



Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)



Internship —

HANDBOOK

2023-2028

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

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MANAGEMENT OF INTERNSHIP AT PAMANTASAN NG CABUYAO

Short Description:

A guideline on internship functions of the University

Responsible Officer

Director, Placement, Alumni, and Linkages

Responsible Office

Placement, Alumni, and Linkages
Department

Date Approved

2023

Date of Effectivity

February 1, 2023

Dissemination

This guideline is uploaded to and viewable through Document Management System (DMS).



WELCOME!

The Internship Program at the Pamantasan ng Cabuyao (University of Cabuyao) aims to familiarize and expose students to the workplace while also providing opportunities for real-world experience in the fields of health, education, arts and sciences, computing, engineering, and business. Students enrolled in practicum are expected to demonstrate their competence, abilities, content knowledge, instructional practice, and professional responsibilities in their practicum settings.

This document covers the general guidelines in managing the internship program. It specifies the exact standards, duties, and responsibilities of the host organization/partner industry, the administration, student interns, and in-charge teachers.



VISION

Pamantasan ng Cabuyao envisions to be a premier institution of higher learning in Region IV, developing globally-competitive and value professionals and leaders instrumental to community development and nation-building

MISSION

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

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.



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.

CORE VALUES

As a God-fearing institution respecting multi-faith of people, PnC adheres to the following core values:

- Personal Dignity
- Nurturing Community
- Commitment to Excellence

PLACEMENT, ALUMNI, & LINKAGE DEPARTMENT PHILOSOPHY & OBJECTIVES

1. 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

Mutually beneficial partnerships thru MOA/MOU

Key Performance Indicator

- # of MOAs formed with external organizations
- Evaluation result of MOA/MOU/LOA implementation

Key Result Area

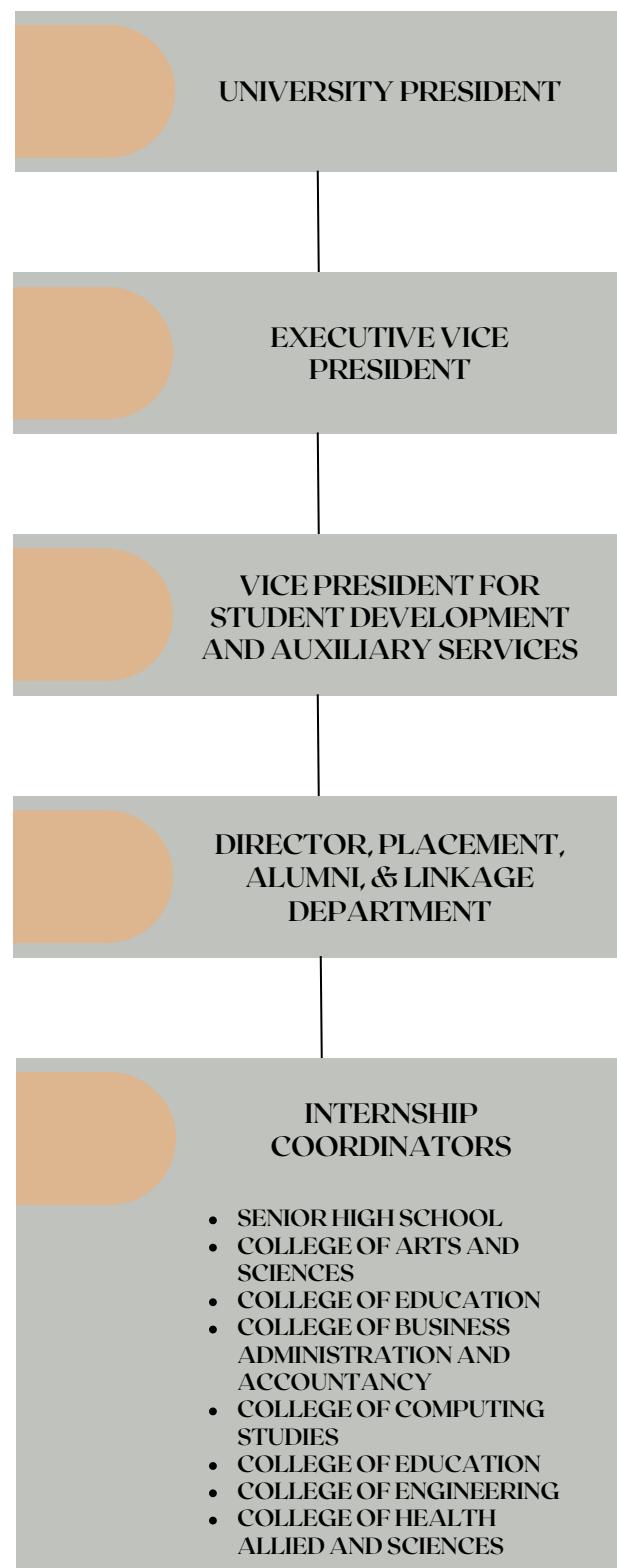
Quality Graduates

Key Performance Indicator

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



ORGANIZATIONAL STRUCTURE



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

MANAGEMENT OF INTERNSHIP AT PAMANTASAN NG CABUYAO

General Policies

- In support of CMO No. 104 s. 2017, the University shall enrich the degree academic programs to respond to the needs of the industry. It shall promote mutually supportive industry academe collaboration and linkages and strengthen career guidance.
- The Internship Program of Pamantasan ng Cabuyao is considered as the culminating requirement for graduation designed to immerse the students in an appropriate work environment.
- It shall attempt to develop productivity in, acquire knowledge on, and learn the value of respect in the workplace.
- To promote the well-being of students and guarantee quality of their learning and exposure while undergoing Internship, PNC commits itself to adhere 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 School per DepEd Order No. 014, series of 2020 for the Education programs.
- The following are the objectives of the Learning Continuity Plan for the Implementation of Internship:
 1. Make sure the teaching and learning process is continuous;
 2. Put into practice the theories, principles, and skills learnt in professional courses;
 3. Possess all the skills and knowledge required for their line of work; and
 4. Find novel approaches to tackling fresh demands, ideas, and information.

Specific Policies

- The number of hours required from a student intern varies according to the approved curriculum of the degree program.

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

- 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.
- 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.
- Contracts with HTEs shall be terminated, after conduct of thorough investigations, if the following has been committed:
 1. Violation of any of the provisions of the MOA, LOA, or TOR;
 2. Changing provisions of the signed internship contract/ and or agreement without the consent of the student intern and the University;
 3. Non-compliance with the prescribed internship plan;
 4. Placing student interns in internship venues which degrade, debase, or demean the intrinsic worth and dignity of the student intern as a human being;
 5. Withholding practicum reports of student interns without just cause; and
 6. 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.

On Inking Partnership.

- 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.
- 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.
- All MOAs should be signed and represented by the University President. Witnesses shall include VPAA and VP SDAS.
- The Dean together with the Placement, Alumni, and Linkage 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.
- 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 Academics Affairs.

On Endorsement of Internship Coordinator

- The Dean/Principal recommends to Placement, Alumni, and Linkage Department the Internship Coordinator per program at least three months before the enrolment period.
- The Internship Coordinator shall be given an appointment letter by the VPAA. A copy shall be given to VP SDAS.
- Program Chairs/Coordinators may be assigned as Internship Teaching Personnel in exigency case.
- Qualification of Internship Teaching Personnel:
 1. Full-time faculty of the University (Part timers are not allowed to be appointed as Internship Teaching Personnel, except for exigency case);
 2. With specialization related to the Internship program to be monitored;
 3. With at least satisfactory evaluation based on previous evaluation, if applicable.

Functions of PALD Director

PRE-INTERNSHIP PHASE

- Facilitate signing and notarization of MOA or TOR
- Coordinate with Medical and Dental Clinic 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 Medical and Dental Clinic.
- Coordinate with Guidance Office on the schedule of psychological exam to determine if student interns are emotionally fit at two months prior to enrolment of Internship
- Prepare and distribute the Internship Handbook to all enrolled Internship students
- Facilitate the appropriate insurance coverage to include travel, medical, and health to the student interns during the duration of the Internship
- Maintain and post updated list of recognized HTEs at least two months prior enrolment
- 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;
- Document attendance of students in orientation and similar activities
- Issue soft copy of Internship-related forms to Internship Coordinator during the orientation
- Prepares the institutional requirements as prescribed by the CMO such as Government permit of program, when needed.

