

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

CERTIFIED
July 06, 2018
for the President
ELMER C. BUENAVIDES

OFFICE OF THE CAMPUS DIRECTOR

Date: 04.08.2021

TO/FOR: College Deans

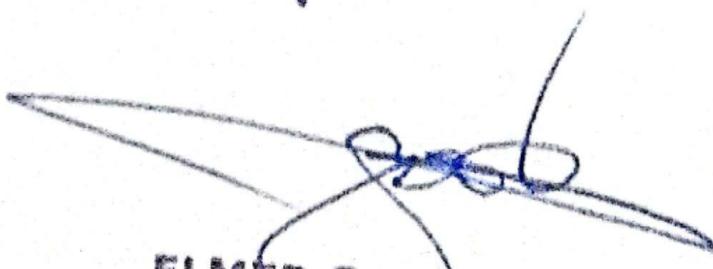
Subject: Attached for reference

Action/s Needed: RE : GUIDELINES FOR OJT etc

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

Remarks:

*for your information &
reference.*


ELMER C. BUENAVIDES, DIT
Campus Director



AN EXCERPT FROM THE MINUTES OF THE 119TH REGULAR MEETING OF SKSU BOARD
OF REGENTS THROUGH ZOOM ON MARCH 29, 2021 AT 10:00 A.M.

After presentation and thorough deliberation of the matter, and on motion duly made and seconded, the Board passed

Resolution No. 010-2021

APPROVING THE GUIDELINES ON DEPLOYMENT OF THE ON-THE-JOB TRAINING/APPRENTICESHIP STUDENTS IN THE FLEXIBLE LEARNING UNDER THE NEW NORMAL EDUCATION FOR A.Y 2020-2021

RESOLVED, AS IT IS HEREBY RESOLVED, that the Governing Board approved the guidelines on deployment of the On-the-Job Training/Apprenticeship students in the flexible learning under the new normal education for A.Y. 2020-2021.

RESOLVED FINALLY, AS IT IS HEREBY RESOLVED, that copy of this Resolution be furnished to the concerned offices and officials for reference and information.

Done this 29th day of March 2021 at the Board Secretary's Office, Administration Building, SKSU-EJC Montilla, City of Tacurong.

CERTIFIED:

LYNETTE G. PENIERO
Board/University Secretary

ATTESTED:

ROLANDO F. HECHANOA, RPAE, PhD
SKSU President, and
SKSU BOR-Vice-Chairperson



GUIDELINES ON THE DEPLOYMENT OF ON-THE JOB TRAINING/APPRENTICESHIP STUDENTS IN THE FLEXIBLE LEARNING OF THE NEW NORMAL OF EDUCATION FOR ACADEMIC YEAR 2020-2021

I. Rationale

The COVID-19 pandemic has greatly and globally affected the education sector. Transitioning to the new normal is challenging as there is no best template to combat the present crisis but moving ahead as one cohesive community has made things happen for the Sultan Kudarat State University and made possible the University Academic Protocol for SY 2020-2021.

Maintaining safe school protocols for the 1st Semester, SY 2020-2021, require many considerations that can reduce the spread of the virus, promote public health and support the overall efforts of the government to flatten the curve. The University greatly believes that in the interest of public health, everyone is duty-bound to exercise due diligence and take precautionary measures to minimize exposure to risks associated with the COVID-19 and contain the spread of this deadly virus.

In conjunction with existing laws, policies and guidelines in the management of the present crisis, revision of the University Academic Protocol is imperative to ensure safety of our officials, faculty, students, and other stakeholders.

One of the policies/guidelines revised to adapt to the new normal of education is on the Student Internship Program (SIP). CHED issued Advisory No. 7 series of 2020 which suspend the conduct of the OJT and internship programs both for foreign and local until ECQ, MECQ, GCO, and MGCQ has been lifted. However, for HEIs in MGCQ areas, In-Campus OJT and Internship Programs can be authorized provided there is strict compliance with physical distancing and other health protocols.

II. General Guidelines for the On-The-Job Training/Apprenticeship of Students

In order to address the OJT/apprenticeship and practicum 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 shall adopt the following mode of flexible OJT/Apprenticeship:

- a) IN-CAMPUS
- b) OFF-CAMPUS;
- c) OTHER MODALITIES (Online and Compress Schedule)

The set guidelines and policies in accordance to applicable issuances, memoranda and laws relative to the current Philippine situation in the state of national emergency due to COVID 19 Pandemic were considered.

