



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 104

Series of 2017

SUBJECT: REVISED GUIDELINES FOR STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP) FOR ALL PROGRAMS

In accordance with the pertinent provisions of RA 7722, otherwise known as the “Higher Education Act of 1994”, and pursuant to Commission en Banc (CEB) Resolution No. 849-2017 dated November 7, 2017, the following “Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs”, amending CHED Memorandum Order (CMO) No. 23, s. 2009, “Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject” are hereby adopted for the information, guidance and compliance of all concerned.

**Article I
GUIDING PRINCIPLES**

- Section 1.** The internship program is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment (HTE).
- Section 2.** An industry is a classification that refers to groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.
- Section 3.** The Commission on Higher Education (CHED) is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing policies, and liberalization of trade in higher education. CHED shall require student internship and establishment by HEIs of strong academic linkages with business, industry and duly recognized government and non government organizations, e.g. civil society organization to promote and provide students with competitive skills and attitudes for employment.
- Section 4.** Student Internship in the Philippines must not be in anyway used to facilitate human trafficking under the guise of student internship.
- Section 5.** CHED issues this Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs, in order to promote the well being of higher education students, guarantee quality of their learning and exposure and ensure their safety while undergoing internship and considering the nature of the program.

Article II OBJECTIVES

Section 6. Objectives

6.1 General Objectives

- 6.1.1 Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and partner institution/establishment;
- 6.1.2 Establish the harmonious collaboration/linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns; and
- 6.1.3 Train student interns under actual work place conditions.

6.2 Specific Objectives for:

6.2.1 Higher Education Institution(HEI)

- a. Enrich the degree programs in HEIs to respond to the needs of the industry;
- b. Promote mutually supportive industry academe collaboration/linkages; and
- c. Strengthen career guidance.

6.2.2 Student Intern

- a. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;
- b. Enhance the knowledge and skill acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;
- c. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
- d. Acquire a professional work ethic in the course of internship.

6.2.3 Host Training Establishment (HTE)

- a. Provide employers a venue where they can customize the process of technical training through employer-driven internship plans; select well-equipped beneficiaries and have another opportunity to contribute to the society through corporate social responsibilities.



Article III DEFINITION OF TERMS

1. **Industry** - refers to a classification of groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.
2. **Internship** - refers to the practical application of classroom learning to the actual in a regular work environment such as but not limited to commercial and industrial services, government or non-government agencies. It is also synonymous to practicum, field practice or On-the Job Training. This is not synonymous to Apprenticeship and Learnership, as defined by Republic Act (RA) 7796.
3. **Reputable Host Training Establishment (HTE)** - refers to a duly authorized and registered entity, institutions or establishment in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.
4. **Internship Manual** - refers to a book or booklet of instructions and guidelines, designed to improve the quality of internship/OJT/practicum of a particular program duly issued by the HEI.
5. **Internship Plan** - refers to the outlined goals and objectives, knowledge, skills and competencies that the student intern should acquire in each training area, assignments, and schedule of activities, among others which formulated or developed by the HEI and partner institution/establishment and duly signed by the concerned coordinators or respective heads. The internship plan shall be prepared and approved both by the HEI and HTE.
6. **Memorandum of Agreement (MOA)** - refers to an agreement executed between the HEI and partner HTEs specifying the detailed role and responsibilities of all concerned parties, safety of student interns, training plan, learning objectives and method of evaluation.
7. **SIPP Coordinator** - refers to an authorized/designated person who is responsible for all aspects of the student internship programs including program implementation, monitoring, evaluation and coordination with HTE.
8. **Life Skills** - are sets of skills for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life, especially in the work setup. These include soft skills necessary to address the demands of the employers such as communication skills, interpersonal skills, financial literacy, etc.



Article IV
SCOPE AND COVERAGE

Section 7. This CHED Memorandum Order (CMO) shall be applicable to all HEIs implementing Student Internship Program in the Philippines (SIPP) and students who have enrolled in the internship recognized/authorized higher education programs.

