

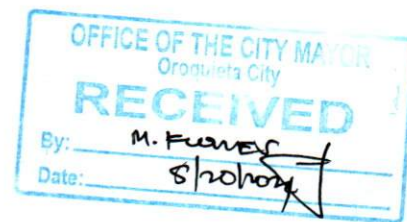


Misamis University
Ozamiz City 7200, Philippines
Tel No. +63 088 521-0367 / Telefax No. +63 088 521-2917
E-mail Address: mu@mu.edu.ph
COLLEGE OF ARTS & SCIENCES/ SOCIAL WORK



August 19, 2024

HON. LEMUEL MEYRICK M. ACOSTA
City Mayor
Oroquieta City



Thru: **MARK ARTIGAS**
PESO officer

RE: Permission for Internship

Dear Mayor Acosta:

Greeting of Peace and Solidarity!

I am writing to express our intent and request permission to allow our students to undergo an internship program within your esteemed agency. The Social Work Department of Misamis University is committed to provide our students with practical and meaningful learning experiences that align with their academic pursuits. We believe that collaborating with your agency for internship placements will significantly benefit our students and contribute to their professional growth.

As a primary setting of social work practice, the City Social Welfare and Development Office – Oroquieta City can help our students exercise and develop their knowledge, skills, and qualities to become effective and efficient social workers in the future. There are several aspects of your agency's programs, policies and services that have positive feedback and great impacts in our society which will help the student interns practice their skills and hone their character. The possibility of the students participating in a structured internship program, primarily working with different types of clientele, in various social welfare programs and services is a very interesting prospect.

The specific objectives of the internship program include:

- ✓ **Understanding of Casework Processes:** The internship program will expose interns to the various stages of casework. They will learn about the importance of maintaining accurate case records, collaborating with multidisciplinary teams, and following ethical guidelines.
- ✓ **Professional Networking:** Interns will have the opportunity to interact with professionals from various fields, including social workers, counselors, psychologists, and other.
- ✓ **Supervised Casework Experience:** Interns will work under the supervision of experienced caseworkers who will guide and support them throughout their internship. Regular supervision sessions will ensure their professional growth and provide opportunities for reflection and feedback.



Misamis University
Ozamiz City 7200, Philippines
Tel No. +63 088 521-0367 / Telefax No. +63 088 521-2917
E-mail Address: mu@mu.edu.ph
COLLEGE OF ARTS & SCIENCES/ SOCIAL WORK



Our social work interns are very interested to do their internship in your respective agency. Rest assured that the students will undergo medical examination prior for endorsement.

We will be assigning nine (9) students in your agency effective August 20, 2024 to May 30, 2025, (800) hours.

We are very hopeful that our application for internship shall be given full consideration.

Respectfully yours,

MARJORIE T. CARTAJENAS, RSW

School Field Coordinator

Noted by:

KASEY JANE B. BUAC, RSW, MSSW

Social Work Chairperson, Department of Social Work

DR. HAYDEE D. VILLANUEVA

DEAN, CAS/SW

09552919267

- MU INTERNS



August 19, 2024


Field 2

ID No.	City Social Welfare & Development (CSWD), Ozamiz City	Home Address	Contact No.
1800764	Antibo, Laiza P.	Bañadero, Ozamiz City	09563372617
2022048	Cagaanan, Lyn Marie S.	Manga, Kolambugan Lanao del Norte	09150426367
2100183	Calamba, Althea S.	Aguada, Ozamiz City	09369182347
2100913	Cantiveros, Baby Jane E.	Aguada, Ozamiz City	09753073659
2022211	Damas, Angel Mae M.	Molicay, Ozamiz City	09077510370
1900199	Galleon, Hanna Claire B.	Aguada, Ozamiz City	09203507291
2100025	Josol, Juvy Claire Y.	Aguada, Ozamiz City	09972367057
2020680	Millante, Trisha Maye Z.	Happy Valley, Tambulig Zamboanga del Sur	09073404187
2100841	Oracion, Gladys Mae P.	Bañadero, Ozamiz City	09608350065


MARJORIE T. CARTAJENAS, RSW
School Field Coordinator

Noted:


KASEY JANE B. BUAC R.S.W., MSW
Program Head


DR. HAYDEE D. VILLANUEVA
DEAN, CAS/SW



MISAMIS UNIVERSITY

College of Arts and Sciences
Ozamiz City 7200, Philippines
Tel No. +63 88 521-0367 / Telefax No. +63 088 521-2917
E-mail Address: mu@mu.edu.ph



