



Republic of the Philippines  
**CENTRAL LUZON STATE UNIVERSITY**  
Science City of Muñoz, Nueva Ecija

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**ANNEX A. LOCAL UNDERGRADUATE INTERNSHIP PLAN**

**I. INTRODUCTION**

The internship program for the information technology department is created to give you opportunities for networking, mentorship, and real-world work experience. It will provide the chance to work on actual projects, gain knowledge from seasoned experts, and form connections with possible companies. The intern may be allocated to a project that is linked to their field of study, such as web development, software engineering, network administration, and data science, where the internship program's concepts are used.

It might be linked with a mentor who has expertise working in the IT industry. The mentor could offer advice on the intern's work, respond to inquiries, and assist the intern in strengthening their talents. The internship program could involve measurable learning objectives, such acquiring a new skill, finishing a project, or gaining knowledge in a certain IT field.

Throughout the effectivity of Internship Program, the Student-Interns shall be assigned to specific or varied areas and venues under the supervision of the Host Training Establishment (HTE). The Student-Interns shall be given actual work experience in the HTE's operations and functions that will cover web development, software engineering, network administration and data science or other similar fields.

**II. GOALS/OBJECTIVES**

The exposure to the different work situations is provided to enable the student intern experience and observe the practical application of theories learned in the school.

At the end of the internship program, the intern should be able to:

1. Identify key positions in the industry and related operations to their corresponding tasks and responsibilities; Define the standard operational procedure in each of the department assigned;
2. Identify and operate the equipment, facilities, and lay-out design in each of the department assigned (for actual OJT programs);
3. Design and implement a basic digital File Organization and Report Management System that ensures proper document classification, efficient retrieval, version control, and secure access in compliance with organizational and reportorial requirements.
4. Develop and prototype an automated reportorial scheduling tool capable of tracking submission deadlines, assigning responsibilities, and generating reminders for timely submission of reports to internal and external agencies.

5. Apply system development principles and IT solutions to analyze existing operational procedures and recommend appropriate improvements to enhance efficiency, accuracy, and compliance.
6. Enhance students' technical competencies in systems development, documentation, testing, and basic network administration through hands-on exposure to real corporate planning and operational tasks.
7. Develop professional work ethics, discipline, responsibility, and effective communication skills necessary for collaboration, teamwork, and productive workplace relationships.
8. Strengthen students' self-confidence, adaptability, and problem-solving abilities by exposing them to real-world challenges, deadlines, and organizational environments.
9. Provide opportunities to learn from and collaborate with experienced professionals, gaining insights into corporate planning processes, management strategies, and organizational behavior.
10. Strengthen and enrich the BSIT program through documented internship experiences that reflect the practical application of theories learned in school to real industry-based systems and operations.

### **III. REQUIREMENTS OF THE PROGRAM**

#### **A. DOCUMENTARY REQUIREMENTS**

1. Documentary requirements by the Information Technology curricular program are the following:
  - Request Letter for Recommendation Letter from the Department
  - Application Letter
  - Resume
  - Signed Recommendation Letter by the Department
  - Acceptance Letter or Certificate of Acceptance
  - Medical Certificate
  - OJT Schedule of Activities
  - Weekly Report
  - Certificate of Completion
  - Daily Time Record
  - Certificate of Completion
  - IT Field Practice Narrative Report

2. The specific requirements of the HTE are the following:

- Resume
- Signed Recommendation Letter by the Department
- Barangay Clearance
- School ID
- Waiver of Parents
- Waiver Agreement

## B. ORIENTATION AND BRIEFING

After the application period, orientation and pre-internship seminars shall be organized by CLSU. Training expectations, guidelines, rules and regulations, course requirements shall be discussed and explained to the interns through or in addition to an open forum that shall provide a venue for clarification on certain issues.

During the first week of the student-interns they will have one week training adjustment of the task they are assigned and the supervisor in the HTE will be able to guide the student-Interns regarding the work and experience that entails in the internship within the office/department.

## C. SCHEDULE OF ACTIVITIES

The intern's working hours are from 8:00 to 5:00 with a lunch break from 12:00 to 1:00 from Monday to Friday.