Section 8. Apprenticeship and learnership as defined in R.A. 7796 including Health Professions Discipline with programs such as Medicine, Nursing, Optometry, Dental Medicine, Physical Therapy/Occupational Therapy, Radiologic Technology, Medical Technology, Pharmacy, Midwifery, Respiratory Therapy, Nutrition and Dietetics, Associate in Radiologic Technology and Speech Pathology are not covered by this CMO.

Article V
ACADEME-INDUSTRY LINKAGE

Section 9. Internship as part of the curriculum requirement broadens the student interns' learning opportunities and acquisition of technical and life skills, practical knowledge, skills and competencies which shall serve as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

Section 10. CHED shall develop existing list of potential HTEs, for information and reference. However, those HEIs who intend to implement SIPP are hereby enjoined to enter into agreements only with the duly licensed/accredited HTEs and comply with the requirements and provisions of the aforementioned guidelines.

Article VI
IMPLEMENTING GUIDELINES

Section 11. The duration of internship program shall be up to a maximum of five (5) months in accordance with the approved curriculum except for highly technical programs that require longer internship hours which shall be in accordance with their existing Policies, Standards and Guidelines (PSGs).

Section 12. Student intern has passed the HEI's qualification for internship program and taken all his/her major (professional) subjects before taking the internship subject to the requirement of the HTE. He or she is allowed to take other subjects with a maximum of six units during the internship period and/or subject to the institution's policy.

Section 13. The CHED guidelines on student internship must be displayed in conspicuous places for student's guidance and reference. HEI's internship plan for the particular internship program must be made available to students.



Article VII
REQUIREMENTS, OBLIGATIONS AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 14. Higher Education Institutions (HEIs)

14.1 Requirements

14.1.1 The HEI's higher education program(s) with internship course must have:

- a. Government Recognition for private HEIs;
- b. Board Resolution for State Universities and Colleges (SUCs) and Certificate of Program Compliance; and
- c. Local Government Ordinance for Local Universities and Colleges (LUCs) Certificate of Program Compliance.

14.1.2 The HEI must have a pool of reputable HTEs; and

14.1.3 In collaboration with the duly selected HTE, the HEI must develop an internship plan for the student intern specifying goals and objectives.

14.2 Obligations/Responsibilities

14.2.1 Planning/Engaging/Orientation

- a. Assume full responsibility over the students during their internship in the Philippines;
- b. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
- c. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
- d. Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives; refer to **Annex "A"**
- e. Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern, HTE and HEI;
- f. Execute the duly notarized Memorandum of Agreement (MOA) with HTE; refer to **Annex "B"**
- g. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to the student interns;
- h. Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the internship;
- i. Assign an SIPP coordinator for the student internship programs; and
- j. Conduct pre-internship orientation/training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.



14.2.2 Monitoring and Evaluation

- a. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
- b. Take appropriate action on any complaint against the student intern in accordance with the HEI's policies;
- c. Conduct initial and regular visit/inspection of their HTE to ensure safety of student interns;
- d. Monitor and evaluate performance of the student intern jointly with the HTE based on the prescribed internship plan;
- e. Monitor the student intern and attend to his/her needs and concerns by coordinating with HTE, CHED and other concerned government authorities if necessary;
- f. Conduct monitoring and evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;
- g. Conduct a post training review and evaluation of the program and the performance as well as with the partner HTE;
- h. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and
- i. Issue a final grade to the student intern upon completion of requirements within the prescribed period in accordance with the HEI's regulations on grading system and performance assessment of the HTE.

14.2.3 Reporting

Submit to CHED through the CHED Regional Office (CHEDRO) the following documents:

- a. Annual report per school year on the implementation of SIPP on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others to be signed by school head or authorized representative such as deans of concerned program and/or registrar; refer to **Annex "C"**
- b. Copy of duly notarized MOA or training agreement; and
- c. List of partner HTEs and student interns duly certified by authorized school official to have completed internship. refer to **Annex "D"**

Section 15. SIPP Coordinators

15.1 Requirement

- 15.1.1** Must have official designation by their respective head/president on the basis of the HEI's qualification requirement.

