



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

**CHED MEMORANDUM ORDER (CMO)**

No. 23

Series of 2009

**SUBJECT: GUIDELINES FOR STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP) FOR ALL PROGRAMS WITH PRACTICUM SUBJECT**

In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission en banc Resolution No. 148, dated April 19, 2009, the following guidelines for Student Internship Program in the Philippines 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 Commission on Higher Education is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing policies, and liberalization of trade in goods and services. CHED shall require student exchange and establishment by HEIs of string academic linkages with business and industry to promote and provide students with competitive skills and attitudes for employment.

**Section 2.** In order to promote the well being of tertiary students, guarantee quality of their learning and exposure and ensure their safety while undergoing practicum and considering the nature of the Program, CHED issues these Guidelines for Student Internship Program in the Philippines.

**Article II  
OBJECTIVES**

**Section 3. General Objectives**

The Program aims to:

- provide tertiary students enrolled in Higher Education Institutions (HEIs) in the Philippines the opportunity to acquire practical knowledge, skills, and desirable attitudes and values in reputable establishments/industries in our country;
- enhance the students' work competencies, and discipline as they relate to people in the workplace;
- promote competitiveness of students through their training;
- strengthen and enrich the degree programs in HEIs
- provide opportunities to learn from and network with experienced professionals;
- handle new challenges and complex tasks or problems; and
- identify future career directions and become candidates for future job opening.

**Article III  
SCOPE AND COVERAGE**

**Section 4.** This program shall be applicable to all qualified tertiary students who have enrolled in recognized higher education programs.

**Article IV  
IMPLEMENTING GUIDELINES**

**Section 5. Requirements for Parties Involved.**

**Higher Education Institution (HEI)**

- The HEI must have Government Recognition for Private HEIs, appropriate Board Resolution for State Universities and Colleges (SUCs) and Local Government Ordinance for Local Universities and Colleges (LUCs) for program(s) with practicum or internship units;
- The HEI must have no pending complaint or administrative/criminal/civil action file against it either before CHED, other government agencies/entities or in any court of competent jurisdiction;
- The HEI must have reputable Host Training Establishment (HTE) Partner or Entity;
- The HEI must have a Manual or Plan designed in collaboration with the HTE; ; and
- HEI must furnish the HTE with the evaluation system to be followed in the evaluation of student performance.

**Host Training Establishment (HTE)**

- HTE must be duly licensed and registered institutions/establishments in the Philippines. They must provide appropriate training program for the student trainee and must follow the Training Manual or Plan; and
- HTE must follow the evaluation system of student performance provided by HEI.

**Student Trainee/Intern**

- Student trainee/intern possess the following minimum qualifications:
  - .1 Must be enrolled in a Philippine higher education institutions;
  - .2 At least 18 years old;
  - .3 Enrolled in practicum or equivalent subject, at least 3rd year (2nd semester) or 4th curricular year;
  - .4 Passed pre-practicum requirements;
  - .5 In good academic standing and completed all pre-requisite subjects;
  - .6 The trainee shall be physically, mentally, and emotionally fit, as contained in the physical and psychological examination certified by DOH accredited clinics and hospitals;
  - .7 Articulate in the language used by the HTE;

*off*

- .8 Has consent from parents/guardian; and
  - .9 Has finished at least 90% of his/her academic requirements or has passed and taken all his/her major (professional) subjects.
- Transferees and/or students who have graduated or completed another degree program and are enrolled in a second program must complete at least two semesters with 12 units of professional subjects per semester in the accepting HEI before undergoing internship.

## **Section 6. Obligations/Responsibilities of Parties Involved**

### **Higher Education Institution (HEI)**

- Formulate local school practicum policies and guidelines on selection, placement, monitoring and assessment of student trainees;
- Pre-qualify student trainees/interns in accordance with the school off campus training policies and requirements as specified herein and from the receiving host training establishment;
- Set criteria on the selection of a faculty Practicum academically qualified and responsible as Faculty SIPP Coordinator per program for all aspects of the student internship programs including program implementation, monitoring and evaluation;
- Select Host Training Establishment (HTE) and ensure acceptability of training manual or plan and practicum venue in order to protect student interest;
- Execute MOA with HTE duly notarized;
- Develop, in collaboration with the duly selected HTE a Training Manual or Plan for the student trainee/intern specifying goals and objectives (desired outcomes and how these outcomes will be achieved), knowledge, skills, attitudes and competencies that the student trainee should acquire in each learning area, assignments, and schedule of activities, among others. The training manual or plan shall be part of the Training Contract signed by the student trainee, HTE and HEI;
- Monitor and evaluate performance of the student trainees jointly with the HTE based on the prescribed Training Manual or Plan;
- Monitor the student trainee and attend to his/her needs and concerns by coordinating with HTE, CHED, and other concerned government authorities if necessary;
- Conduct general orientation for qualified student trainees and their parents/guardians;
- Conduct initial and regular visit/inspection of their HTE organization to ensure safety of students;
- submit to CHED through the CHEDRO the following basic documents:
  - .1 Annual report per school year on implementation of SIPP on the number of student trainees 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 Registrar;
  - .2 List of students certified to have completed internship with supporting documents; and
  - .3 SIPP evaluation form as part of the documentation.

- HEI should see to it that any student trainee/intern found guilty of violating any of the provisions contained in these guidelines be subjected to the institutional disciplinary policies;
- Issue a final grade to the student trainee upon completion of requirements on prescribed period;
- Issue a Certificate of Appreciation of the completion of training of student to HTE; and
- Provides CHEDRO a copy of the duly notarized MOA.