Sector/Training in the HTE: NEECO II – Area 1

Obj. No.	Week No.	Nature of Activity or Task	Expected Outputs	Deadlines (MM/DD/YYYY)
1	1	Orientation on company operations, departmental functions, and identification of key positions and responsibilities	Understanding of organizational structure, list of key personnel and their roles	01/16/2026
2	1	Familiarization with office equipment, IT facilities, network setup, software tools, and reportorial systems used by the department	Inventory and basic operational knowledge of equipment, systems, and layouts	01/16/2026
3	2-3	Analysis, design, and	System design	01/30/2026

		development of a File Organization and Report Management System	documents, organized file structure, functional file management prototype	
4	4-6	Development of an Automated Reportorial Scheduling Tool with deadline tracking and reminders	Functional scheduling prototype, report calendar, reminder workflow	02/20/2026
5	7	Evaluation of existing workflows and reportorial procedures	Process analysis report and recommended improvements	02/27/2026
6	8	System programming, documentation, testing, and minor network-related tasks	Source code, technical documentation, test results	03/06/2026
7	9	Participation in meetings, teamwork, and professional communication activities	Improved collaboration skills, supervisor feedback	03/13/2026
8	10	User Acceptance Testing (UAT) and system refinement	UAT report, revised system features	03/20/2026
9-10	11-12	Final documentation and internship completion activities	Final system documentation, OJT completion report	04/10/2026

*See the attached Schedule of Activities submitted by the students attached here in the Local Internship Plan.*

**Mode of Implementation: Face-to-face**

## D. PERFORMANCE

The culmination of the internship program is the evaluation of the student intern performance. The intern will be rated based on the following criteria and performance indicators:



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COLLEGE OF ENGINEERING  
Department of Information Technology

### INTERNSHIP PROGRAM COMPANY EVALUATION FORM

(To be accomplished by the OJT Supervisor of the Host Company)

Name of Student: \_\_\_\_\_

Name of the Host Agency: \_\_\_\_\_

#### INTERNSHIP PROGRAM EVALUATIVE CRITERIA for the BSIT PROGRAM

- The responses in this form will be part of the final grade computation.

#### A. Work Performance

Criteria	Score					RATING
	10	9	8	7	6	
Attitude towards Work	Shows outstanding interest	Very interested	Average	Seldom interested	No interest in the given tasks	
Responsibility and Dependability	Completely responsible and dependable	Above average	Mostly dependable	Sometimes careless	Unreliable and not capable of bearing responsibility	
Respect towards others	Respectful to peers and superiors	Oftentimes polite to peers/superiors	Shows courtesy but slightly arrogant	Shows respect but is arrogant	Needs to Learn Courtesy	
Teamwork, communication, and interpersonal skills	Always communicates productively and works well with others	Often works well with others	Sometimes works well with others	Some interpersonal difficulties	Major Interpersonal Problems	
Initiative and self-dependence	Learns and initiates things without prompting	Shows initiative most of the time	Shows initiative sometimes	Needs prompting to perform tasks	Needs to be told what to do	
Knowledge/skills applied and developed	Shows excellent skills and learning ability	Very good skills and learning ability	Average skills and learning ability	Shows minimal knowledge gained	Needs Improvement	
Punctuality and attendance	Never been late nor absent	Seldom late or absent	Sometimes late or absent	Frequently late or absent	Very poor Attendance	
<b>SUB-TOTAL</b>						

**B. Professionalism**

Criteria	Score					RATING
	10	9	8	7	6	
Grooming	Well groomed	Displays good grooming	Sometimes shows good grooming	Seldom manifests good grooming	Needs Improvement	
Productivity	Highly productive	Very productive	Productivity is based on what is expected	Less than what is expected	Low Productivity	
Quality of work	Excellent	Very good	Good	Fair	Poor	
					<b>SUB-TOTAL</b>	

**TOTAL RATING:** \_\_\_\_\_

Describe the student's strengths and weaknesses.

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Areas to improve student's skills.

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Recommendation for the BSIT Program of CLSU

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Supervisor's Signature over Printed Name

\_\_\_\_\_  
Position/Designation\_\_\_\_\_  
Date Signed

## E. CERTIFICATION

A *Certificate of Completion* shall be issued by the HTE to the undergraduate intern after the completion of the designated number of internship hours. The certification shall at least bear the company/institution's seal, the student-intern's name and special designation (if any) and signed by the HTE's authorized representative.

**Prepared by:**

ENGR. REYNATO N. GALAPON II

Signature over Printed Name  
of Student Intern's Supervisor from HTE

Date Signed

MR. AMIR A. LEDESMA

Signature over Printed Name of HEI Faculty-in-  
Charge or Internship Coordinator

Date Signed

**Conforme:**

MARY ROSE DL. DOMINGO

Signature over Printed Name of Student Intern

Date Signed