15.2 Obligations/Responsibilities

- 15.2.1** Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
- 15.2.2** Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation;
- 15.2.3** Inspect internship venues and sites;



- 15.2.4 Monitor and assess student interns periodically;
- 15.2.5 Coach or mentor student interns;
- 15.2.6 Consult and assist student interns in resolving problems/issues encountered; and
- 15.2.7 Validate the result of the internship of students per batch, at the end of the internship period.

Section 16. Student Intern

16.1 Requirements

A student interns must:

- 16.1.1 Be officially enrolled in a legitimate Philippine higher education institution;
- 16.1.2 Be enrolled in an internship subject;
- 16.1.3 Be at least eighteen (18) years of age from the start of the internship period;
- 16.1.4 Pass pre-internship requirements as specified in the internship plan;
- 16.1.5 Submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by HTE, if any; and
- 16.1.6 Have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed.)

16.2 Obligations/Responsibilities

- 16.2.1 Enter into an internship contract and/or agreement with the participating HTE; refer to **Annex "E"**
- 16.2.2 Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
- 16.2.3 Comply with the provisions of the contract and/or agreement including the rules and regulations of the HEI, HTE and CHED at all times;
- 16.2.4 Undergo the required orientation/internship program conducted by the HEI and HTE;
- 16.2.5 Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
- 16.2.6 Perform tasks and activities indicated in the internship plan;
- 16.2.7 Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
- 16.2.8 Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
- 16.2.9 Submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;

- 16.2.10 Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
- 16.2.11 Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

16.3 Status

- 16.3.1 The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and
- 16.3.2 In case of working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the HEI.

Section 17. Host Training Establishments (HTEs)

17.1 Requirements

- 17.1.1 Has been duly authorized HTE by the appropriate government entity/ies, i.e. Local Government Unit (LGU), Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI);
- 17.1.2 Capable of providing the appropriate internship program, and has the capacity to co-develop, along with the HEI, and follow an internship plan to be undergone by the student intern in the HTE;
- 17.1.3 Has capacity to mentor, provide and facilitate the provision of technical training to student intern;
- 17.1.4 Has the capacity to monitor and submit monthly reports to the SIPP coordinator, and to;
- 17.1.5 Follow the evaluation system of student performance provided by the HEI.

17.2 Obligations/Responsibilities

- 17.2.1 Designs and implements the internship plan in partnership with the HEI;
- 17.2.2 Encourages student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
- 17.2.3 Assigns a point/focal person responsible for the implementation of all phases of the internship;
- 17.2.4 Orients the student intern on the standard rules and regulations of their establishment before signing of contract;
- 17.2.5 Enters into an internship contract/agreement with the student intern;
- 17.2.6 Facilitates the processing of the documents of the student intern in coordination with the HEIs;
- 17.2.7 Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;



- 17.2.8 May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;
- 17.2.9 Ensures that student interns do not perform tasks and duties of regular position in HTEs;
- 17.2.10 Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
- 17.2.11 Develops feedback mechanism to the student intern;
- 17.2.12 Develops feedback mechanism to HEI of the overall implementation of the internship and the student performance;
- 17.2.13 Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;
- 17.2.14 Make available, accurate and current records and provide access to HEI of such records while on internship;
- 17.2.15 Notifies and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and
- 17.2.16 Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

Section 18. Commission on Higher Education (CHED)

18.1 Obligations/Responsibilities

18.1.1 Office of Student Development and Services (OSDS)

- a. Conduct orientation and advocacy on the implementation of the guidelines on SIPP;
- b. Prepares the monitoring instrument and orients CHED Regional Offices (CHEDROs) on the same;
- c. Consolidates reports for policy formulation and decision making;
- d. Establishes and maintains linkages with other government agencies and non-government agencies and organizations for the successful implementation of SIPP; and
- e. Maintain updated list of HTEs in coordination with other government agencies and/or organizations.

18.1.2 CHED Legal and Legislative Service (LLS)

- a. Upon request by the Office of Student Development and Services (OSDS) through the recommendation of the Executive Office (EO), the Legal and Legislative Service (LLS) may conduct investigation on any alleged violation/s committed by the HEI or HTE and submit its report and recommendations to the Commission en Banc (CEB), through the Management Committee (ManCom), for appropriate action.