IMMERSION PHASE

- Supervise the implementation of activities and requirements of Internship programs

Functions of PALD Director

POST-INTERNSHIP PHASE

- Compiles the submitted grades for best Internship Award
- Facilitate deliberation of candidates for Best Internship Award
- 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)
- Analyze the consolidated results of Internship-Related Activities Evaluation Forms
 1. Internship Host Training Establishment Evaluation Form (PNC:AA-FO-22)
 2. Internship Program Evaluation Form (PNC:AA-FO-23)
 3. Student Intern Performance Evaluation Form By Internship Supervisor (PNC:AA-FO-24)

Functions of Internship Coordinator

RE-INTERNSHIP PHASE

- Endorse student to the Host Training Establishment (HTE)
- 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)
- Prepare coded recommendation letter based on the submitted Internship HTE Request for Recommendation Letter Form (PNC:AA-FO-28). Letters shall be enrolled through the Document Control Form at the QMPD.
- Coordinate with the Internship Supervisor as to the required training forms to be used for evaluating the student trainee
- 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.
- 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

IMMERSION PHASE

- Schedule and facilitate the phone/virtual/onsite checking of student interns at least once every semester. For CHS, clinical instructors shall be present at all times with the student interns.
- Monitor the progress of the student intern

RE-INTERNSHIP PHASE

- Analyze program based-evaluation results and submit report to the Program Chair, Dean, and Placement and Linkage Coordinator
- Encode the grades as scheduled

Functions of Internship Students

- Enroll officially in Internship after passing all the minor and major (professional) courses offered in the 1st, 2nd, and 3rd year of the curricula
- Attend Internship Pre-deployment Orientation and Learning Session
- Process the following pre-entry requirements
 1. Receiving copy of Application letter
 2. Curriculum Vitae (PNC:AA-FO-27).
 3. Receiving copy of Recommendation Letter
 4. Notarized Student Internship Consent Form (PNC:AA-LE-28). To verify the authenticity of the signatures, presentation of valid ID with signature of the parents/guardian shall be made.
 5. Medical Clearance
 6. Psychological Assessment Certificate
 7. Insurance MOA c/o the PALD Director
 8. Notarized MOA, LOA, or TOR
 9. Student Internship Acceptance Form (PNC:AA-LE-29).
 10. Company Profile
 11. Attend Pre-Deployment Orientation and Learning Session
- Complete the required number of training hours as evidenced by the Student Internship Daily Time Record (PNC:AA-LE-30).
- Strictly observe the dress code of the HTE
- Comply with the provisions of the contract and/or agreement including the rules and regulations of the HTEs
- 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.
- Attend to and Submit phase over requirements
 1. Certificate of Completion
 2. Internship Host Training Establishment Evaluation Form (PNC:AA-FO-22)
 3. Internship Program Evaluation Form (PNC:AA-FO-23)
 4. Manuscript/ePortfolio
- When applicable, file issues/concerns immediately to the Internship Teaching Personnel/PC/Dean and HTE representative/s for appropriate action.
- 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.

Functions of Host Training Establishment

- 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
- 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
- Orient the student-intern on the policies of the company including its Internship rules and regulations
- Prepare the training plan using the prescribed form (PNC:AA-LE-59). in coordination with the Internship Teaching Personnel
- Allow the duly designated Internship Teaching Personnel to check on the progress/performance of the student trainees from time to time.
- Accomplish necessary forms required by the University (Acceptance Form, Training Plan, and Performance Evaluation Report) in connection with the training requirements
- Monitor and evaluate the performance of the student-intern during the entire internship period
- Issue the Certificate of Completion to the student-trainee upon fulfillment of all the training requirements

Format of Internship Portfolio

- A. Cover/Title Page
- B. Biographical Sketch
- C. Acknowledgement
- D. Table of Contents
- E. Host Training Establishment Profile
 - 1. Company Profile
 - 2. Photos
- F. 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
- G. Appendices
 - 1. Received Application Letter
 - 2. Curriculum Vitae
 - 3. Received Recommendation Letter
 - 4. Student Internship Acceptance Form
 - 5. Certificate of Completion of Training
 - 6. Memorandum of Agreement/Letter of Agreement/Terms of References
 - 7. Notarized Student Internship Consent Form
 - 8. Insurance Policy
 - 9. Medical Certificate
 - 10. Psychological Certificate
 - 11. Work Samples/Outcomes



FORMS



FORM 20: ANNUAL REPORT IN THE IMPLEMENTATION OF SIPP

PNC:AA-FQ-20 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

ANNUAL REPORT IN THE IMPLEMENTATION OF STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP)

Annex C

1st semester, Academic Year _____

HEI: Pamantasan ng Cabuyao
Address: Katapatan Homes Subdivision, Banay-banay, Cabuyao City
Degree Program:

Issues & Concerns Encountered	Solutions	Recommendations

Prepared by:	Reviewed by:	Certified Correct by:
Internship Personnel-in-Charge Signature Over Printed Name Date:	Director, Placement Alumni & Linkage Department Signature Over Printed Name Date:	Dean Signature Over Printed Name Date:

FORM 21: REPORT ON THE LIST OF HOST TRAINING ESTABLISHMENTS (HTES) AND STUDENT INTERNS PARTICIPANTS STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES ANNEX D

PNC:AA-FQ-21 rev 0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division

Academic Affairs Division
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

**REPORT ON THE LIST OF HOST TRAINING ESTABLISHMENTS (HTES) AND STUDENT INTERNS PARTICIPANTS
STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES**

Annex D

_____ semester, Academic Year _____

HEI: Pamantasan ng Cabuyao
Address: Katapatan Homes Subdivision,
Degree Program: _____

Partner Host Training Establishment (HTEs)	Name of Student Interns	Program	Gender	Dates of Duration of the Internship
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Prepared by:		Reviewed by:	Certified Correct by:
Teaching Personnel Signature Over Printed Name Date:	Director, Placement Alumni, and Linkage Department Signature Over Printed Name	Dean Signature Over Printed Name	Vice President for Academic Affairs Signature Over Printed Name

FORM 22: INTERNSHIP HOST TRAINING ESTABLISHMENT EVALUATION FORM

PNC:AA-FO-22 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

INTERNSHIP HOST TRAINING ESTABLISHMENT EVALUATION FORM

Semester/Midyear _____ / Academic Year _____

Student Name: _____

Program: _____

Host Training Establishment (HTE): _____

Company Address: _____

Internship Company Supervisor: _____

Position: _____

Please evaluate your internship host-company to help gauge the appropriateness of the company training/practicum to the curricular program, using the following scale. Be assured that any information written on this evaluation form will be treated with utmost confidentiality:

5=Outstanding

4=Very Satisfactory

3=Satisfactory

2=Unsatisfactory

1=Poor

CRITERIA	RATING	COMMENTS/SUGGESTIONS
1. Training given by the Host Training Establishment (HTE) was course-related.		
2. Internship Supervisors were able to impart additional knowledge and skills related to the course of the student.		
3. The working environment was conducive to training and learning.		
4. The Host Training Establishment (HTE) provided complete facilities needed for the training of students.		
5. Training areas/activities specified in the Student Training Plan were successfully carried out.		
6. Interpersonal working relationship with employees of the company was positively maintained.		
7. Safety of the trainees in the workplace was ensured by the company, if applicable		

Rating: _____

Interpretation: _____

Guide to Interpretation:
4.50 – 5.00 Outstanding 3.50 – 4.49 Very Satisfactory 2.75 – 3.49 Satisfactory
2.00 – 2.74 Unsatisfactory 1.00 – 1.99 Poor

Please list new training activities related to your program which you have experienced in the training/practicum but were not specified in the Student Training Plan:	
Will you recommend your OJT host company to future OJT students?	<input type="checkbox"/> Yes <input type="checkbox"/> No Why? _____
What specific curricular programs of students do you think will best fit with the training being provided by your host company?	