III. General Policies in the Flexible Learning of the New Normal Education of Sultan Kudarat State University for OJT/Apprenticeship

1. The duration of the OJT/Apprenticeship shall be at a maximum of five months in accordance to Article VI Section 11 of CMO 14 Series of 2017, however with the mandate of CHED in the Advisory No. 7 Series of 2021 that the conduct of OJT and Internship Programs both foreign and local shall be suspended until ECQ, MECQ, GCO, and MGCQ has been lifted. However, for HEI in MGCQ areas, in-campus OJT and internship programs can be authorized provided that there is strict compliance with physical distancing and other health protocols.
2. That the required number of hours in the Student OJT/Apprenticeship or in the actual reporting to work for students shall be streamlined in accordance with the mandate under CMO 04, series of 2020.
3. That the University shall design mechanisms for the conduct of the On-the-Job-Training/Apprenticeship students according to programs enrolled by the students;
4. That the university shall give priority to the In-Campus OJT as embodied in CHED Advisory No 7, series of 2020 in the absence of specific guidelines, and policies by the CHED in the form of a Memorandum Circular for the conduct of OJT/Apprenticeship;
5. That the University shall observe the minimum health standards and protocols for the In-Campus OJT programs;
6. For the Off-Campus OJT/Apprenticeship Programs, the university shall have a consultation with the concerned agencies such as the Local Health Authorities, Regional/Provincial IATF, Local Government Units, Department of Trade and Industry, Department of Tourism, Department of Labor and Employment in the Field and Regional Offices to inform, seek guidance and approval for the off-campus deployment of OJT students;
7. In cases that the OJT will be allowed on off-campus, deployment shall be localized, wherein students will be deployed in the barangay, locality, and province where they are situated and located/ and or are residents of.
8. The University shall make sure that the business establishments, offices and industries where the OJT students will be locally deployed shall have an existing minimum health and safety standard protocols for the safety of the OJT students against COVID 19 infection;
9. The University shall forged a Memorandum of Agreement (MOA) with the business establishments, offices in public and private institutions, and industries where OJT students will be locally deployed incorporating among others provisions of minimum standards of health and safety protocols against COVID 19 infection;
10. The University shall also conduct dialogue and consultation with the parents of the OJT students via zoom or any other forms of online platform regarding the conduct of the OJT programs of the students and other policies;
11. The campuses, colleges, and programs shall design mechanisms and other alternative flexible modalities in conjunction with the OJT to make

the related skills experience and application flexible such as the Compressed Schedule and Online OJT applicable to their programs offered.

12. The University in coordination with the different campuses shall enroll OJT students in the University Contact Tracing and provide a QR Code for In-campus program;
13. The In-campus OJT students as well as those who are in the Compressed Schedule In-campus shall fill-up a health declaration form in the guard house before entering the different offices where they are deployed;
14. The Off-campus OJT students shall be required to have a contact tracing ID and or as required by the agencies as one of the minimum health standards and protocols.

A. Specific Policies for In-Campus On-the-Job Training (OJT)/Apprenticeship Program

1. In-campus will be one of the modalities of the OJT program in the Flexible Learning in the new normal of education that the specific programs or colleges of the university may adapt;
2. Colleges and programs shall design a downloadable and printable online OJT application forms;
3. Colleges/Programs shall not accept students for in-campus OJT without complying with the medical check-up showing among others that OJT students do not have any COVID 19-like symptoms or manifest a COVID 19 disease;
4. The in-campus OJT shall follow/observe skeleton work force following these guidelines:
 - a. Reporting of students shall be on the 5-14 days cycle wherein the students shall report for 5-days and work from home for 14 days as practicable;
 - b. Colleges/Programs and OJT in-charge shall provide activities relative to their programs such as video learning materials, webinars, e-Portfolio, and other online activities;
 - c. Observance of social distancing and minimum number of OJT students in the office of assignment shall be ensured to comply with social distancing of 1.5 meters of all workforces in the office.

A.1 Administrative Protocols for In-Campus OJT

To contain/reduce the risk of transmission of the virus, the following administrative protocols should be strictly observed.

1. Adoption of effective practices/strategies to ensure compliance to social and physical distancing among the staff and learners. Mixing between groups should be restricted;
2. Use of health personal protective equipment by all employees and OJT at all times. These are face masks, protective goggles, gloves, protective shields, and sanitizers;

3. Regular disinfection and sanitization of all workstations, workshop areas, laboratories, rooms and buildings;
4. Placement of sanitizers and alcohol-based dispensers in entrances of the training facility - classrooms and workshop areas/laboratory;
5. Placement of disinfection footbath in buildings and room entrances;
6. Provision of no-touch/digital thermometer or thermal scanner at the main entrance;
7. Preventing persons with high temperatures and/or flu-like symptoms to enter the building and school premises; and
8. Campuses that provide dorm accommodations must adhere to the guidelines set forth by the IATF-EID on accommodation in establishments, particularly on the allowed operational capacity. Furthermore, operations shall be limited to the provision of basic accommodation services to learners and in-house skeleton workforce.

