



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 and 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                                 |        |
| SUB-TOTAL   |   |                                       |                                      |                                  |  |        |

**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              |        |
| SUB-TOTAL       |                   |                        |   |                                |                   |        |

**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