DEPARTMENT OF SOCIAL WORK

TRAINING DESIGN

Date & Time	Objectives	Activity/ Topic/ Module	Methodology	Responsible Person	Needed Resources/ Materials	Expected Result
August 29, 2024	To identify potential places where group work takes place.	Meeting with Social Work interns together with the field supervisor.	Brainstorming and Strategic Planning	Social Work interns, and the field supervisor	<ul style="list-style-type: none">Bond paperBallpenPrinter	To be able to identify potential places.
September 4, 2024	To establish a positive relationship, show respect, and foster good communication between parties	Courtesy Call to the chosen place	Courtesy Call	Social Work Interns, officials, and the field supervisor	<ul style="list-style-type: none">Bond paperBallpen	To be able to introduce formally the purpose of the group work.
September 9, 2024	To collect information on what the group prefers, and needs.	Formulate survey questions	Brainstorming and Strategic Planning	Social Work interns, officials, and the field supervisor	<ul style="list-style-type: none">BallpenPaper	To be able to clearly understand what the group wants and needs, helping to make better decisions based on their feedback.
September 12, 2024	To check if the survey questions are feasible.	Check the survey questions to the field supervisor	Correction and revising	Social Work interns, officials, and the field supervisor	<ul style="list-style-type: none">LaptopPaperBoardMarkerBallpen	To confirm that the survey questions are clear and practical, ensuring they will gather useful information.
September 16, 2024	To make the necessary corrections and changes.	Revision of the survey questions.	Revising	Social Work interns, and field supervisors	<ul style="list-style-type: none">Attendance sheetLaptopBallpenPaper	To improve the survey questions so they are clear and effective in gathering the right information.
September 18, 2024	To formally conduct an	Distributing the prepared survey questions	Distribute the survey questions through home	Social Work interns, and field supervisors	<ul style="list-style-type: none">Question-NaireBallpen	To gather detailed information about the area



MISAMIS UNIVERSITY

College of Arts and Sciences

Ozamiz City 7200, Philippines

Tel No. +63 88 521-0367 / Telefax No. +63 088 521-2917

E-mail Address: mu@mu.edu.ph



DEPARTMENT OF SOCIAL WORK

	intake to the chosen area or place.		visits with the target group.		Water Umbrella	or place to understand its needs and conditions.
September 23, 2024	To set objectives for the group work	Doing brainstorming	Brainstorming with the guidance of the field supervisor	Social Work Interns and field supervisor	<ul style="list-style-type: none">• Ballpen• Paper• Umbrella• Water	To be able to have clear goals that guide the group's efforts and keep everyone focused.
September 26, 2024	To conduct the first meeting with the target group.	Discussing the group's goals, assigning tasks, and planning the next steps.	Discussions and brainstorming with the target group	Social Work Interns and the Target Group	<ul style="list-style-type: none">• Survey form• Ballpen• Paper• Umbrella• Water	To have everyone understand the group's goals, know their tasks, and have a clear plan for the next steps.
October 2, 2024	To equip fisherfolks with knowledge and skills for disaster preparedness.	Pre-disaster workshop for the target group	Workshop and hands-on activity: assembling a sample emergency kit.	Social Work Interns and Target group.	<ul style="list-style-type: none">• Attendance Sheet• Laptop• Powerpoint Presentation• Snacks• Emergency kit	Fisherfolks will have acquired comprehensive knowledge and practical skills to effectively prepare for disasters.
October 7, 2024	To conduct the second meeting with the target group.	Discussing the group's progress in planning	Discussion	Social Work Interns and Target group.	<ul style="list-style-type: none">• Attendance Sheet• Ballpen• Paper	To know the progress of the group in terms of preparedness in disaster.
October 14, 2024	To teach practical and realistic skills for managing during disasters.	Role-playing scenarios of disaster situations. Creating and practicing communication strategies during disasters. Training on immediate response during disasters.	<ul style="list-style-type: none">• Workshop, Training, and Discussion on actions to take during disasters.	Social Work Interns, Target group, Agency, and Local Responders.	<ul style="list-style-type: none">• Attendance Sheet• Laptop• Powerpoint Presentation• Snacks• Certificates	To let the participants know the immediate steps to take and demonstrate safety measures during disasters.