I agree to the collection and processing of my data for the purpose of processing the evaluation of host training establishment. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 23: INTERNSHIP PROGRAM EVALUATION FORM

PNC:AA-FO-23 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

INTERNSHIP PROGRAM EVALUATION FORM

Semester/Midyear _____ / Academic Year _____

Student Name: _____ Program: _____
Internship Teaching Personnel: _____

Directions: Based on your experience, please rate the **Internship Program** using the following scale:

5=Outstanding 4=Very Satisfactory 3=Satisfactory 2=Unsatisfactory 1=Poor

Criteria	Rating	Comments/Suggestions
I. Internship Program Objectives		
1. Clarity of Objectives		
2. Attainment of Objectives		
II. Program Guidelines/Policies		
1. Clarity of guidelines and policies		
2. Effective implementation of the guidelines and policies		
3. Relevance or importance of guidelines and policies to the student's training/internship		
III. Internship Activities		
1. Schedule of Activities (Orientation and Seminars)		
2. Venue/Platform of internship Activities		
3. Adequacy of time allotted to meet the deadline for completion of activities		
IV. Internship Teaching Personnel		
1. Availability for consultation and inquiries		
2. Assistance in locating appropriate internship Host Training Establishments (HTE)		
3. Professional dealing with the students		
4. Regular phone/virtual checking		

Other comments and suggestions:

I agree to the collection and processing of my data for the purpose of processing the evaluation of University's Internship Program. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 24: STUDENT INTERN PERFORMANCE EVALUATION FORM

PNC:AA-FO-24 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERN PERFORMANCE EVALUATION FORM

Semester/Midyear _____ / Academic Year_____

NAME OF TRAINEE: _____
PROGRAM: _____ TRAINING PERIOD: _____
ACADEMIC YEAR: _____ [] 1st Sem. [] 2nd Sem. [] Midyear

Please provide a numerical grade for every criterion (with 100 as highest possible rating and 65 as the lowest). Please be guided by the numerical point system given below:

96% - 100% - Excellent
80% - 84% - Fair

90% - 95% - Very Good
75% - 79% - Passed

85% - 89% - Good
below 75% - Failed

CRITERIA FOR EVALUATION	RATING	For OJT Moderator only	
		Assigned Weight (%)	Equivalent
INSTITUTIONAL			
1. Knowledge, Skills, and Abilities (exhibits the required level of work knowledge, skills, and values to perform the tasks assigned)	25		
2. Productivity (is able to accomplish the assigned tasks at a given time)	12.5		
3. Quality of Work (reflects accuracy and efficiency)	12.5		
4. Judgment (effectively analyzes problems; has sound decision-making skills)	10		
5. Communication (expresses ideas clearly; listens well and responds appropriately)	10		
6. Work Habits (complies with the company's work rules and office policies)	10		
7. Initiative (performs work voluntarily)	5		
8. Dependability (works well with less supervision)	5		
9. Attendance and Time Keeping (is consistent and punctual in office/virtual attendance)	5		
10. Social Adjustment to other people (is courteous, a team player, and helpful)	5		
	TOTAL	100	

Other comments on work attitudes and behavior:

Recommendations for the trainee's further improvement in his/her work performance:

Name of Supervisor and Signature:

FORM 25.1: STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS ACCOUNTANCY

PNC:AA-FO-25.1 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS ACCOUNTANCY

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		
STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		
ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		
INTERNSHIP INFORMATION			
Start Date		End Date	
Total No. of Training Hours	Time of Duty		Total No. of Training Hours:
Internship Summary of Responsibilities			

FOR THE COMPANY/INSTITUTION

Training/exposure areas for student assignment (Please fill out):*

PNC:AA-FO-59.1 rev.0 09012021 / Page2

Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
▪ General Accounting	<ul style="list-style-type: none"> Prepares various business documents such as invoices, receipts, debit/credit memos, and vouchers Prepares Journal entry Prepare cost sheets Use accounting software Conducts account reconciliation Process accounts payable Conducts variance analysis Prepare spreadsheet and analysis 	<ul style="list-style-type: none"> Analyze transactions and record them correctly Recognize errors and propose or make correcting entries Prepare properly classified financial reports Operate computerized accounting system 			
▪ Auditing	<ul style="list-style-type: none"> Prepare audit schedules (for internal audit) Perform analytical review of audit documentation Review client accounting and operating procedures and systems of internal control Identify accounting and auditing issues: perform research to resolve the issues that arise Prepare financial statement reports and documentation supporting audit opinions Apply concept of risk assessment Assist in audit fieldwork Prepare audit reports Accomplish other duties related to the performance of audit 	<ul style="list-style-type: none"> Conduct internal or external audit Prioritize tasks, work on multiple assignments and manage ambiguity Work independently and as part of the team professionally 			
▪ Taxation	<ul style="list-style-type: none"> Preparation of tax schedules Encoding of Summary List of Sales and Purchases (SLSP) on the VAT Relief System Prepare various returns using eBIR forms Preparation of the Monthly List of Payees (MAP) Preparation of Summary Alphalist of Withholding Agents of Income Payments Subjected To Creditable Withholding Taxes (SAWT) 	<ul style="list-style-type: none"> Prepare and file BIR Returns Prepare Summary List of Sales and Purchases (SLSP) Prepare Monthly List of Payees (MAP) Prepare Summary Alphalist of Withholding Agents of Income Payments Subjected To Creditable Withholding Taxes (SAWT) 			
▪ Management	Assistance in the preparation of	Prepare financial reports			

FORM 25.1: STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS ACCOUNTANCY

PNC:AA-FO-59.1 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
Accounting	<ul style="list-style-type: none"> reports, budgets, commentaries, and financial statements Preparation of production and manufacturing cost Preparation of variance analysis report Development of reporting and analysis which will provide insights into business trends Assistance in the preparation of other relevant and related reports for decision-making purposes. 	<ul style="list-style-type: none"> such as financial statements and budget Prepare management reports related to cost and decision-making accounting 			
Financial Management	<ul style="list-style-type: none"> Prepare financial forecasts in support of evolving product and strategy decisions Participated in external financial reporting process Work with leaders in Business Line Finance, Treasury, Corporate Planning and Accounting Prepare budget Prepare investment houses Get exposed to financial intermediaries locally and abroad. Get exposed to business operations in the international setting. 	<ul style="list-style-type: none"> Make financial forecast Prepare related reports Make recommendation regarding investments Use Bloomberg in making recommendations Relate exposure to local and international financial intermediaries with finance. 			
Accounting Information System	<ul style="list-style-type: none"> Prepare sales invoice / official receipts and journalize transactions in a Computerized Accounting System Prepare disbursement vouchers in a computerized system Generate financial reports using a computerized system 	<ul style="list-style-type: none"> Proficiency in using Accounting Information System 			

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE

INTERNSHIP TEACHING PERSONNEL

PROGRAM CHAIR

DEAN,

PNC:AA-FO-59.1 rev.0 09012021 / Page4

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 25.2: OJT-STUDENT TRAINING PLAN FOR COMPUTER ENGINEERING

PNC:AA-F0-25.2 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

OJT-STUDENT TRAINING PLAN FORM FOR COMPUTER ENGINEERING

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT					
Host Institution Name:					
Address:					
Supervisor Name:	Title:				
Supervisor Email:	Supervisor Phone#:				
STUDENT INFORMATION					
Name:					
Address:					
Email:	Phone #:				
ACADEMIC INTERNSHIP INFORMATION					
Internship Teacher					
Email:	Phone #:				
INTERNSHIP INFORMATION					
Start Date			End Date		
Total No. of Training Hours		Time of Duty		Total No. of Training Hours:	
Internship Summary of Responsibilities					

PNC:AA-F0-59.5 rev.0 09012021 / Page2

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Semiconductors/ Electronics	<ul style="list-style-type: none"> Operation Control Assembly Testing Manufacture Repair/Maintenance 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Change orientation Decision making Work planning and organizing skills Research orientation skills Record management skills Measurement and evaluation skills 			
<input type="checkbox"/> Control Systems	<ul style="list-style-type: none"> Operation Control Function Repair/Maintenance 	<ul style="list-style-type: none"> Multi-skilling orientation Record management skills Measurement and evaluation skills Intellectual versatility Change orientation Decision making Work planning and organizing skills Research orientation skills 			
<input type="checkbox"/> EDP/MIS Department	<ul style="list-style-type: none"> Familiarization on computer networking, trouble shooting, and database management systems 	<ul style="list-style-type: none"> Acquire an actual knowledge in computer trouble shooting Connect computer networks Acquire experience on the process flow and development of database systems 			
<input type="checkbox"/> ISP (Internet Service Provider)	<ul style="list-style-type: none"> Familiarization on the different functions of the Internet Familiarization on protocols and different networks 	<ul style="list-style-type: none"> Learn the functions and installation of network through Internet 			
<input type="checkbox"/> Solution Provider	<ul style="list-style-type: none"> Familiarization on different types and functions of software SDLC 	<ul style="list-style-type: none"> Acquire knowledge on the system development and different software used in the industry 			