18.1.3 CHED Regional Offices (CHEDROs)

- a. Conduct monitoring and evaluation on the implementation of SIPP;
- b. Ensure the safety and well being of student interns by monitoring compliance of HEIs with the provisions of these guidelines, through review of reports of HEIs, on-site visits, and other appropriate mechanisms;



- c. Ensure that all HEIs and their duly designated HTE comply with the provisions of these guidelines for the welfare and protection of student interns;
- d. Establishes and maintain linkages with government and non-government agencies, organizations and/or industries, and enter into agreements with them specifying their roles or obligations in the implementation of SIPP;
- e. Provides feedback mechanism to HEIs and HTEs;
- f. Submit to LLS through the OSDS any alleged violations committed either by the HEI or HTE; and
- g. Submit an annual report on the status of implementation to OSDS.

Section 19. Parent/Guardian

19.1 Obligations/Responsibilities

- 19.1.1. Issues and signs the written consent; and
- 19.1.2 Co-signs the internship contract and/or agreement to manifest approval or consent to the internship of their child.

**Article VIII
MONITORING AND EVALUATION**

Section 20. The monitoring and evaluation of the performance of the student interns shall be done by both HEI and HTE. The SIPP coordinator, as well as the dean of the HEI should use standard procedures, instruments and methodologies, such as oral and written observations, monthly reports, and interviews or conferences to the students, to monitor and evaluate the student interns.

- 20.1 At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to the HEI the following documents:
 - 20.1.1 Certificate of completion;
 - 20.1.2 Duly accomplished evaluation sheet; and
 - 20.1.3 Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.
- 20.2 The SIPP Coordinator’s report including the HTE evaluation report will be the basis of the student intern’s final grade;
- 20.3 A student intern whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade on the basis of the school’s grading system, and after considering the circumstances surrounding such termination; and
- 20.4 The concerned HEI shall strictly monitor compliance to these guidelines.

**Article IX
FEE**

Section 21. The HEIs shall follow the approved students’ internship fee based on CHED Memorandum Order No. 3, Series of 2012 (CMO No. 03, s. 2012), or the “Enhanced Policies, Guidelines, and Procedures Governing Increases in Tuition and Other School Fees, Introduction of New Fees, and for Other Purposes”. In no



case shall the school charge the student fees other than the approved/prescribed fee or other school fees not duly noted by CHED. Charging of internship fee in accordance with CMO No. 03, s. 2012 includes administrative cost that corresponds with the units of the practicum/OJT subject and shall complement with the administrative cost of the HEIs.

Article X GRIEVANCE MACHINERY

Section 22. It is recognized that the program may give rise to grievances and complaints from or related to a variety of sources, including the HEIs, HTEs, student interns, and other stakeholders. More often, grievances arise for varied reasons to include one party claimed to be treated unfairly or unjustly, or that there have been undesirable program outcome or lapses in the program's process for that matter.

22.1 Objective

To ensure a transparent and accountable Student Internship Program, a Grievance Committee shall be constituted. The Grievance Committee is empowered to handle and review any complaints or grievances from HEI, HTE, student intern and other stakeholders. The Grievance Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement or upon filing of a complaint by an aggrieved party.

22.2 Composition and Terms of Reference (TOR)

22.2.1 HEI Level

The Grievance Committee shall be composed of officials, SIPP coordinator and dean and/or representative of the concerned College of HEI which have jurisdiction over concerned student intern. The Committee shall investigate matters within its jurisdiction and render decision pursuant to the HEI's rules and regulations. In case of failure by the Grievance Committee to settle an issue or render a decision, or in case the complaint is against a member of the Grievance Committee, the case shall be referred to the concerned CHEDRO for appropriate action.

Once action has been recommended or taken, and depending on the nature and confidentiality of the grievance/resolution, the parties shall be informed of the resolution or decision by the committee.

22.2.2 CHED Level

The Grievance Committee shall be composed of the officials and representatives from the concerned CHEDROs and HEIs which have jurisdiction over the affected student intern. The Grievance Committee shall investigate and render a decision pursuant to pertinent rules and regulations. In case of failure by the Grievance Committee to settle the issue or render a decision, or in case the complaint is against the member of the Grievance Committee, the case shall be referred to the CHED Central Office (CHED-CO) for appropriate action.



