular contact with your faculty practicum coordinator to demonstrate your commitment and appreciation for the organization where you are interning and to uphold the honor of the Dangal ng Bayan. Your reports will contribute to the continuous improvement of the University of Cabuyao's on-the-job training program and guidelines.

By making meaningful connections and demonstrating professionalism, you can build a positive reputation during your internship. We wish you the best of luck and hope you thoroughly enjoy your internship experience.

DR. RENELINA D. MAÑABO (Sgd)
Vice President, Academic Affairs

MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT AND AUXILIARY SERVICES



Welcome to the internship program of the University of Cabuyao (Pamantasan ng Cabuyao)! We are delighted to present you with the University's Internship Manual, designed to provide you with valuable guidance and support as you embark on your internship journey. This manual serves as a comprehensive resource to help you navigate the exciting and rewarding world of internships, equipping you with the necessary tools to make the most of this crucial phase in your academic and professional development.

Internships play a pivotal role in bridging the gap between theory and practice, offering you the opportunity to apply your classroom knowledge to real-world scenarios. They allow you to gain practical experience, develop essential skills, expand your professional network, and explore potential career paths. By engaging in internships, you will not only enhance your resume but also lay a strong foundation for your future endeavors.

Remember, your internship experience is what you make of it. Embrace the opportunities, be proactive, and maintain a positive and professional attitude throughout. Your dedication, commitment, and willingness to learn will undoubtedly leave a lasting impression on your supervisors and colleagues.

We encourage you to utilize this manual as a companion throughout your internship journey. We are confident that it will serve as a valuable resource, equipping you with the knowledge and skills necessary to succeed in your internship and beyond.

Wishing you a fulfilling and transformative internship experience!

DR. FLORANTE A. MAGPAYE (Sgd)
Vice President, Student Development and Auxiliary Services

CONTENTS

PAGE

12	Institutional Philosophy and Objectives
14	Graduate Attributes
16	Placement, Alumni, and Linkages Department Philosophy and Objectives
18	Organizational Structure
20	PNC:PRE-GU-13 Management of Internship at University of Cabuyao (Pamantasan ng Cabuyao)
31	Forms

INSTITUTIONAL PHILOSOPHY & OBJECTIVES

INSTITUTIONAL VISION

A premier educational institution of higher learning in Region IV, developing globally-competitive and value-laden professionals and leaders instrumental to community development and nation building.

INSTITUTIONAL MISSION

As an institution of higher learning, PnC is committed to equip individuals with knowledge, skills and values that will enable them to achieve their professional goals and provide leadership and service for national development.

INSTITUTIONAL QUALITY POLICY

Pamantasan ng Cabuyao commits to adhering to statutory and regulatory requirements, promoting high levels of customer engagement, and maintaining an effective quality management system through periodic review and communication of quality objectives for continuous improvement of quality services in instruction, research, and extension.

INSTITUTIONAL QUALITY OBJECTIVES

1. To promote analytical thinking among the faculty and students for continuing intellectual growth and advancement of learning and research.
2. To develop the youth to become responsible leaders, as well as productive and actively involve citizens of the local and global community with good values and excellent character.
3. To preserve, enrich, and transmit the historical, cultural heritage, and desirable Filipino values and character.
4. To nurture an integrated multi-disciplinary university that promotes excellence in instruction, research, and extension.
5. To be the research and development arm of the local government unit.
6. To strengthen industry-academe-LGU linkage in order to realize the vision and mission of the University

GRADUATE ATTRIBUTES

Professionally Competent Individual

Demonstrate the qualities required to carry out the tasks in the profession or occupation to the standards anticipated in independent employment or practice

Proficient Communicator

Clearly express thoughts and ideas, listen effectively, use communication for a wide range of objectives and make use of a variety of media and technology

Analytical and Problem Solver

Show a systematic method to problem-solving by combining critical and creative thinking abilities

Lifelong Learner

Engage in continual learning in one's specialization

Team Leader or Player

Perform independently and cooperatively to accomplish worthwhile goals; agile and adaptive to help team or project produce the results that are needed; collaborate with others; and make valuable contributions to their outputs

Productive Individual

Deliver the expected outcome of the assigned task as employee of an organization

Socially and Ethically Responsible Citizen

Maintain stature and behavior that uphold the Professional Code of Ethics; apply ethical reasoning and decision-making process to address situations of ethical distress and moral dilemma

Technology-Driven Professional

Use appropriate technology to perform safe and efficient activities within the field of specialization

Value-Laden Individual

Convey positive Filipino values in one's decisions and actions

PLACEMENT, ALUMNI, AND LINKAGES PHILOSOPHY AND OBJECTIVES

QUALITY OBJECTIVES

To engage with beneficial alliances with enterprises, industries, educational institutions, and private or public companies or agencies that will aid the university in achieving its objectives and mission and enhance the standard of its academic program.