FORM 25.2: OJT-STUDENT TRAINING PLAN FOR COMPUTER ENGINEERING

PNC-AA-FO-59.5 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
[] Training Center	<ul style="list-style-type: none">• Familiarization on computer troubleshooting, networking and computer programming	<ul style="list-style-type: none">• Acquire knowledge on computer assembly, troubleshooting and computer networking			

* At least two training areas

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE
(Signature over Printed Name)

INTERNSHIP TEACHING PERSONNEL
(Signature over Printed Name)

PROGRAM CHAIR
(Signature over Printed Name)

DEAN,
(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 25.3: STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS INFORMATION TECHNOLOGY

PNC:AA-F0-25.3 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)

Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS INFORMATION TECHNOLOGY

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		
STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		
ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		
INTERNSHIP INFORMATION			
Start Date		End Date	
Total No. of Training Hours	Time of Duty		Total No. of Training Hours:
Internship Summary of Responsibilities			

PNC:AA-F0-59.3 rev.0 09012021 / Page2

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Objectives	Activities	Training Duration (hours)	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Computer networking	<ul style="list-style-type: none"> Analyze a problem and formulate a technical solution related to networking Enhance his/her skills and techniques in networking 	<ul style="list-style-type: none"> Configuration of Basic Router and Switch Configuration using Command Line Interface. Creating and troubleshooting Lan Cables Creating LAN and WAN using packet tracer 			
<input type="checkbox"/> System Analysis and Design	<ul style="list-style-type: none"> Enhance his/her communication skills Analyze a problem and formulate a technical solution related to System Analysis and Design Participate in real project creation, analysis and implementation Experience project delivery in time constraint environment 	<ul style="list-style-type: none"> Participation in creating, disseminating, storing and managing information Participation in Software analysis and Design Client relationship management 			
<input type="checkbox"/> Computer Repair and Troubleshooting	<ul style="list-style-type: none"> Troubleshoot problems in different software and hardware issues and apply an appropriate solution 	<ul style="list-style-type: none"> Computer repair and hardware installations and troubleshooting Software installations and troubleshooting 			
<input type="checkbox"/> Web design	<ul style="list-style-type: none"> Use applicable database management system according to the user requirements Design a website Create a web application Experience project delivery in time constraint environment 	<ul style="list-style-type: none"> Webpage lay-out and designing Participation in Database design Publishing web pages on a web hosting site Web application Use of applicable database management system 			

FORM 25.3: STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS INFORMATION TECHNOLOGY

PNC:AA-FO-59.3 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Objectives	Activities	Training Duration (hours)	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Programming	<ul style="list-style-type: none"> Enhance his/her knowledge in programming Use applicable database management system according to the user requirements Analyze problems and apply appropriate solution Create a process that meets the user requirements Experience project delivery in time constrained environment 	<ul style="list-style-type: none"> Programming using C, C++, Java, VB.Net and Android studio and other programming languages Mobile application and design Software Testing / QA Use of applicable database management system 			
<input type="checkbox"/> Graphics and design	<ul style="list-style-type: none"> Experience the use of different multimedia tools appropriate to the design solution Experience practicing skills in design and presentation Create appropriate presentations or design posters based on client requirements 	<ul style="list-style-type: none"> Leaflets, invitation, Poster and any other information materials design and lay-out Website graphics creation Photo enhancement 			
<input type="checkbox"/> Office works (for internal OJT only)	<ul style="list-style-type: none"> Experience the different use of peripheral devices Gain knowledge in doing basic office responsibilities Experience comradery among colleagues and heads 	<ul style="list-style-type: none"> Photocopying/scanning Encoding Sending/receiving letters/memos Technical assistance Answering phone calls 			

* At least two training areas

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE
(Signature over Printed Name)

INTERNSHIP TEACHING PERSONNEL
(Signature over Printed Name)

PROGRAM CHAIR
(Signature over Printed Name)

DEAN,
(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 25.4: STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS COMPUTER SCIENCE

PNC:AA-FO-25.4 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)

Academic Affairs Division

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS COMPUTER SCIENCE

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		

STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		

ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		

INTERNSHIP INFORMATION			
Start Date		End Date	
Total No. of Training Hours	Time of Duty		Total No. of Training Hours:
Internship Summary of Responsibilities			

Page 1 of 3

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FOR THE STUDENT		Year & Program :
Names:		
Academic Year:	[] 1st Sem	[] 2nd Sem
No. of Hours to be rendered per Day:	[/] Mid-Year	
Period Covered : From: _____ To: _____	Days and Time of Duty: _____	
Company/Address:		
Company Contact Number(s):		
OJT Company Supervisor: _____	Position: _____	

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Objectives	Activities	Training Duration (hours)	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Computer networking and Troubleshooting	<ul style="list-style-type: none"> Analyze a problem and formulate a technical solution related to networking Enhance his/her skills and techniques in networking Troubleshoot problems in different software and hardware issues and apply an appropriate solution 	<ul style="list-style-type: none"> Install and configure computer hardware, operating systems and applications. Configure Basic Router and Switch Configuration using Command Line Interface. Create and troubleshoot LAN Cables Create LAN and WAN using packet tracer Diagnose and solve hardware and software faults. 			
<input type="checkbox"/> Software Engineering	<ul style="list-style-type: none"> Enhance his/her communication skills Analyze a problem and formulate a technical solution related to Software Engineering. Participate in real project creation, analysis, testing, evaluation and implementation of the software and systems. Get involved when operational problems are encountered with 	<ul style="list-style-type: none"> Define application problem by discussing with the immediate supervisor/ head of the department. Assist in the evaluation of the systems procedures and processes. Prepare and evaluate alternative workflow solutions to the organization. Create new software and its 			

FORM 25.4: STUDENT INTERNSHIP TRAINING PLAN FORM FOR BS COMPUTER SCIENCE

PNC:AA-FO-59.6 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Objectives	Activities	Training Duration (hours)	Actual Hours Rendered	Name of Trainer
	computer programs and applications.	<ul style="list-style-type: none">▪ operating manuals▪ Test the software product			
[] Web design	<ul style="list-style-type: none">▪ Lay-out and design webpages	<ul style="list-style-type: none">▪ Lay-out and design Webpage▪ Publish web pages on a web hosting site			
[] Programming	<ul style="list-style-type: none">▪ Enhance his/her knowledge in programming▪ Use applicable database management system according to the user requirements▪ Analyze problems and apply appropriate solution▪ Create a process that meets the user requirements▪ Experience project delivery in time constraint environment	<ul style="list-style-type: none">▪ Apply programming using C, C++, Java, VB.Net and Android studio and other latest programming languages▪ Demonstrate Mobile application and design▪ Conduct Software Testing / QA▪ Use the applicable database management system			

* At least two training areas

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE
(Signature over Printed Name)

INTERNSHIP TEACHING PERSONNEL
(Signature over Printed Name)

PROGRAM CHAIR
(Signature over Printed Name)

DEAN,
(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

FORM 25.5: STUDENT INTERNSHIP TRAINING PLAN FORM FOR PSYCHOLOGY (CLINICAL)

PNC:AA-FO-25.5 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR PSYCHOLOGY (CLINICAL)

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		
STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		
ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		
INTERNSHIP INFORMATION			
Start Date	End Date		
Total No. of Training Hours	Time of Duty	Total No. of Training Hours:	
Internship Summary of Responsibilities			

PNC:AA-FO-59.8 rev.0 09012021 / Page2

FOR THE STUDENT		Year & Program:
Names:	Academic Year:	[] 1st Sem [] 2nd Sem [] Mid-Year
No. of Hours to be rendered per Day:	Days and Time of Duty:	
Period Covered : From: _____ To: _____	Total No. of Training Hours: _____	
Company/Address:		
Company Contact Number(s):		
OJT Company Supervisor: _____	Position: _____	

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
[] Observation and Interview	<ul style="list-style-type: none"> Clinical/Intake Interview 	<ul style="list-style-type: none"> Apply skills in conducting observation and interview. 			
[] Psychological Assessment	<ul style="list-style-type: none"> Administration, Scoring, Interpretation and Communication of Test Results 	<ul style="list-style-type: none"> Learn the essential principles involved in the use of test data. Become aware of the general cautions and ethical standards that should be observed when using and administering psychological test. 			
[] Therapeutic and Roles Intervention	<ul style="list-style-type: none"> Group/Individual Therapy Group Dynamics Activity Submission of one (1) Group Dynamics Module 	<ul style="list-style-type: none"> Acquire skills in handling client. Acquire the skills necessary to intervene and improve individual and group performance in an organizational context. Apply techniques that provide positive impact on goal achievement. 			
[] Clinical Case Studies	<ul style="list-style-type: none"> Submission of one (1) Psychological Assessment Report 	<ul style="list-style-type: none"> Apply knowledge in preparing/documenting the data collected that explains 			

FORM 25.5: STUDENT INTERNSHIP TRAINING PLAN FORM FOR PSYCHOLOGY (CLINICAL)

PNC:AA-FO-59.8 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):</i>					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
		the client's behavior.			