Section 23. Investigation of Complaints

- 23.1** Upon receipt by CHED through the OSDS of complaints or reports on alleged student exploitation or any violations as stated in Article XI, the same shall be immediately referred to the CHED-LLS for appropriate action, following prescribed procedures instituted by the same; and
- 23.2** The HEI may be suspended from accepting incoming freshmen in that particular program by the CHED Chairperson while under investigation for alleged violations of these guidelines.

Article XI VIOLATIONS

Section 24. Violations by the Higher Education Institution (HEI)

Any HEI that shall be found to have committed the following violations shall be meted with the appropriate sanctions provided in Article XII:

- 24.1** Sending students for internship without the required government recognition or Board Resolution Certificate of Program Compliance for said program;
- 24.2** Partnering with entities that have no juridical personality;
- 24.3** Allowing student interns to undertake SIPP without the signed MOA with HTE;
- 24.4** Allowing student interns to undertake SIPP without a valid internship offer or contract between the HTE and the students;
- 24.5** Making false statements/mis-statements of student records/documents to make it appear that the student is qualified to undertake SIPP;
- 24.6** Demanding from student interns training fees or other charges, not in accordance with the provisions of CMO No. 3, s. 2012;
- 24.7** Failing to provide free medical and dental services and appropriate insurance coverage;
- 24.8** Failing to monitor periodically as stipulated in the internship plan, welfare of student interns and thus exposing them to situations that may be deemed as exploitation of the students;
- 24.9** Failing to submit required reports to CHED as specified under these guidelines, particularly on results of pre and post monitoring and evaluation of student interns and action taken on their grievances and complaints, if any; and
- 24.10** Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

Section 25. Violations of Host Training Establishment (HTE)

- 25.1** Violation of any of the provisions of the MOA and this CMO;
- 25.2** Changing provisions of signed internship contract and/or agreement without the consent of the student interns and HEI;
- 25.3** Non-compliance with prescribed Internship Plans;
- 25.4** Placing student interns in internship venues which degrade, debase or demean the intrinsic worth and dignity of the student intern as a human being;
- 25.5** Withholding practicum reports of student interns without just cause; and



- 25.6 Such other acts similar or analogous to the foregoing and activities classified as human trafficking under R.A. No. 9208 and such other similar issuances that is in violation of the provisions herein.

Section 26. Violations of Student Interns

- 26.1 Any act of gambling, theft and other similar illegal acts;
26.2 Submitting forged or fraudulent documents;
26.3 Any act in violation of the HEI's rules and regulations;
26.4 Any act in violation of HTE rules and regulations in accordance with the internship program; and
26.5 Any act in violation of the laws of the country.

**Article XII
SANCTIONS**

Section 27. In order to ensure compliance with the guidelines and regulations stated in this CMO, the CHED-CEB may, upon the recommendation of the CHED-LLS, impose the following sanctions on the HEIs and HTEs for any of the violations stated in Article XI.

- 27.1 Any HEI found guilty of violating any of the provisions contained under Section 24 of these guidelines may be subjected to the following sanctions depending on the extent of violations:
- 27.1.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the downgrading of Government Recognition or Revocation of Program Recognition;
 - 27.1.2 Downgrading of Government Recognition to permit status or grant of Autonomous to Deregulated status, Center of Excellence (COE) to Center of Development (COD) status;
 - 27.1.3 Revocation of program recognition (Autonomous, Deregulated, COE and COD); and
 - 27.1.4 Filing of appropriate administrative and criminal case as appropriate.
- 27.2 **Grounds for Blacklisting of HTE without prejudice to the filing of administrative and/or criminal case**
Any HTE found guilty of violating any of the provisions contained under Section 25 of these guidelines may be subjected to the following:
- 27.2.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the blacklisting of HTE; and
 - 27.2.2 Blacklisting of HTE to participate in the SIPP.
- 27.3 Any student intern found guilty of violating any of the provisions contained under Section 26 may be subjected to sanctions in accordance with the concerned HEI's rules and regulations.




**Article XIII
REPEALING CLAUSE**

Section 28. All previous issuances contrary to these guidelines including CMO No. 23, s. 2009, "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject" are hereby deemed repealed and revoked.