KEY RESULT AREA 01

Mutually beneficial partnerships thru MOA/MOU

KEY PERFORMANCE INDICATORS

1. # of MOAs formed with external organizations
2. Evaluation result of MOA/MOU/LOA implementation

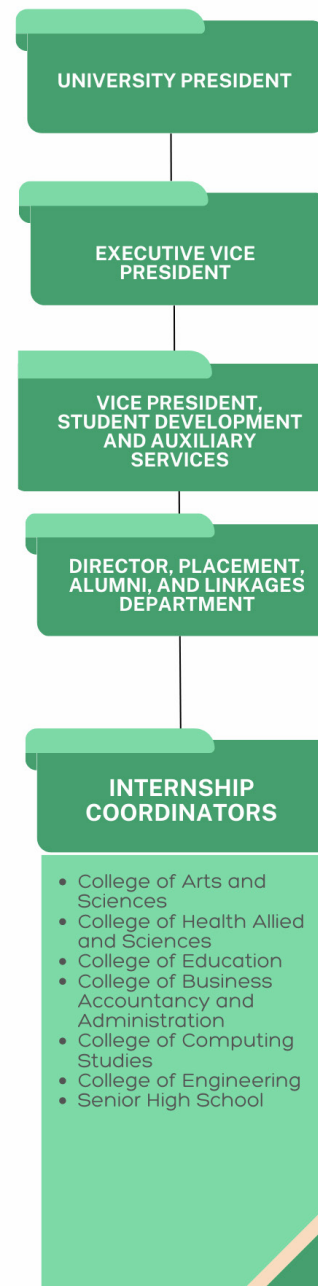
KEY RESULT AREA 02

Quality Graduates

KEY PERFORMANCE INDICATORS

1. Employment rate out of 100% tracked graduates
2. Relevant Employment rate out of 100% tracked graduates
3. Percentage of college graduates per program with leadership/supervisory roles in their workplace/community
4. Percentage of graduating class hired by during Career Fair

ORGANIZATIONAL STRUCTURE



GUIDELINES

MANAGEMENT OF INTERNSHIP AT UNIVERSITY OF CABUYAO (PAMANTASAN NG CABUYAO)

PNC:AA-GU-13

The University recognizes the importance of providing students with practical learning experiences through the Student Internship Program in the Philippines (SIPP). This is in line with the Commission on Higher Education's (CHED) CMO No. 104 s. 2017, which provides revised guidelines for SIPP for all programs.

The University acknowledges that student learning should not be limited to classroom instruction alone. Instead, students should be given the opportunity to apply what they have learned in real-world settings, where actual problems and challenges arise, and where solutions are experimented on. Through the internship program, the University aims to provide students with this kind of exposure to further prepare them for their future careers.

The internship program is an essential component of the University's academic curriculum. It is designed to enable students to gain practical experience and acquire essential skills that are relevant to their chosen field of work. Through the program, students are given the opportunity to observe and participate in real work situations, to develop their problem-solving and critical thinking skills, and to hone their communication and teamwork abilities.

Section 1. General Policies

1. In accordance with CMO No. 104 s. 2017, the University expands its degree academic programs to meet the needs of the industry. It fosters mutually beneficial industry-academic collaboration and linkages, as well as strengthens career guidance.
2. The Pamantasan ng Cabuyao Internship Program is a graduation requirement that is designed to immerse students in an appropriate work environment.
3. It will increase productivity, gain knowledge, and teach the value of respect in the workplace.
4. PNC commits to adhering to the requirements of CHED Memorandum Order (CMO) No.4, series of 2020 and the Guidelines on the Required Health Standards in Basic Education Offices and Schools per DepEd Order No. 014, series of 2020 for the Education programs to promote the well-being of students and ensure the quality of their learning and exposure while undergoing Internship.
5. The number of hours required from a student intern varies according to the approved curriculum of the degree program.