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE
(Signature over Printed Name)

INTERNSHIP TEACHING PERSONNEL
(Signature over Printed Name)

PROGRAM CHAIR
(Signature over Printed Name)

DEAN,
(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 25.6: STUDENT INTERNSHIP TRAINING PLAN FORM FOR ELECTRONICS ENGINEERING

PNC:AA-FO-25.6 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR ELECTRONICS ENGINEERING

Please check: Electronics Area Communications Area
 _____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		
STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		
ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		
INTERNSHIP INFORMATION			
Start Date		End Date	
Total No. of Training Hours	Time of Duty	Total No. of Training Hours:	
Internship Summary of Responsibilities			

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FOR THE STUDENT					
Names:			Year & Program :		
Academic Year:			<input type="checkbox"/> 1st Sem <input type="checkbox"/> 2nd Sem <input type="checkbox"/> / Mid-Year		
No. of Hours to be rendered per Day:			Days and Time of Duty:		
Period Covered : From:	To:			Total No. of Training Hours:	
Company/Address:					
Company Contact Number(s):					
OJT Company Supervisor:			Position: _____		
FOR THE COMPANY/INSTITUTION					
Training/exposure areas for student assignment (Please fill out):					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
ELECTRONICS <input type="checkbox"/> Power Generation	<ul style="list-style-type: none"> Operation Maintenance Generation System Control 	<ul style="list-style-type: none"> Service orientation Achievement orientation Change orientation Multi-skilling orientation Communication skills Intellectual versatility Record management skills Work planning Measurement and evaluation skills Research orientation skills Decision making 			
<input type="checkbox"/> Acoustics, Speech and Signal Processing	<ul style="list-style-type: none"> Operation Maintenance Function Control Management Application 	<ul style="list-style-type: none"> Service orientation Multi-skilling orientation Intellectual versatility Change orientation Decision making Work planning & organizing skills Measurement and evaluation skills Record management skills Communication skill 			

FORM 25.6: STUDENT INTERNSHIP TRAINING PLAN FORM FOR ELECTRONICS ENGINEERING

PNC:AA-FO-59.8 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Power Supplies, Amplifiers, Wave Generation, and Wave Shaping Circuits	<ul style="list-style-type: none"> Assembly Design Operation Maintenance Function Repair Testing 	<ul style="list-style-type: none"> Service orientation Multi-skilling orientation Intellectual versatility Work planning Research orientation skills Decision making Record management Communication skills 			
<input type="checkbox"/> Wires and Cables	<ul style="list-style-type: none"> Manufacturing Selection Application Preparation Testing 	<ul style="list-style-type: none"> Service orientation Multi-skilling orientation Intellectual versatility Change orientation Decision making Work planning & organizing skills Measurement and evaluation skills Record management skills Communication skills 			
<input type="checkbox"/> Remote Sensing, Lasers, and Electro-Optics	<ul style="list-style-type: none"> Design Manufacture Assembly Testing Maintenance/Repair Operation 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Decision making Record management skills Research orientation skills Measurement and evaluation skills Work planning & organizing skills Change orientation Communication skills 			
<input type="checkbox"/> Instrumentation, Measurement and Test Equipment	<ul style="list-style-type: none"> Assembly Manufacture Maintenance/Repair Operation Control 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Decision making Record management skills Research orientation skills Measurement and evaluation skills Work planning & organizing skills Change orientation Communication skills 			
<input type="checkbox"/> Logic Circuits, Microprocessor and Digital Computers	<ul style="list-style-type: none"> Assembly Design Manufacture Maintenance/Repair Control Operation 	<ul style="list-style-type: none"> Service orientation Multi-skilling orientation Intellectual versatility Change orientation Decision making Work planning & organizing skills Measurement and evaluation skills Record management skills Communication skills 			

PNC:AA-FO-59.8 rev.0 09012021 / Page4

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Power Electronics and Converters	<ul style="list-style-type: none"> Design Assembly Manufacture Repair/Maintenance Power Conversion Operation Testing 	<ul style="list-style-type: none"> Decision making Record management skills Research orientation skills Measurement and evaluation skills Work planning & organizing skills Change orientation Communication skills 			
<input type="checkbox"/> Electron Devices, Solid State Circuits and Microelectronics	<ul style="list-style-type: none"> Design Assembly Manufacture Control Testing Operation Repair and Maintenance 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Decision making Record management skills Research orientation skills Measurement and evaluation skills Work planning & organizing skills Change orientation Communication skills 			
<input type="checkbox"/> Robotics	<ul style="list-style-type: none"> Manufacture Testing Repair/Maintenance Operation Control Assembly 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Decision making Record management skills Research orientation skills Measurement and evaluation skills Work planning & organizing skills Change orientation Communication skills 			
COMMUNICATIONS					
<input type="checkbox"/> Communications System	1. Planning and Construction of: <ul style="list-style-type: none"> Wide band ISDN in ATM technology and image communications Multiplexing with spread spectrum technology Optical transmission systems and wireless optical infrared communication networks. 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Decision making Work planning and organizing skills Research orientation skills Record management skills Evaluation skills 			
<input type="checkbox"/> Transmission System					
<input type="checkbox"/> Optical Communications					
<input type="checkbox"/> Switching System					

FORM 25.6: STUDENT INTERNSHIP TRAINING PLAN FORM FOR ELECTRONICS ENGINEERING

PNC:AA-FO-59.8 rev.0 09012021 / Page5

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
<input checked="" type="checkbox"/> Networking System <input checked="" type="checkbox"/> Data Communications Systems	2. Investigations of the linking of computer via data networks with aspects of basic architecture and their realization, performance evaluation and management. <ul style="list-style-type: none"> Linking of local computer networks via public networks Implementation of protocols such as ISO/OSI protocols Network management and security 				
<input type="checkbox"/> Digital Signal Processing	Design and implementation of algorithms for the digital processing for one-dimensional and multi-dimensional signals <ul style="list-style-type: none"> Signal generation with arbitrary function generators Realization of adaptive systems Signal analysis, signal detection, signal estimation, and coding 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Evaluation skills Work planning and organizing skills 			
<input type="checkbox"/> Wireless Communications <input checked="" type="checkbox"/> Microwave Communications <input checked="" type="checkbox"/> RF Communications <input checked="" type="checkbox"/> RADAR Systems <input checked="" type="checkbox"/> Cellular and Mobile Communications	1. Design, planning, implementation of antennas and multi-path propagation. 2. Develop signal processing techniques on the basis of models formulated for the various signal components received by a radar system. 3. Learn applications of Wireless systems and standards, frequency reuse and the cellular concept, mobile radio propagation environment and co-channel interference.	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Acquire knowledge on the system applications and concepts 			

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FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Analog Communications <input checked="" type="checkbox"/> Amplitude Modulation <input checked="" type="checkbox"/> Frequency Modulation	1. Transmission of message signals over communication channels. 2. Generation and detection of DSB-LC and DSB-SC signals. Transmission bandwidth, Power in carrier and signal 3. Design, planning, construction, and implementation of technologies covering the ff: <ul style="list-style-type: none"> Modulators and detectors Broadcast AM, Frequency division multiplexing Super heterodyne receiver and Image frequency 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Evaluation skills 			
<input type="checkbox"/> Broadcasting System <input checked="" type="checkbox"/> AM Broadcasting <input checked="" type="checkbox"/> FM Broadcasting <input checked="" type="checkbox"/> TV Broadcasting <input checked="" type="checkbox"/> Cable TV System	1. Design, planning, construction, and implementation of Television Fundamentals and Digital Video 2. Compression and Streaming Principles, High Definition TV Standard. 3. Audio Processing: filtering, speech enhancement, pitch detection. 4. Image Processing: brightness control, blurring and sharpening and image enhancement. 5. Video editing	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Evaluation skills Acquire knowledge on the system applications and concepts 			
<input type="checkbox"/> Digital Communications	1. Design, planning, and implementation of Pulse Analog Modulation (PAM, PWM, and PPM), PCM system: Binary encoding, Quantizers, PCM encoder, regenerator, decoder, ISI and Nyquist filters, TDM and PCM Frames, T1 system, Binary signal formats and spectral densities, ASK, FSK, PSK: Modulators and Demodulators.	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Evaluation skills Acquire knowledge on the system applications and concepts Decision making Work planning and organizing skills 			