**Article XIV
EFFECTIVITY**

Section 29. These guidelines shall apply immediately to entities/parties presently implementing internship program in the Philippines and shall take effect 15 days from publication in a newspaper of general circulation or in the Official Gazette.

Issued this December 28, 2017, Quezon City, Philippines.


PATRICIA B. LICUANAN, Ph.D.
Chairperson

Enclosures:

- Annex A - Sample Internship Plan for SIPP*
- Annex B - Sample MOA format for SIPP*
- Annex C - Annual Report Format for SIPP*
- Annex D - HEI Report on the List of Partner Host Training Establishments (HTEs) and Student Interns*
- Annex E - Sample Internship Contract/Agreement Format for SIPP*



SAMPLE INTERNSHIP PLAN FOR SIPP

Annex "A"

INTERNSHIP PLAN

Internship plan include among others, the description of the following:

I. INTRODUCTION:

During the internship program, the student interns are assigned to different areas and venues, while in the Host Training Establishments (HTEs), the student interns are given actual work experience in various departments that may be determined and mutually agreed upon by the school, HTE or the student intern.

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 student should be able to:

1. Identify key positions in the industry and related operations to their corresponding tasks and responsibilities;
2. Define the standard operational procedure in each of the department assigned;
3. Identify and operate the equipment, facilities and lay-out design in each of the department assigned;
4. Perform required skills and techniques necessary in the execution of operational procedures of the assigned tasks in accordance with the existing workplace, health and safety standards; and
5. Analyze and evaluate operational procedure in each assigned task and recommend any appropriate course of action to be taken to improve procedures.

Annex "A"



SAMPLE INTERNSHIP PLAN FOR SIPP

III. REQUIREMENTS OF THE PROGRAM:

A. List of documents for the student internship as stipulated in the CMO

B. Orientation and Briefing

After the application period, orientation and pre-internship seminars shall be set. Training expectations, guidelines, rules and regulations, course requirements shall be discussed. An open forum provides a venue for clarification on certain issues. The speakers from the Host Training Establishment (HTE) may be invited to share their insights, expectations and experiences.

C. Internship Contract

An internship Contract is signed by the student intern, the Higher Education Institution (HEI) and the Host Training Establishment (HTE). This agreement identifies the student intern's tasks and some policies regarding the program.

D. Performance

The culmination of the internship program is the evaluation of the student intern performance. The evaluation should contain the following:

Name of Student Intern: _____

Name of the HTE and address: _____

Internship Period: Start: _____ End: _____

Department/Tasks	Period	Student Outcomes	Ratings	Signature of Supervisor/Mentor

E. CERTIFICATION

A certification with the logo issued by the HTE issued to student intern after the completion of the designated number of hours. The certification bears the seal, signed by the HTE's authorized representative.



MEMORANDUM OF AGREEMENT

The Memorandum of Agreement (MOA) may include among others, the following provisions:

I. PURPOSE OF THE AGREEMENT

This section states the big picture of why and how the parties came together and includes:

1. Name of parties involved
2. Brief description of the scope of work
3. Financial obligations of each party, if applicable
4. Key contacts for each party involved

II. DEFINITION OF TERMS, IF APPLICABLE

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES OF PARTIES INVOLVED

This section identifies the mutual and joint responsibilities (collaborative tasks) and the expected result of those joint efforts. In addition, it lists the specific roles and responsibilities of each entity and clarifies the purpose of the MOA as stipulated in the CMO.

IV. EVENTS OF DEFAULT

The grounds for blacklisting of Host Training Establishments (HTEs) and any HEIs found to have committed the violations of the guidelines shall be meted with the appropriate sanctions stated in the CMO.

V. EXCLUSION OF PARTNERSHIP

The parties hereto expressly agree that nothing contained or implied in the AGREEMENT shall constitute a partnership or joint venture within the parties hereto or any of them do not constitute nor be deemed to constitute any Party as an affiliate to any Party for any purpose whatsoever.

VI. NOTICES AND GENERAL MATTERS

Notices under the AGREEMENT may be delivered by hand, by registered mail (which shall be airtailed if possible) or facsimile to the addresses or emailed to the address, facsimile number, and email address specified.



