



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan Campus, Isulan, Sultan Kudarat, 9805
Province of Sultan Kudarat

CERTIFIED
ISO 9001:2015
Certificate No. KAYA EX-15
PHL190036

OFFICE OF THE CAMPUS DIRECTOR

Date:

04.20.21

TO/FOR:

College Deans

Subject:

Attached please

Action/s Needed:

- for your information and perusal
 for appropriate action/compliance
 for comments/suggestion/recommendation
 for signature/Approval
 please come for a meeting/briefing

Remarks:

For wide dissemination.

ELMER C. BUENAVIDES, DIT
Campus Director



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Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
ACCESS, EJC Montilla, 9800 City of Tacurong
Province of Sultan Kudarat

CERTIFIED
JULY 14, 2021
Carmelita M.
RELAZOS

MEMORANDUM ORDER NO 17 , s. 2021

TO/FOR: CAMPUS DIRECTORS
COLLEGE DEANS
PROGRAMS CHAIRPERSONS

ccw p. m.

FROM: CHRISTINE P. ABO, PhD.
Vice President for Academic Affairs

DATE: APRIL 14, 2021

SUBJECT: APPROVED POLICY AND GUIDELINES ON THE DEPLOYMENT OF PRE-SERVICE TEACHERS FOR FIELD STUDY AND TEACHING INTERNSHIP AND OJT/APPRENTICESHIP

In order to address the Pre-Service Teachers for Field Study and OJT/Apprenticeship of students in the second semester of Academic Year 2021 and in response to the Flexible Learning in the new normal of education, the University has adopted the different mode of flexible OJT/Apprenticeship. Hence, this is to inform all concerned that the Deployment for Field Study and Internship and OJT/Apprenticeship Guidelines was approved by the Board of Regents with Referendum No. 02, s. 2021 on March 4, 2021 and BOR Resolution No. 10, s. 2021, on March 29, 2021 respectively. As such all concerns are hereby directed to:

1. Strictly follow the provisions in the guidelines of the approved OJT/Internship policy;
2. Observe the administrative health protocols and all other health and safety protocols imposed by IATF, DOH, and of the University and to strictly adhere to the guidelines on the Pre-OJT deployment process embodied in the approved policy;
3. Close coordination with concerned LGU is required in areas where OJT/Intern students will be deployed;
4. Submit list of students undergoing OJT, the mode of OJT, and areas/agency where they are deployed not later than one week prior actual date of deployment.
5. The University Administration has the right to disapprove, rescind, and recall OJT/Apprentice in violations of the guidelines and other pertinent laws relative to COVID 19 guidelines.
6. For information and strict compliance.

Noted:

ROLANDO F. HECHANNOVA, RPAE, PhD.
University President

References:

1. CHED Advisory Nos. 6 and 7, series of 2020
2. DTI Memorandum Circular No. 20-33 dated June 9, 2020: Revised Category IV Business Establishments or Activities Pursuant to the Revised Omnibus Guidelines on Community Quarantine
3. CMO 04, series of 2020
4. CHED Propose Memorandum Circular for the partnership/collaboration of the Teacher Education Institutions (TEIs) and Cooperating Schools in relation to the deployment of Pre-service Teachers for Field Study and Practice Teaching
5. JMC No. 001 series of 2021
6. BOR Res. No. ____ series of 2021