FORM 25.6: STUDENT INTERNSHIP TRAINING PLAN FORM FOR ELECTRONICS ENGINEERING

PNC:AA-FO-59.8 rev.0 09012021 / Page7

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
[] Satellite Communications	<p>1. Transmission of digital telephony, digital TV and data, introduction of DVB-s (Digital Video Broadcasting by Satellite) standard</p> <p>2. Design, planning, construction and implementation of technologies covering the following:</p> <ul style="list-style-type: none"> • Transponders • Antennas and feed systems, phased arrays and optical control • Ground systems • Free space optical/laser communications • Superconductivity • Launch vehicles and station keeping • On-board processing and data storage • Batteries • Standards and protocols • Advanced technologies such as photonics and superconductivity • Orbit and spectrum sharing and efficient use • Orbital debris • Satcom industry launch vehicle requirements 	<ul style="list-style-type: none"> ▪ Multi-skilling orientation ▪ Intellectual versatility ▪ Evaluation skills ▪ Acquire knowledge on the system applications and concepts ▪ Work planning and organizing skills 			

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PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE
(Signature over Printed Name)

INTERNSHIP TEACHING PERSONNEL
(Signature over Printed Name)

PROGRAM CHAIR
(Signature over Printed Name)

DEAN,
(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 25.7: STUDENT INTERNSHIP TRAINING PLAN FORM FOR INDUSTRIAL ENGINEERING

PNC:AA-F0-25.7 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR INDUSTRIAL ENGINEERING

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT					
Host Institution Name:					
Address:					
Supervisor Name:			Title:		
Supervisor Email:	Supervisor Phone#:				
STUDENT INFORMATION					
Name:					
Address:					
Email:	Phone #:				
ACADEMIC INTERNSHIP INFORMATION					
Internship Teacher					
Email:	Phone #:				
INTERNSHIP INFORMATION					
Start Date			End Date		
Total No. of Training Hours			Time of Duty		
Internship Summary of Responsibilities					

PNC:AA-F0-59.8 rev.0 09012021 / Page2

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
<input type="checkbox"/> Methods	<ul style="list-style-type: none"> Facilities Lay-outing Work-Process Analysis Jigs & Fixtures Design Pre-determined Time Standard Motion Time Measurement Setting Time Standard 	<ul style="list-style-type: none"> Service orientation Achievement orientation Change orientation Multi-skilling orientation Intellectual versatility Research orientation skill Work-planning and organizing skill Problem solving & decision making skills 			
<input type="checkbox"/> Quality Control Systems	<ul style="list-style-type: none"> Attributes/variables Pareto Analysis Sampling Plan Operating Characteristics Charts <ul style="list-style-type: none"> a. X & R b. X & σ c. Proportion defective d. C Chart Trend Analysis Systems & Procedure (Receipt → Release of Materials from QC dept.) 	<ul style="list-style-type: none"> Service orientation Achievement orientation Change orientation Intellectual versatility Research orientation/skills Work planning & organizing skills Problem solving Decision making skills 			
<input type="checkbox"/> Inventory Control	<ul style="list-style-type: none"> Develop the basic economic order quantity model and demonstrate its use Develop economic order quantity models which operate without such limiting assumptions as instantaneous receipt and availability of complete information. Demonstrate how the economic order quantity model be applied to production lot size situation Introduce the basic re-order point model for decision purpose and review both fixed re-order point and fixed review internal version. Introduce the use of re-order-point models and demonstrate when its use maybe more effective 	<ul style="list-style-type: none"> Achievement orientation Intellectual versatility Research & orientation skill Work planning & organizing skills Problem solving Decision making skill 			

FORM 25.7: STUDENT INTERNSHIP TRAINING PLAN FORM FOR INDUSTRIAL ENGINEERING

PNC:AA-FO-59.8 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
[] Material Handling	<ul style="list-style-type: none"> Account the physical manifestation of cost material movement Set handling activities for high value and also for high volume goods Identify the material handling equipment requirements compatibility for use to transport and for storage Study the firm's product line and material flow pattern subject to the parameters of the logistic system with emphasis on line's uniformity or diversity of handling characteristics, transaction rates, volume of movement and the inventory profile at each stage of operation. Establish material handling equipment and defining its application 	<ul style="list-style-type: none"> Multi-skilling orientation Intellectual versatility Change orientation Achievement orientation Service orientation Work planning & organizing skills Research orientation skills Measurement & evaluation skills Decision making skills 			
[] Production Planning and Control	<ul style="list-style-type: none"> Analysis in Make or Buy Break Even Point Determination Cost and Time Trade Offs Line Balancing Forecasting Processing and Operation Planning Studies on: Capacity Planning Facilities Design Production Processes & Machine Lines Designing Manual Jobs Along production line Work measurement & Production standard Production Control Concepts Order Control System 	<ul style="list-style-type: none"> Change orientation Multi-skilling orientation Communication skills Service orientation Intellectual versatility Organizational understanding & sensitivity Research orientation skills Work planning & organizing skills Decision making skills Record management skills 			

PNC:AA-FO-59.8 rev.0 09012021 / Page4

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
[] Systems	<ul style="list-style-type: none"> Establishment of Operational Systems like: <ul style="list-style-type: none"> Production Planning & Control System QC System Purchasing Warehousing & Distribution Inventory Control Office Lay-out Focus Design & Control 	<ul style="list-style-type: none"> Change orientation Multi-skilling orientation Communication skills Service orientation Intellectual versatility Organizational understanding & sensitivity Research orientation skills Work planning & organizing skills Decision making skills Record management skills 			
[] Research Areas	<ul style="list-style-type: none"> Queuing – Finite & Infinite Simulation Monte Carlo Poisson Normal Uniform Assignment Method Transportation Sequencing Linear Programming 	<ul style="list-style-type: none"> Research orientation skill Decision making skill Communication skills Intellectual versatility Achievement orientation Work planning & organizing skills 			
[] Grievance Handling	<ul style="list-style-type: none"> Research on the following: <ul style="list-style-type: none"> Employee's Right Employee's Complaint Grievance in a Union Setting Grievance Arbitration Management Rights Arbitral Principles in Industrial Engineering Cases Preparation and Endust of the Arbitration hearing Post Arbitration Consideration Collective Bargaining Develop grievance handling system 	<ul style="list-style-type: none"> Research orientation skill Communication skill Change orientation skill Achievement orientation Multi-skilling orientation Intellectual versatility Record management skills 			

FORM 25.7: STUDENT INTERNSHIP TRAINING PLAN FORM FOR INDUSTRIAL ENGINEERING

PNC:AA-FO-59.8 rev.0 09012021 / Page5

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Activities	Competencies	Training Duration (hrs)	Actual Hours Rendered	Name of Trainer
[] Suggestion Systems	<ul style="list-style-type: none">Set-up the suggestion System having the knowledge of the following:<ul style="list-style-type: none">a) Objectivesb) Organizational set upc) Promotions, Policies, Formsd) Operating Procedures, Evaluation, Awards	<ul style="list-style-type: none">Research orientationMulti-skillingCommunication skillChange orientationAchievement orientationIntellectual orientationRecord management skills			
[] Safety	<ul style="list-style-type: none">Make a complete analysis on health and safety/occupational health, hazard and pollution controlDevise safety slogans	<ul style="list-style-type: none">Change orientationCommunication skillsIntellectual versatilityService orientationWork planning & organizing skillsResearch orientation			

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE
(Signature over Printed Name)

INTERNSHIP COORDINATOR
(Signature over Printed Name)

PROGRAM CHAIR
(Signature over Printed Name)

DEAN,
(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 25.8: STUDENT INTERNSHIP TRAINING PLAN FORM FOR FINANCIAL MANAGEMENT

PNC:AA-FO-25.8 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR FINANCIAL MANAGEMENT

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		
STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		
ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		
INTERNSHIP INFORMATION			
Start Date	End Date		
Total No. of Training Hours	Time of Duty	Total No. of Training Hours:	
Internship Summary of Responsibilities			