PROGRAM	# OF HOURS
Bachelor of Science in Psychology	450 hours (industrial, educational, and clinical)
Bachelor of Science in Computer Science	300 hours
Bachelor of Science in Information Technology	500 hours
Bachelor of Science in Computer Engineering	240 hours
Bachelor of Science in Electronics Engineering	240 hours
Bachelor of Science in Industrial Engineering	240 hours
Bachelor in Secondary Education	360 hours
Bachelor in Elementary Education	360 hours
Bachelor of Science in Accountancy	400 hours
Bachelor of Science in Business Administration	600 hours
Bachelor of Science in Nursing	2,703 hours

6. On Inking Partnership

- a. The University shall enter into agreements only with duly licensed/accredited Host Training Establishment (HTE) and comply with the requirements and provisions of this guidelines.
- b. There shall be duly notarized Memorandum of Agreement (MOA) or Terms of References (TOR) between the University and the company to be recognized as Host Training Establishment (HTE), hence, only the recognized HTEs shall be the venue for the Internship Program.
- c. All MOAs should be signed and represented by the University President. Witnesses shall include VPAA and VP SDAS.
- d. The Dean together with the Placement, Alumni, and Linkage Department Director and Internship Teaching Personnel shall supervise and monitor the Internship to ensure the smooth implementation and execution of the provision in the quality procedures.
- e. Companies requesting student interns shall submit letter of request together with copy of SEC or DTI Registration or Certification from Local Government Unit (LGU) addressed to the PALD Director. The latter shall endorse the request to the University President thru the Vice President for Student Affairs and Auxiliary Services and Vice President for Academic Affairs.

Section 2. Specific Policies

1. On Grading System

- a. The grading components of the internship courses are as follows. Grades will only be encoded during the Finals period.

15%	Weekly Journal Entry (PNC:AA-FO-31)
60%	Student Intern Performance Evaluation Form (PNC:AA-FO-24)
25%	Internship Portfolio
100%	

- b. The Outstanding Student Intern Award will be presented to the top-ranking student intern in each college. Awarding shall be made during the Recognition Day facilitated by the University.
- 2. On Endorsement of Internship Coordinator
 - a. The Dean/Principal recommends to Placement, Alumni, and Linkage Department the Internship Coordinator per program at least three months before the enrolment period.
 - b. The Internship Coordinator shall be given an appointment letter by the VPAA. A copy shall be given to VP SDAS.
 - c. Program Chairs/Coordinators may be assigned as Internship Teaching Personnel in exigency case.
 - d. Qualification of Internship Teaching Personnel:
 - i. Full-time faculty of the University (Part timers are not allowed to be appointed as Internship Teaching Personnel, except for exigency case);
 - ii. With specialization related to the Internship program to be monitored;
 - iii. With at least satisfactory evaluation based on previous evaluation, if applicable.
- 3. On functions and responsibilities of Placement, Alumni, and Linkage Director
 - a. Initial Phase
 - i. Facilitate signing and notarization of MOA or TOR
 - ii. Coordinate with University Health Department (UHD) the schedule of medical and dental examination at least two months prior to enrolment of Internship; For BSN, a pregnancy test result and Hepa Screening is required to be submitted to the UHD.
 - iii. Coordinate with Guidance and Counseling Department on the schedule of psychological exam to determine if

- student interns are emotionally fit at two months prior to enrolment of Internship
- iv. Prepare and distribute the Internship Manual to all enrolled Internship students
- v. Coordinate the appropriate insurance coverage to include travel, medical, and health to the student interns during the duration of the Internship
- vi. Maintain and post updated list of recognized HTEs at least two months prior enrolment
- vii. Conduct orientation with students and parents on guidelines, objectives, processes, learning outcomes, prescribed forms, work environment issues (laws against sexual harassment, deplorable training conditions, exploitation, etc), resume writing, and work ethics at least two weeks before the end of preceding semester;
- viii. Document attendance of students in orientation and similar activities
- ix. Remind the teaching personnel on the availability of all internship forms at the QDMS of the University.
- b. Beginning Phase
 - i. Supervise the implementation of activities and requirements of Internship programs;
- c. Termination Phase
 - i. Compiles the submitted grades for best Internship Award
 - ii. Facilitate deliberation of candidates for Best Internship Award
 - iii. Consolidate and submit the annual report of Internship, copy of duly notarized MOA or TOR, training plan, and list of HTEs and student interns certified by the Vice President for Academic Affairs to CHED within ten days after encoding of grades (PNC:AA-FO-20 and PNC:AA-FO-21)
 - iv. Analyze the consolidated results of Internship-Related Activities Evaluation Forms
 - Internship Host Training Establishment Evaluation Form (PNC:AA-FO-22)