MISAMIS UNIVERSITY

College of Arts and Sciences

Ozamiz City 7200, Philippines

Tel No. +63 88 521-0367 / Telefax No. +63 888 521-2917

E-mail Address: mu@mu.edu.ph



DEPARTMENT OF SOCIAL WORK

October 21, 2024	To guide fisherfolks on recovery efforts and rebuilding process.	Discussion on personal and community recovery strategies and develop a community-based recovery plan. Additionally, discussion on health and safety precautions after a disaster	<ul style="list-style-type: none">• Workshop• Group Planning	Social Work Interns, Agency, and Target Group	<ul style="list-style-type: none">• Attendance Sheet• Laptop• Powerpoint Presentation• Snacks• Certificates	To be able to let the fisherfolks develop plans for rebuilding know how to access support resources and understand necessary health and safety precautions.
October 28, 2024	To implement an Intervention Strategy suitable for the target groups.	Implementation of Intervention Strategy.	<ul style="list-style-type: none">• Assessment of the needs of the target group.• Designing tailored interventions.	Social Work Interns and Target Group.	<ul style="list-style-type: none">• Paper• Ballpen• Powerpoint Presentation.	To successfully implement a strategy that effectively meets the target group's needs and improves their situation.
November 11, 2024	To conduct third meeting with the target group to identify progress and room for improvements.	Review the progress of the intervention strategy. Discuss successes and challenges faced. Identify areas for improvement and plan necessary adjustments.	<ul style="list-style-type: none">• Organize a structured meeting with the target group.• Use progress reports and feedback forms to guide the discussion.• Facilitate group discussions and brainstorming sessions to identify issues and solutions.	Social Work Interns and Target Group.	<ul style="list-style-type: none">• Powerpoint Presentation• Feedback forms or surveys.• Ballpen• Attendance sheet	To have a clear understanding of the current progress and effectiveness of intervention. Additionally, to identify specific areas for improvements.
November 21, 2024	To conduct an evaluation of individual growth, of the group, and member's	Day 1: Evaluation of individual growth	<ul style="list-style-type: none">• Day 1: Assessment on the member's skill growth, methods of	Social Work Interns, Target Groups, Leader of	<ul style="list-style-type: none">• Satisfaction survey form• Pre-group/post-group	To have a clear assessment of each individual's growth, the group's overall



MISAMIS UNIVERSITY

College of Arts and Sciences

Ozamiz City 7200, Philippines

Tel No. +63 88 521-0367 / Telefax No. +63 088 521-2917

E-mail Address: mu@mu.edu.ph



DEPARTMENT OF SOCIAL WORK

	contribution to the group.	Day 2: Evaluation of the Group. Day 3: Evaluation of the Member's Contribution to the Group.	preparing in terms of disaster and knowledge gain by the member through the group experience. <ul style="list-style-type: none">Day 2: Assessment on the effects and growth of the group on a whole especially the organization, maturity, skillfulness, and expertness.Day 3: Seeking feedback about group members perceptions of the group through anonymous questionnairesUtilizing pre-group and post-group assessments.	the group, and Agency.	assessment forms <ul style="list-style-type: none">PaperBallpen	progress, and each member's contributions, leading to a better understanding of strengths, areas for improvement, and how to enhance overall team performance.
January 7, 2025	To look for communities that are relatively economically depressed and have a relative concentration of poor people to conduct the community	Site Selection, Identifying Potential Communities, and, Choosing Final Community	<ul style="list-style-type: none">Ocular observation in the area.Informal interviews with residents or key persons.Survey	Social Work Interns and Target Community.	<ul style="list-style-type: none">BallpenPaperUmbrellaWaterSurvey forms	To be able to identify communities that are most in need of support, allowing for effective planning and implementation of the