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out).*					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
Financial Analysis Risk Management Problem Solving and Decision Making Analytical Tools and Techniques	<ol style="list-style-type: none"> gather, comprehend, process, verify and report accounting-related information complete professional, analytical and managerial support work tasks assist with the creation of monthly or weekly financial reports make spreadsheets, databases and other computer programs manage specific data, reports and forms related to fees, billing and project tracking Input Information into the company's financial accounting system prepare and recommend rules and procedures to maintain accounting controls coordinate activities and answers inquiries for finance-related tasks collect and <u>analyze</u> account information to reconcile financial inconsistencies 	<ul style="list-style-type: none"> Critical Thinking skills, accounting skills, problem solving skills, technical skills (software used in their field) analytical skills, financial literacy skills, soft skills (such as communication skills, Interpersonal and <u>Intra</u>-personal skills) 			

PREPARED BY: _____ CONCURRED BY: _____ NOTED BY: _____ APPROVED BY: _____

COMPANY REPRESENTATIVE (Signature over Printed Name)	INTERNSHIP COORDINATOR (Signature over Printed Name)	PROGRAM CHAIR (Signature over Printed Name)	DEAN, (Signature over Printed Name)
---	---	--	--

We agree to the collection and processing of our data for the purpose of processing the Internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

FORM 25.9: STUDENT INTERNSHIP TRAINING PLAN FORM FOR MARKETING MANAGEMENT

PNC:AA-FO-25.9 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR MARKETING MANAGEMENT

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		
STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		
ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		
INTERNSHIP INFORMATION			
Start Date	End Date		
Total No. of Training Hours	Time of Duty	Total No. of Training Hours:	
Internship Summary of Responsibilities			

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FOR THE STUDENT					
Names:	Year & Program :				
Academic Year:			<input type="checkbox"/> 1st Sem	<input type="checkbox"/> 2nd Sem	<input type="checkbox"/> / Mid-Year
No. of Hours to be rendered per Day:	Days and Time of Duty:				
Period Covered : From: _____ To: _____	Total No. of Training Hours: _____				
Company/Address:					
Company Contact Number(s):					
OJT Company Supervisor:	Position: _____				
FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
Personal Selling	1. Identifies leads and prospects customers 2. Maintains company-client relationship with existing customers 3. Engages in personal selling activities	1. Applies the principles of the selling process 2. Creates and executes own selling techniques 3. Demonstrates the value of Customer Relationship Management			
Advertising	1. Creates and produces advertising campaign through any of the following: a. Copy writing b. Layout c. Artistry d. Photography 2. Acts as liaison between the advertising agency and the client 3. Acts as a media buyer	1. Participates in media planning to be used in the presentation 2. Develops own example of advertising campaign 3. Applies the principles of Advertising communication mix 4. Manages speaking and writing anxieties			
Customer Relations and Information	Attends to general customer concerns, specific inquiries and complaints (personal / call center) for product and service firms with the aim of maintaining a good and long customer-company relationship.	1. Creates and demonstrates own Customer Relationship Management techniques 2. Develops analytical and critical thinking in terms of addressing customer inquiries and complaints 3. Demonstrates communication			

FORM 25.9: STUDENT INTERNSHIP TRAINING PLAN FORM FOR MARKETING MANAGEMENT

PNC:AA-FO-59.8 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
		competency in terms of speaking			
Consumer Affairs and Protection	1. Handles customer complaints 2. Organizes a database of customer complaints. 3. Helps in planning environmental marketing program.	1. Develops own example of environmental programs 2. Applies and explains the concepts, approaches, and techniques of environmental conservation 3. Demonstrates civic mindedness and responsible citizenship by participating in an environmental project			
Marketing Research	1. Prepares research proposals 2. Prepares research instruments 3. Collects and analyzes research data 4. Prepares research reports	1. Analyzes and evaluates reports and proposal 2. Prepares research plans 3. Conducts research studies			
Product/Brand Management	1. Helps in planning and directing the marketing program for a product line, a product, or a specific brand 2. Helps in assessing product features (brand, label, package, style, color, etc.)	1. Assists in developing Marketing mix strategies for a product or a brand 2. Assists in planning and assessing product features			
Public Relations	1. Conducts situational analysis to identify corporate image 2. Helps in designing public relations programs to create a harmonious relationship between the company/materials for publicity.	1. Applies the principles of the different forms of communication through speaking and writing 2. Designs and implements own example of a Public Relations program 3. Assists in conducting macro environmental scanning			
Sales Promotions	1. Helps in organizing and participates in the implementation of trade shows, company exhibits and other promotional	1. Designs and coordinates promotional events 2. Creates and conducts sales presentation 3. Demonstrates the values of			

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FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
	2. Develops and manages corporate give-aways, contests, product sampling, and other marketing incentive programs	innovativeness, creativity, and imagination by creating own example of sales promotions. 4. Develops and executes own selling techniques			
Logistics	1. Helps in organizing and participates in the implementation of channel strategy decisions. 2. Coordinates transportation intermediaries.	1. Assists in developing channel strategy decisions. 2. Demonstrates the value of promptness and efficiency of coordinating transportation intermediary schedules			
Financial Markets	1. Gathers leads and prospects 2. Assists in trading financial instruments	1. Leads and prospects identification. 2. Manifests observance of confidentiality, and professionalism in lead generation and prospecting.			
Operations and Management	1. Gathers information for decision making and planning. 2. Assists in the operation of the organization.	1. Able to strictly observe protocols, work ethics and confidentiality. 2. Evaluates quality information relevant to decision making and planning			
Multicultural business relations	Attends activities that will expose student to diversified global cultures.	1. Adapts competitively to the diverse international culture. 2. Manifests appropriate behavior and work ethics in accordance to the culture and nationality of the business associate.			

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE

INTERNSHIP TEACHING PERSONNEL

PROGRAM CHAIR

DEAN,

FORM 25.9: STUDENT INTERNSHIP TRAINING PLAN FORM FOR MARKETING MANAGEMENT

PNC:AA-FO-59.8 rev.0 09012021 / Page5

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 25.10: STUDENT INTERNSHIP TRAINING PLAN FORM FOR EDUCATION

PNC:AA-FO-25.10 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
 (UNIVERSITY OF CABUYAO)
 Academic Affairs Division
 Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP TRAINING PLAN FORM FOR EDUCATION

_____ semester/ Midyear, AY _____

The Internship Training Plan includes an outline to assist student interns and host institutions/organizations in identifying goals, objectives, responsibilities, and a general description of the projects so that everyone understands the purposes and expectations involved.

HOST TRAINING ESTABLISHMENT			
Host Institution Name:			
Address:			
Supervisor Name:	Title:		
Supervisor Email:	Supervisor Phone#:		
STUDENT INFORMATION			
Name:			
Address:			
Email:	Phone #:		
ACADEMIC INTERNSHIP INFORMATION			
Internship Teacher			
Email:	Phone #:		
INTERNSHIP INFORMATION			
Start Date	End Date		
Total No. of Training Hours	Time of Duty	Total No. of Training Hours:	
Internship Summary of Responsibilities			

PNC:AA-FO-59.8 rev.0 09012021 / Page2

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
Observation of Classes, Pre- Observation Post. Observation Conferences	<ul style="list-style-type: none"> Observing the teaching learning process in limited face-to-face, flexible and distance learning delivery modes focusing on the development of the MELCs and reflecting on these processes. Attending pre-observation and post observation conferences with the cooperating teacher and the college supervisor. Keeping a daily reflection Journal 				
Class Routine	<ul style="list-style-type: none"> Attending orientation sessions on protocols for classes in the learning modality employed by the school. Assisting the Cooperating Teacher in the preparation and implementation of class guidelines appropriate for the learning modality employed by the school 				
Preparation for Instructional Materials	<ul style="list-style-type: none"> Assisting the Cooperating Teacher in the preparation of presentations and learning materials to be used in classes. Developing contextualized instructional materials for demonstration teaching that are appropriate for the learning modality employed by the school. 				

FORM 25.10: STUDENT INTERNSHIP TRAINING PLAN FORM FOR EDUCATION

PNC:AA-FO-59.8 rev.0 09012021 / Page3

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
	<ul style="list-style-type: none"> • Note: • The practice teacher will not reproduce or print DepEd self-learning modules for the students who will be assigned to him/her. • All modules will be provided by the Cooperating School. 				
Class Activities	<ul style="list-style-type: none"> • Assisting the CTs in preparing class activities. • Facilitating class activities in the learning modality employed by the school with minimum supervision from the CTs. • Designing contextualized learning activities aligned with the MELECS. 				
Assessment Practices	<ul style="list-style-type: none"> • Assisting the Cooperating Teacher to create assessment materials related to the lessons and appropriate for the learning modality employed by the school. • Designing templates for various assessment tools with suitable scoring rubrics. • Designing templates for reflection activities on the teaching-learning process. • Assisting the Cooperating Teacher in checking students' outputs. 				