References:

1. CHED Advisory Nos. 6 and 7, series of 2020
2. DTI Memorandum Circular No. 20-30 dated June 9, 2020 Revised Category I-IV Business Establishments or Activities Pursuant to the Revised Omnibus Guidelines on Community Quarantine
3. CMO 04 series of 2020
4. CHED Press Release 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

B. Off-campus OJT/Apprenticeship Programs General Guidelines

CHED Advisory No. 7, 2020 explicitly pronounced suspension of local and foreign OJT until all forms of community quarantine is lifted. However, certain provisions from the Joint Memorandum (JMC) No. 001 Series 2021 can be lifted and applied should the University approve the Off-campus OJT. Specific guidelines shall be properly observed without prejudice to guidelines set by IATF, DOH, DOT, DTI, DOLE, Regional and Provincial Executive Orders and other Local Executive Orders.

In consideration of the Off-campus OJT/Apprenticeship students shall be guided by the following standards of community quarantine

B.1 IATF PERMITTED ESTABLISHMENTS

In addition to all permitted establishments under the Enhanced Community Quarantine (ECQ), the following sectors are allowed to operate under the GCO

- a. **Category I Industries** - Power, energy, water, and other utilities, agriculture, fishery, and forestry industries, food manufacturing and food supply chain businesses, including food retail establishments such as supermarkets, grocery stores, and food preparation establishments inssofar as take-out and delivery services, food delivery services, health-related establishments, the logistics sector, information technology and telecommunication companies, and the media at full operational capacity
- b. **Category II Industries** - Mining and other manufacturing, and electronic commerce companies, as well as other delivery, repair and maintenance, and housing and office services, at anywhere between fifty percent (50%)

up to full operational capacity, and without prejudice to work-from-home and other alternative work arrangements; and

- c. **Category III Industries** - Financial services, legal and accounting, and auditing services, professional, scientific, technical, and other non-leisure services, and other non-leisure wholesale and retail establishments, at fifty percent (50%) operational capacity, and without prejudice to work-from-home and other alternative work arrangements.

In addition to all permitted establishments under the ECQ and GCO, the following sectors are allowed to operate under the MGCO:

- a. **Category IV Industries** - Amusement, gaming, and fitness establishments, as well as those in the kids and tourism industries, and specific industries reflected in the issuance of the DTI.

1. Barber shops, salons, and other personal care service establishments, at a maximum of fifty percent (50%) of venue capacity,
2. Dine-in service in food retail establishments, at a maximum of fifty percent (50%) of seating capacity

- b. Other Category IV and all other establishments not permitted to operate under ECQ/GCO, at a maximum of fifty percent (50%) operational capacity

Reference:

DTI Memorandum Circular No. 20-33 dated June 9, 2020 Revised Category I-IV Business Establishments or Activities Pursuant to the Revised Omnibus Guidelines on Community Quarantine

Subject to the classification of permitted establishments the concerned programs/colleges may consider the above categories and classification in the deployment of OJT students in accordance to the mandate of CMO 04, Series of 2020 relative to the Flexible Learning education and approved Guidelines of SKSU for the Flexible Learning of education

B.2 Off-Campus OJT/Apprenticeship Programs Policies

1. Off-campus OJT deployment is localized (refer to General Guidelines IIA)
2. OJT students shall apply online;
3. They shall undergo a compulsory medical check-up and attach medical certification stating that the students do not manifest any COVID 19 symptoms;
4. Students shall provide a health and travel declaration that they do not have travel history outside of the province, regions or areas with high incidence of COVID 19 cases;
5. Proper and prior consultation shall be observed with parents, concerned agencies and local government units. (General Guidelines IIA).
6. There should be a system of procedures in place for the Off-campus OJT such as:

- a. A practicum orientation via zoom shall be conducted by the OJT Coordinator of every campus/college/programs before they will be deployed;
- b. Students should take the initiative in close coordination with the Campus/College OJT Coordinator in identifying companies/institutions/organizations that will accept them in their own locale. Selection of the companies shall meet the criteria of the University and approved by the OJT Coordinator, Program Chairpersons and College Deans;
- c. Once accepted by the company, students shall submit documents via online the OJT Form and all other requirements stated in the guidelines;
- d. The OJT student shall compile his/her Portfolio in accordance to CMO 104 series of 2020 and must be submitted to the OJT Adviser/Coordinator on predetermined date but not later than the last day prior to his/her official deployment!

C. Other Modes of OJT/Apprenticeship Deployment

The University in coordination with the campuses and colleges may explore other modalities of OJT/internship Programs such as:

I. Compressed Academic Schedule for OJT/Apprenticeship

The compressed academic schedule can be applied to students with OJT on summer who shall enroll their OJT/Apprenticeship Program in the second semester. To cope with the required number of hours for the academic classes and OJT/Apprenticeship Program, the concerned Program Chairperson in close coordination with the OJT/Apprenticeship Coordinator shall compress the academic classes for two months and another two months will be utilized for the OJT/Apprenticeship Program. Guidelines on the In-campus and Off-campus OJT/Apprenticeship shall also be strictly observed.