### **Host Training Establishment (HTE)**

- Facilitate the processing of the documents of the student trainee/intern in coordination with the higher education institutions;
- Provides Supervised Applied Learning Experience for student trainees in accordance with agreed Training Manual/Plan and schedule of activities;
- Assigns a competent Faculty SIPP Coordinator responsible for the implementation of all phases of the Training Plan;
- Conduct a post training review and evaluation of the program and the performance as well as with the partner HEI;
- Issue Certificate of Completion of the student trainees two weeks after the completion of training; and
- May provide necessary incentives to the student trainee as contained in the MOA, such as free duty meals, travel allowance and uniform, if possible.

### **Student Trainees/Interns**

- Sign and comply with the provisions of the contract, at all times with the rules and regulations of the HTE, CHED and the HEI;
- Complete the agreed duration of his/her internship;
- Undergoes the required orientation/training program conducted by the HEI and HTE;
- Submit a monthly journal of practicum experiences describing his/her training activities, problem/s encountered, and reflections on the training experience to the Faculty SIPP Coordinator; and
- Sign the acceptance letter and/or training contract.

### **Parent/guardian or spouse**

- Co-signs the Training Contract to manifest approval or consent to the training of their child/spouse; and
- Issue waiver duly signed by parents and guardians.

### **Commission on Higher Education (CHED)**

#### **Office of Student Services (OSS)**

- Prepares the monitoring instrument and orients CHEDROs; and
- Consolidates reports for policy formulation and decision making.

SH

## **CHED Legal Services**

- Upon request by the Executive Office, the CHED Legal Service may conduct investigation on alleged violation committed by the HEI or HTE and submit its report and recommendations to the Commission en Banc for appropriate action.

## **CHED REGIONAL OFFICE (CHEDRO)**

- Ensure the safety and well being of student trainees by monitoring compliance of HEIs with the provisions of these guidelines through the reports of HEIs, on site visits and other appropriate mechanism as CHED institutes;
- Establish 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;
- Conduct monitoring and evaluation on the implementation of SIPP;
- Submit annual report on the status of implementation to OSS;
- Provide feedback mechanism to HEIs and HTEs;
- Ensure that all HEIs and their duly designated HTE must comply with the provisions of these guidelines for the welfare and protection and training of students; and
- Submit to Central Office CHED Legal Services through the OSS any alleged violations committed either by the HEI or HTE.

## **Section 7. Monitoring and Evaluation**

The monitoring and evaluation of the performance of the student trainees shall be done by both the HEI and the HTE. The Faculty SIPP Coordinator and or Dean of the HEI should use standard procedures, instruments and methodologies such as observations, monthly reports, and interviews or conferences to the students.

- At the end of the training period, the HTE shall transmit to the HEI the following documents:
  - .1 Certificate of Completion;
  - .2 Duly accomplished evaluation sheet; and
  - .3 Other pertinent reports, information, and/or documents which may be included for purposes of describing students performances.
- The Faculty SIPP Coordinator's report including the HTE evaluation report will be the basis of the student's final grade.
- A student whose contract was terminated due to resignation or other causes shall be given a final grade on the basis of school's grading system after considering the circumstances surrounding such termination.
- Concerned HEI shall strictly monitor compliance of these guidelines.

## **Section 8. Duration of the Internship Training.**

The internship program shall be in accordance with the approved curriculum.

## **Section 9. Fee**

The HEIs shall follow the approved students practicum fee. 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.

## **Section 10. Offenses**

### **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 Section 11:

- Sending students for internship without the required government recognition or Board Resolution for said program;
- Partnering with entities that have no established reputation;
- Failing to monitor welfare of student trainees/interns and thus exposing them to situations that may be deemed as exploitation of the students;
- Allowing student trainees/interns to undertake SIPP without a valid training offer or contract between the Host Training Establishment and the students;
- Allowing student trainees/interns to undertake SIPP without signed MOA with Training Partner (That the MOA between HEI and HTE be optional on a case-to-case basis depending on the volume of interns deployed to the latter);
- Making false statements/mis-statement of student records/documents to make it appear, that the student is qualified to undertake SIPP;
- Failing to submit required reports to CHED as specified under these guidelines particularly on results of pre and post monitoring and evaluation of student trainees and action taken on their grievances and complaints, if any;
- Demanding from student trainees training fees or other charges, NOT APPROVED BY CHED in addition to the fees already paid by the student during enrollment in order to participate in the SIPP; and
- Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

### **Violations by Host Training Establishment (HTE)**

Any HTE that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Sec. 11:

- Changing provisions of signed Training Contract without the consent of the student trainee and HEI;
- Non-compliance with prescribed Training Manual or Plan;
- Placing student trainees in unsuitable training venues;
- Withholding practicum reports of student trainees; and
- Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

*gk*

## **Section 11. Sanctions.**

In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institution and Host Training Establishment for any of the violations stated in Section 10.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to following sanctions:

- 1<sup>st</sup> Offense, a written warning;
- 2<sup>nd</sup> Offense, suspension for a period of time determined by the Commission en Banc; and
- 3<sup>rd</sup> Offense, revocation or downgrading of the Recognition status of the program.

The HEI may be required to submit a corrective plan of action designed to address the violations committed by the HEI.

## **Section 12. Investigation of Complaints**

- Upon receipt by CHED-OSS of complaints or reports on alleged student exploitation or abovementioned violations, the same shall be immediately referred to the CHED Legal Service for appropriate action, following prescribed procedures instituted by the same.
- HEI while under investigation for alleged violations of these guidelines may be suspended from accepting incoming freshmen in that particular program by the CHED Chairman.

### **Article V EFFECTIVITY**

Section 13. These guidelines shall apply immediately to Entities/Parties presently implementing practicum/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 July 20, 2009, Pasig City, Philippines.

  
**EMMANUEL Y. ANGELES**  
Chairman