PNC:AA-FO-59.8 rev.0 09012021 / Page4

FOR THE COMPANY/INSTITUTION Training/exposure areas for student assignment (Please fill out):*					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
Demonstration Teaching	<ul style="list-style-type: none"> • Preparing lesson plans, study guides, modules, and teaching materials appropriate for the learning modality employed by the school. • Conducting daily and final demonstration teaching appropriate for the learning modality employed by the school. 	1.			
School Forms	<ul style="list-style-type: none"> • Assisting the Cooperating Teacher in accomplishing school forms. 	1.			
Networking and Linkage	<ul style="list-style-type: none"> • Assisting the CTs in handling parent-teacher conferences. • Providing support by being volunteer tutors as part of auxiliary service in partner schools following IATF guidelines. • Participating in local and international webinars and other online professional activities. 				
Classroom Based Action Research	<ul style="list-style-type: none"> • Conducting CBARS on a specific teaching-learning area in the learning modality employed by the TEI. • Sharing results of the research with an audience through any available platform. • Submitting the action research to the College Supervisor. 				
Portfolio	<ul style="list-style-type: none"> • Preparing a portfolio of various teaching-learning experiences and processes. This is to give emphasis on the 				

FORM 25.10: STUDENT INTERNSHIP TRAINING PLAN FORM FOR EDUCATION

PNC:AA-FO-59.8 rev.0 09012021 / Page5

FOR THE COMPANY/INSTITUTION <i>Training/exposure areas for student assignment (Please fill out):*</i>					
Training Area(s)	Activities	Competencies	Training Duration	Actual Hours Rendered	Name of Trainer
	process rather than output. Note: The portfolio must show the practice teacher's developmental experiences in the Philippine Professional Standards for Teachers domains				

PREPARED BY:

CONCURRED BY:

NOTED BY:

APPROVED BY:

COMPANY REPRESENTATIVE
(Signature over Printed Name)

INTERNSHIP COORDINATOR
(Signature over Printed Name)

PROGRAM CHAIR
(Signature over Printed Name)

DEAN,
(Signature over Printed Name)

We agree to the collection and processing of our data for the purpose of processing the internship training plan. We understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information

FORM 26: INTERNSHIP HOST TRAINING ESTABLISHMENT REQUEST FOR RECOMMENDATION LETTER

PNC:AA-FO-26 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)

Academic Affairs Division

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

INTERNSHIP HOST TRAINING ESTABLISHMENT REQUEST FOR RECOMMENDATION LETTER

Name of Student: _____ Date Filed: _____
Program: _____

	COMPANY 1	COMPANY 2	COMPANY 3
Complete Name of the Company/School/Hospital			
Complete Address of the Company/School/Hospital			
Complete Name of Contact Person			
Position of the Contact Person			

Processed by:

PRINTED NAME AND SIGNATURE
Internship Teacher

I agree to the collection and processing of my data for the purpose of processing the request for recommendation letter. I understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

PNC:AA-FO-26 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)

Academic Affairs Division

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

INTERNSHIP HOST TRAINING ESTABLISHMENT REQUEST FOR RECOMMENDATION LETTER

Name of Student: _____ Date Filed: _____
Program: _____

	COMPANY 1	COMPANY 2	COMPANY 3
Complete Name of the Company/School/Hospital			
Complete Address of the Company/School/Hospital			
Complete Name of Contact Person			
Position of the Contact Person			

Processed by:

PRINTED NAME AND SIGNATURE
Internship Teacher

I agree to the collection and processing of my data for the purpose of processing the request for recommendation letter. I understand that our personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

FORM 27: STUDENT INTERN CURRICULUM VITAE

<p>PUT YOUR PICTURE HERE</p> <p><i>Formal Picture ONLY</i></p>
<p>CONTACT</p> <ul style="list-style-type: none">✉ Indicate your email address📞 Indicate your cellphone number📍 Indicate your address <p>EXPERTISE</p> <ul style="list-style-type: none">• Enumerate your expertise or skills <p>REFERENCES</p> <p>Name Position Company Contact Details</p> <p>Name Position Company Contact Details</p> 

PNC-AA-FO-27 rev.0 02012023

NAME

Give a brief description of yourself/ a bionote.

EDUCATION

Bachelor Program

School

Year

Secondary

School

Year

Elementary

School

Year

WORK EXPERIENCE

POSITION

Company

Year

POSITION

Company

Year

LATEST SEMINAR ATTENDED

Organization

Title of Seminar

- Date Conducted

Title of Seminar

- Date Conducted

FORM 28: STUDENT INTERNSHIP CONSENT FORM



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)

Academic Affairs Division

STUDENT INTERNSHIP CONSENT FORM

I, Pamantasan, a Student of Cabuyao, my Student Internship at in order to
(Student Name) (Program) (Name and Address of Company) acquire professional or work
experience related to the academic training I learned from the University.

In addition, I agree to work on the following terms and conditions:

- I, John Doe, agree to work on the following terms and conditions:

 - That I shall abide by the rules and regulations of the host training establishment (HTE) and shall comply with what is stipulated in the Memorandum of Agreement/LOA;
 - That I shall be responsible for whatever duties or tasks assigned to me, particularly those that are contained in the Student Training Plan Form;
 - That I shall be reasonably liable for all the damages in properties or facilities I will incur while performing my duties;
 - That I will not hold Pamantasan ng Cabuyao liable for any damage or injury that I may suffer due to my own negligence in connection with my internship in the company;
 - That the company shall not be liable for the injury I will cause myself due to my negligence while performing my duties;
 - That I will not demand that the company hire me after my training;
 - That I will not require the company any compensation, salary, allowances, and/or any form of incentives as payment for my services as a trainee. However, if the company has provision for allowance or other related monetary benefit for internship, I shall welcome it; and
 - That the company has the right to withdraw or terminate my training should I fail to comply with the company's rules and regulations and the aforementioned terms and conditions.

Issued this _____ day of _____, 20____ at _____, Philippines.

WITH OUR CONSENT AND APPROVAL:

CONFORME:

**Signature over Printed Name
PARENT/GUARDIAN OF THE STUDENT**

Signature over Printed Name
STUDENT-TRAINEE

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF LAGUNA) S.S.

BEFORE ME, a Notary Public for and in the Province/City of _____, Philippines, personally appeared: _____ with Residence Certificate/Passport No. _____ issued at _____ on _____ and _____ with Residence Certificate/Passport No. _____ issued at _____ on _____. All known to me by the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free act and voluntary deed. This instrument consisting of 1 page has been signed on each and every page thereof by the parties hereof and their witnesses and sealed with material seal.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, this ____ day of _____, 20____ at _____.

DOC. NO. _____;
PAGE NO. _____;
BOOK NO. _____;
SERIES NO. _____.

FORM 29: STUDENT INTERNSHIP ACCEPTANCE FORM

PNC:AA-FO-29 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)

Academic Affairs Division

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP ACCEPTANCE FORM

This is to certify that the following students have been accepted in our company/establishment for their internship effective _____ until _____ for a period of _____ hours.

COMPANY/HOSPITAL/SCHOOL REPRESENTATIVE
(Signature over Printed Name)

FOR THE HOST-COMPANY (Please fill out):

Name of Company: _____
Address: _____
Name of Internship Supervisor: _____
Position: _____
Contact Number/s: _____ Fax No.: _____
E-mail Address: _____

I agree to the collection and processing of my data for the purpose of facilitating the internship of Pamantasan ng Cabuyao interns. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

FOR THE STUDENT INTERN (Please fill out):

Name: _____ AY: _____
Yr. & Program: _____ Term: 1st Sem 2nd Sem
Address: _____ Mid-year
Telephone No.: _____ Mobile No.: _____
E-mail address: _____
Name of Guardian: _____ Contact No: _____

I agree to the collection and processing of my data for the purpose of facilitating the internship of Pamantasan ng Cabuyao interns. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

FORM 30: STUDENT INTERNSHIP DAILY TIME RECORD (DTR) FORM

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Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

Student Internship Daily Time Record (DTR) Form

Student Intern:

Program:

Program
Company:

Prepared by:

Signature Over Printed Name of Student Intern

I agree to the collection and processing of my data for the purpose of recording my daily time record to satisfy the requirements of the Internship Program. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.