II. Online OJT/Apprenticeship/Practicum

The Online OJT/Apprenticeship/Practicum is a modular output-based experiential course to be undertaken by students in recognized Host Training Establishments (HTEs) or companies duly registered under Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI). This mode of Practicum/Internship/OJT program is also mandated by the Commission on Higher Education through CMO 104 series of 2017 that is meant to provide students with an opportunity to complement their formal learning with practical knowledge, and skills, and desirable attitudes. This course can be applicable to programs in MARKETING MANAGEMENT, FINANCIAL AND ENTREPRENEURIAL.

Selection for Practicum/OJT/Apprenticeship can be made by the student in coordination with his/her practicum/OJT coordinator to any EXISTING private entities which should either be SEC or DTI registered.

The practicum assignment for online shall be within the region. The students will be allowed to undergo the practicum in his/her family owned enterprise provided that the companies shall undergo and pass the same requirement as other companies.

A student who could not find practicum assignment should notify the practicum coordinator the soonest. The practicum coordinator will try to match him/her with online partner institutions, if available and applicable.

All other requirements for the application for Online OJT/Apprenticeship and Practicum is the same with the other modes as embodied in this guidelines and policies.

D. Monitoring of OJT/Apprenticeship Program

To ensure the health and safety of the students OJT monitoring mechanisms shall be established. Monitoring of OJT/Interns shall be accordance to CMO 104 series of 2017 with modifications aligned with the current situation of the State of National Emergency due to COVID 19, in addition to the following:

1. The University shall establish a unified monitoring of OJT students via online survey of health status on a weekly basis in coordination with colleges, ICT and Health Services Division
2. The OJT shall declare their health conditions in an online health condition survey designed to ensure their health and safety during the duration of In-campus and Off-campus OJT.
3. OJT Coordinators shall conduct site visitation and conduct conference (on-line/off-line whenever possible) with the agencies where students are deployed
4. A Weekly Report to the college deans/program chairs shall be made by the OJT Coordinator.
5. The OJT Coordinator must immediately inform the University of any untoward incidents that compromise the health and safety of the OJT students

References

1. DTI Memorandum Circular No. 20-33 dated June 8, 2020 Revised Category I/V Business Establishments or Activities Pursuant to the Revised Circular Guidelines on Community Quarantine
2. IACO 104 Series of 2017

At other guidelines not established herein, the policies in CMO 104 Series of 2017 shall apply

E. Other Provisions

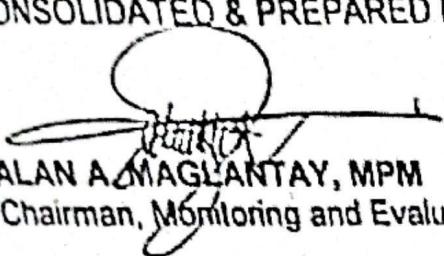
Colleges/Universities shall or may issue additional guidelines in accordance to CMO 104 series 2017 and in this proposed guidelines intended during the State of National Emergencies due to COVID 19 and with CMO 04, series of 2020, CHED and DepEd Joint Circulars in the case of the Pre-service Field Study and Internship Programs

Reference

- CMO 104 Series of 2017

For appropriate action and further endorsement to higher authorities by the Joint
Administrative and Academic Councils in assembly this 9th day of March 2021, Sultan
Kudarat State University, ACCESS, EJC Montilla, Tacurong City

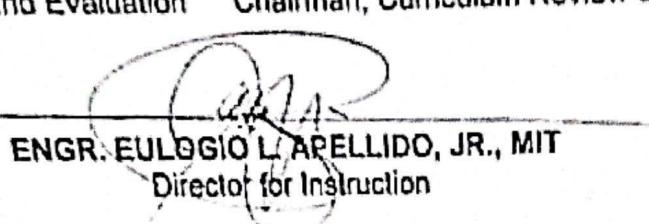
CONSOLIDATED & PREPARED BY:



ALAN A. MAGLANTAY, MPM
Chairman, Monitoring and Evaluation

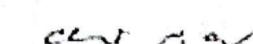


MA. DULCE P. DELA CERNA, MIE
Chairman, Curriculum Review & Development.



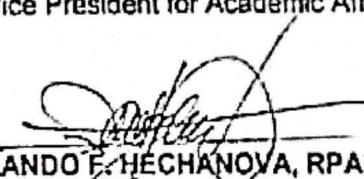
ENGR. EULOGIO L. ARELLIDO, JR., MIT
Director for Instruction

RECOMMENDING APPROVAL:



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

APPROVED:



ROLANDO F. HECHANOA, RPAE, PhD.
University President