- Internship Program Evaluation Form (PNC:AA-FO-23)
- Student Intern Performance Evaluation Form By Internship Supervisor (PNC:AA-FO-24)

4. On functions and responsibilities of Internship Coordinator

a. Initial Phase

- i. Endorse student to the Host Training Establishment (HTE)
- ii. Ensure that the student interns will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities specified in the approved training plan (PNC:AA-FO-25)
- iii. Prepare coded recommendation letter based on the submitted Internship HTE Request for Recommendation Letter Form (PNC:AA-FO-26). Letters shall be enrolled through the Document Control Form at the QMPD.
- iv. Coordinate with the Internship Supervisor as to the required training forms to be used for evaluating the student trainee
- v. Advise the student intern to abide by the HTE's policies and internship Rules and Regulations and any violation thereof during the internship may be a ground for withdrawal of the student-intern from the Internship program.
- vi. Advise the students to exercise diligence in the performance of the tasks assigned to them and that the student-interns shall be responsible for any and all liabilities and damages to person or property as a consequence of their intentional or negligent acts during the Internship

b. Beginning Phase

- i. Schedule and facilitate the phone/virtual/onsite checking of student interns at least once every semester.
- ii. Monitor the progress of the student intern

c. Termination Phase

- i. Analyze program based-evaluation results and submit report to the Program Chair, Dean, and PALD Director
 - Internship Host Training Establishment Evaluation Form (PNC:AA-FO-22)
 - Internship Program Evaluation Form (PNC:AA-FO-23)
 - Student Intern Performance Evaluation Form By Internship Supervisor (PNC:AA-FO-24)

ii. Encode the grades as scheduled

5. On requirements, functions, and responsibilities of Internship/ Practicum students

- a. Enroll officially in Internship after passing all the minor and major (professional) courses offered in the 1st, 2nd, and 3rd year of the curricula
- b. Attend Internship Pre-deployment Orientation and Learning Session
- c. Process the following pre-entry requirements
 - i. Receiving copy of Application letter
 - ii. Curriculum Vitae (PNC:AA-FO-27)
 - iii. Receiving copy of Recommendation Letter
 - iv. Notarized Student Internship Consent Form (PNC:AA-FO-28). To verify the authenticity of the signatures, presentation of valid ID with signature of the parents/ guardian shall be made.
 - v. Medical Clearance
 - vi. Psychological Assessment Certificate
 - vii. Insurance MOA c/o the PALD Director
 - viii. Notarized MOA, LOA, or TOR
 - ix. Student Internship Acceptance Form (PNC:AA-FO-29).
 - x. Company Profile
 - xi. Attend Pre-Deployment Orientation and Learning Session
- d. Complete the required number of training hours as evidenced by the Student Internship Daily Time Record (PNC:AA-FO-30).

- e. Strictly observe the dress code of the HTE
- f. Comply with the provisions of the contract and/or agreement including the rules and regulations of the HTEs
- g. Ensure that all confidential information obtain during the course of the internship shall not be disclosed to any person or party without the written permission of the HTE.
- h. Attend to and submit terminal requirements

- i. Certificate of Completion
- ii. Internship Host Training Establishment Evaluation Form (PNC:AA-FO-22)
- iii. Internship Program Evaluation Form (PNC:AA-FO-23)
- iv. Manuscript/ePortfolio. Template is as follows:

- Cover/Title Page
- Biographical Sketch
- Acknowledgement
- Table of Contents
- Host Training Establishment Profile
 - 1. Company Profile
 - 2. Photos
- Internship Proper
 - 1. Narrative & Insights of Internship Learning Experiences
 - 2. Recommendations
 - a. Students
 - b. Internship Program
 - c. Curriculum
 - d. Host Training Establishment
 - 3. Accomplished Internship Training Plan
 - 4. Daily Student Internship Journal
- Appendices
 - 1. Received Application Letter
 - 2. Curriculum Vitae
 - 3. Received Recommendation Letter
 - 4. Student Internship Acceptance Form
 - 6. Certificate of Completion of Training
 - 7. Memorandum of Agreement/Letter of Agreement/Terms of References

- 8. Notarized Student Internship Consent Form
- 9. Insurance Policy
- 10. Medical Certificate
- 11. Psychological Certificate
- 12. Work Samples/Outcomes