MISAMIS UNIVERSITY

College of Arts and Sciences

Ozamiz City 7200, Philippines

Tel No. +63 88 521-0367 / Telefax No. +63 088 521-2917

E-mail Address: mu@mu.edu.ph



DEPARTMENT OF SOCIAL WORK

	organizing plan in order to serve and help the target community.		<ul style="list-style-type: none">• Inquire and coordinate with other local officials.			community organizing plan.
January 14, 2025	To gain entry into the target community by understanding the principles and importance of community integration and rapport building.	Courtesy Call to the local authorities. Participation in the community activities if needed.	<ul style="list-style-type: none">• Meeting with the officials.• Conduct house-to-house calls or ground working.• Participation in social activities in the community.• Observation through conversing with people.	Social Work Interns, Target Community Members, and Local Officials.	<ul style="list-style-type: none">• Powerpoint Presentation• Paper• Ballpen• Umbrella• Forms	To be able to enter the target community by building mutual trust, confidence, and cooperation in order to provide help to the target community.
January 21, 2025	To successfully conduct a social investigation/ Community study in the target community To gather on the geographic, economic political, and cultural situation of the community to identify and understand the problems and issues that need immediate and long-term solutions. To identify the classes and sectors present in the	Gathering of necessary data such as geographic and demographic data, economic system, political system, social systems, and cultural systems of the target community.	<ul style="list-style-type: none">• Interviews• Fact Finding• Participation in People's Activities, and Observation	Social Work Interns and Target Community	<ul style="list-style-type: none">• Interview forms• Survey Form• Paper• Ballpen• Notes• Umbrella• Water	To have a comprehensive understanding of the community's socio-economic, political, and cultural dynamics, leading to informed decision-making and strategic community organizing that addresses the identified issues and priorities while fostering trust and cooperation.



MISAMIS UNIVERSITY

College of Arts and Sciences

Ozamiz City 7200, Philippines

Tel No. +63 88 521-0367 / Telefax No. +63 088 521-2917

E-mail Address: mu@mu.edu.ph



DEPARTMENT OF SOCIAL WORK

	community in order to determine their interests and attitudes, problems, and issues in the community. To determine the correct approach and method of organizing.					
February 4, 2025	To identify potential leaders that could assist the organizer/ interns in providing/ validating data about the community and its people.	Assess the abilities and willingness of each potential leader to work for change based on the criteria for spotting potential leaders with approval from the community members.	<ul style="list-style-type: none">• Observation• Interview• Assessing community members for potential leadership roles.	Social Work Intern and Target Community.	<ul style="list-style-type: none">• Ballpen• Paper• Assessment forms spotting potential leaders.	To successfully identify credible community leaders thereby enhancing the effectiveness and legitimacy of the community study and subsequent organizing efforts.
February 17, 2025	To formally introduce the chosen community leader through meeting with the community members in order to foster stronger community cohesion and collaboration in future initiatives.	Introducing the leader and its role as a leader in the community.	<ul style="list-style-type: none">• Meeting	Social Work Interns, Leaders, and Community Members	<ul style="list-style-type: none">• Presentation• Attendance sheet• Paper• Ballpen	To establish the chosen community leader's ability and trust among community members.
March 5, 2025	To lay down the foundation of people organization brought about by bringing several most	Selection of 5-7 individuals from the community based on the criteria of selecting	<ul style="list-style-type: none">• Observation• Assessment based on the criteria	Social Work Interns, Community Leaders, and Community People	<ul style="list-style-type: none">• Paper• Ballpen	To come up with a solid Core Group, that can provide a strong foundation for



MISAMIS UNIVERSITY

College of Arts and Sciences

Ozamiz City 7200, Philippines

Tel No. +63 88 521-0367 / Telefax No. +63 088 521-2917

E-mail Address: mu@mu.edu.ph



DEPARTMENT OF SOCIAL WORK

	advanced people to exchange knowledge and insights towards a deeper understanding of the dynamics of the community that will be called the “Core Group” of the community	members for the core group.				collective action, strategic decision-making, and deeper community understanding.
March 24, 2025	To properly introduce the Core Group members to the community, along with their functions and responsibilities, ensuring that community members are informed about the Core Group's roles and duties.	Meeting with the community and orientation meeting with Core Group Members to explain and clarify the responsibilities of the Core Group members. As well as to create the necessary committees for the community	<ul style="list-style-type: none">• Meeting	Social Work Interns, Leaders, Core Group and Community members	<ul style="list-style-type: none">• Ballpen• Paper• Powerpoint Presentation• Mic• Sound Speaker	To provide a clear understanding among both the Core Group members and the broader community of the Core Group's roles and responsibilities, leading to effective collaboration, accountability, and trust in the group's leadership.
April 7, 2025	To conduct training, ground working, mobilization, and Project Development and Management to strengthen Community-based Organizations for sustainability.	Implementation of training, groundwork, and mobilization activities, varying according to what applies to the target community.	<ul style="list-style-type: none">• Community organizing workshops• Facilitation skills workshops• Group discussions• Community Assembly• Awareness Campaign	Social Work Interns and Community Members	<ul style="list-style-type: none">• Ballpen• Paper• Powerpoint• Snacks• Attendance sheets• Discussion guides	To enhance community capacity and engagement through tailored training, groundwork, and mobilization, resulting in the development of an effective Community-Based Organization.