



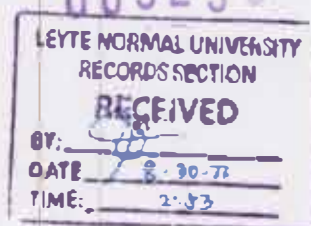
SPECIAL ORDER No. 264
Series of 2021

TO : **DR. MICHELINE A. GOTARDO**
Faculty, College of Arts and Sciences

FROM : [Redacted]

SUBJECT : **DESIGNATION AS THE INTERNSHIP COORDINATOR OF THE
APPLIED SCIENCES DEPARTMENT**

DATE : **September 1, 2022**



In the interest of public service, you are hereby designated as the Internship Coordinator of the Applied Sciences Department for the BLIS, BSBIO, and BSIT Programs effective September 1, 2022 to July 31, 2023 or unless earlier revoked. It is understood that this designation carries with it no extra compensation except for Vacation and Sick Leave Credits, privileges and allowances that may be authorized. You are given only three (3) teaching loads, but you will be required to render a combined service of eight (8) hours a day from Monday to Friday.

As such, your task shall include, but are not limited to the following:

1. Scout for appropriate practicum venues or institutions both locally and internationally for the off-campus practicum;
2. Conduct orientation of practicum students prior to deployment;
3. Organize, assign and supervise the practicum students;
4. Develop plans for the improvement of the BLIS, BSBIO and BSIT Practicum/Internship Programs;
5. Facilitate the screening of practicum students and ensure that all practicum students are qualified and complete with the required documents prior to the deployment;
6. Facilitate the MOA signing and other documents needed for the establishment of official linkage between the university and the identified practicum institution local and abroad;
7. Coordinate with CHED and other relevant agencies in the conduct of the off-campus practicum;
8. Coordinate with the Director for Internationalization and Linkages so as to establish and maintain linkages with international institutions for the conduct of the practicum/internship program;
9. Manage, supervise, monitor and evaluate performance of practicum students in coordination with the practicum institutions;
10. Conduct coaching, mentoring and debriefing sessions for the practicum students;
11. Keep the university, through channel, abreast with updates of the students' practicum progress within and outside the country;
12. Perform other tasks that may be assigned by the University President.

This supersedes any other issuances inconsistent hereto.

FOR YOUR GUIDANCE AND COMPLIANCE.

Cc	UPAS	CAC-Admin	HRMC	Outgoing Designate
	UPAF	CAC-Finance	Records	File
	UPRI	Accounting	CYA	