SAMPLE MOA FORMAT FOR SIPP

Annex "B"

VII. SEVERANCE

If any provision of the AGREEMENT or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further.

VIII. CONFIDENTIALITY

The AGREEMENT, as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative.

IX. SEPARABILITY

The invalidity or unenforceability of any provision of the AGREEMENT shall not affect or impair other provisions that are otherwise valid, binding and effective.

X. GOVERNING LAW AND ARBITRATION

The AGREEMENT shall be governed by and construed according to the laws of the Republic of the Philippines.

XI. ENTIRE AGREEMENT

The AGREEMENT constitutes the entire agreement between the parties, their successors and assignees. Any and all matters or things that the parties may have agreed, but have not reduced in writing herein, shall be void and ineffective.

XII. DURATION

This segment identifies the effective date of the AGREEMENT, its term (if there is one), and how the agreement can be modified or terminated.

XIII. SIGNATURES OF PARTIES' PRINCIPALS

Finally, to demonstrate agreement with the terms of the MOA, spaces are provided for the names and signatures of an official from each party who is authorized to approve agreements on the party's behalf. A space for the date the agreement was signed is also required. The MOA is not in effect until all parties have signed the MOA. Each party should then be provided with a signed original and duly notarized copy of the MOA.



Form for HEI

ANNUAL REPORT IN THE IMPLEMENTATION OF
STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP)
AY _____

HEI: _____
ADDRESS: _____
DEGREE PROGRAM: _____

Issues and Concerns Encountered	Solutions	Recommendations

PREPARED BY:
(Name and Signature)

CERTIFIED CORRECT:
(Name and Signature)



Form for HEI

REPORT ON THE
LIST HOST TRAINING ESTABLISHMENTS (HTEs) AND STUDENT INTERNS PARTICIPATING IN THE
STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP)
AY _____

HEI: _____
ADDRESS: _____

PARTNER HOST TRAINING ESTABLISHMENTS (HTEs)	NAME OF STUDENT INTERNS	PROGRAM	GENDER	DATES OF DURATION OF THE INTERNSHIP

PREPARED BY:
(Name and Signature)

CERTIFIED CORRECT:
(Name and Signature)



SAMPLE INTERNSHIP CONTRACT/AGREEMENT FORMAT FOR SIPP

Annex “E”

INTERNSHIP CONTRACT/AGREEMENT

The Internship Contract/Agreement may include among others, the following provisions:

I. PURPOSE OF THE CONTRACT/AGREEMENT

This section states the big picture of why and how the parties came together and includes:

1. Name of parties involved
2. Goals and the development of specific skills
3. Brief description of the scope of agreement
4. Key contacts for each party involved

II. PERIOD

It covers the duration of the internship from the date started up to the last day of the contract. This segment identifies the effective date of the contract, its term (if there is one), and how the agreement can be modified or terminated.

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES

This section identifies the mutual and joint responsibilities (collaborative tasks) and the expected result of those joint efforts. In addition, it lists the specific roles and responsibilities of each entity in accordance with the provisions stipulated in the approved Memorandum of Agreement (MOA) entered into by and between the higher education institution (HEI) and Host Training Establishment (HTE) and the CHED guidelines on SIPP.

IV. PLACE OF ASSIGNMENT

This section clarifies the place of assignment at the particular HTE.

V. COMPENSATION AND BENEFITS

Under this section, the following provisions may be included among others:

1. Allowance
2. Lodging
3. Duty Meals



SAMPLE INTERNSHIP CONTRACT/AGREEMENT FORMAT FOR SIPP

Annex "E"

4. Uniform
5. Insurance
6. Working Hours
7. Days Off

VI. CONFIDENTIALITY

The Agreement, as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative.

VII. SIGNATURES OF PARTIES' PRINCIPALS

Finally, to demonstrate agreement with the terms of the contract, spaces are provided for the names and signatures of an official from each party who is authorized to approve agreements on the party's behalf. A space for the date the agreement was signed is also required. The agreement is not in effect until all parties have signed the contract. Each party should then be provided with a signed original and duly notarized copy of the contract.