- i. When applicable, file issues/concerns immediately to the Internship Teaching Personnel/DC/Dean and HTE representative/s for appropriate action.
- j. When applicable, file a resignation letter to the HTE with a corresponding copy to be submitted to the Internship Teaching Personnel and Dean prior to any change or transfer of HTE

6. On functions and responsibilities of Host Training Establishment

- a. Provide student-intern with appropriate tasks that will give them ample and practical work experiences in their field of specialization for a period of internship hours
- b. Assign personnel who will orient, monitor, and supervise the student-trainee, especially on those which pertain to the internship rules and regulations safety and security precautions
- c. Orient the student-intern on the policies of the company including its Internship rules and regulations
- d. Prepare the training plan using the prescribed form (PNC:AA-FO-25). in coordination with the Internship Teaching Personnel
- e. Allow the duly designated Internship Teaching Personnel to check on the progress/performance of the student trainees from time to time.
- f. Accomplish necessary forms required by the University (Acceptance Form, Training Plan, and Performance Evaluation Report) in connection with the training requirements
- g. Monitor and evaluate the performance of the student-intern during the entire internship period
- h. Issue the Certificate of Completion to the student-trainee upon fulfillment of all the training requirements

7. Students must not undergo Internship in their family business or relative's nor undergo Internship unrelated to his/her degree program as stipulated in the recommendation letter and/or student training plan.
8. Students who shall be found guilty of grave offenses such as, gambling, theft, and other similar acts, tampering, forgery, and pilferage among others, after thorough investigations conducted by the internship Teaching Personnel and HTE representative/s, will be given a failing grade in the internship Program.
9. Contracts with HTEs shall be terminated, after conduct of thorough investigations, if the following has been committed:
 - a. Violation of any of the provisions of the MOA, LOA, or TOR;
 - b. Changing provisions of the signed internship contract/ and or agreement without the consent of the student intern and the University;
 - c. Non-compliance with the prescribed internship plan;
 - d. Placing student interns in internship venues which degrade, debase, or demean the intrinsic worth and dignity of the student intern as a human being;
 - e. Withholding practicum reports of student interns without just cause; and
 - f. Such other acts similar or analogous to the foregoing and activities classified as human trafficking under RA NO 9208 and such other similar issuances that is in violation of the provisions herein.

LIST OF FORMS

PNC:AA-FO-20 Annual Report in the Implementation of Student Internship Program in the Philippines (SIPP)

PNC:AA-FO-21 Report on the List of Host Training Establishments (HTES) and Student Interns Participants Student Internship Program in the Philippines

PNC:AA-FO-22 Internship Host Training Establishment Evaluation Form

PNC:AA-FO-23 Internship Program Evaluation Form

PNC:AA-FO-24 Student Intern Performance Evaluation Form

PNC:AA-FO-25.1 Student Internship Training Plan Form for BS Accountancy

PNC AA-FO-25.2 Student Internship Training Plan Form for BS Computer Engineering

PNC AA-FO-25.3 Student Internship Training Plan Form for BS Information Technology

PNC AA-FO-25.4 Student Internship Training Plan Form for BS Computer Science

PNC AA-FO-25.5 Student Internship Training Plan Form for BS Psychology (Clinical)

PNC AA-FO-25.6 Student Internship Training Plan Form for BS Electronics Engineering

PNC AA-FO-25.7 Student Internship Training Plan Form for BS Industrial Engineering

PNC AA-FO-25.8 Student Internship Training Plan Form for BSBA major in Financial Management

PNC AA-FO-25.9 Student Internship Training Plan Form for BSBA major in Marketing Management

PNC AA-FO-25.10 Student Internship Training Plan Form for Education programs

PNC AA-FO-26 Request for HTE Recommendation Letter

PNC AA-FO-27 Student Curriculum Vitae

PNC AA-FO-28 Student Internship Consent Form

PNC AA-FO-29 Student Internship Acceptance Form

PNC AA-FO-30 Student Internship Daily Time Record (DTR) Form

PNC AA-FO-31 Weekly Daily Journal

NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's part of a bound notebook.

The seal of the University of Cabupao is a circular emblem. The outer ring contains the text "University of Cabupao" at the top and "PAMANTASAN NG CABUYAO" at the bottom, separated by two stars. Inside the ring is a shield-shaped crest. The crest features a building with a clock tower, the year "2003" at the top, and the motto "PEACE, PROSPERITY, SERVICE" at the bottom. The word "CABUYAO, LAGUNA" is written across the base of the shield.

Dangal ng Bayan.
bringing pride and honor to the nation.