



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

14 March 2023

MEMORANDUM NO. 035
Series of 2023

TO : **All Vice Chancellors, Deans, Directors, Department Chairs,
and Unit Heads**

SUBJECT : **UPLB Guidelines on Inbound Practicum or Internship for
Non-UPLB Students**

Consistent with our mandate to lead as a public service university, UPLB offices and units in the attached sheet (list of available slots) may start accommodating students from other state universities and colleges (SUCs) and private higher education institutions (HEIs) for their practicum or internship requirements this Midyear 2023.

Please be guided by the attached UPLB Guidelines on Inbound Practicum or Internship. Templates for some of the forms may be accessed through the link [UPLB Inbound Practicum/Internship - Google Drive](#)

For your information and guidance.


JOSE V. CAMACHO, JR.
Chancellor

Attachment: a/s

cc: OVCAA
RMO



PRACTICUM/INTERNSHIP SLOTS FOR NON-UPLB STUDENTS
MIDYEAR 2023

COLLEGE/UNIT/OFFICE	Number of Slots
CAS-IBS	4
CAS-IC	4
CAS-ICS	2
CAS-IMSP	3
CDC-OCS	1
CDC-DDBT	6
CDC-DDJ	2
CDC-DEC	2
CDC-DSC	2
CEAT-IABE	4
CEM-DAAE	3
CEM-DAME	2
CEM-ICOPED	3
CFNR-OCS	2
CFNR-DFBS	10
CFNR-TREES	2
CPAF-DO	2
CPAF-IGRD	3
CPAF-CISC	3
CPAF-KMO	3
CPAF-CSPPS	3
SESAM-DO	2
OC - Main	2
OAR	4
OPR	10
Ugnayan ng Pahinungod	10
BAC-Secretariat	4
OVCRE - Main	4
Museum of Natural History	4
UPMO	20 (12-CE, 4-EE, 2-ME); 2-BSA)
UPLB ITC	5
LGMO	10
LRC	3
OVCSA-OSA	2
OVCSA-OCG	4
OVCSA-OSG	2
OVCSA-RECOMMIT	2
OVCSA-OSH	1
OVCSA-ISR	2
OVCCA-Main	2
OVCCA-Gender Center	6
OVCCA-UHO	3
OVCCA-UHS	10



UPLB GUIDELINES ON PRACTICUM/INTERNSHIP/OJT PROGRAM FOR INBOUND HIGH SCHOOL/ COLLEGE STUDENTS IN THE PHILIPPINES¹

Scope:

These guidelines shall cover the practicum/internship/OJT that involves long-term hosting of students from other schools/universities as the training establishment/ entity.

Guidelines:

Following are guidelines and minimum requirements for practicum/internship/OJT:

1. The duration of the internship program shall be specified in the letter of request of the student duly endorsed by the academic adviser and the school principal/director/dean.
2. There should be a formal agreement through a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the prospective partner academic institution where the students are enrolled. MOAs and MOUs are signed by the University Chancellor and qualified representative of the partner academic institution.
3. An internship plan shall be prepared and approved both by the host training establishment/ entity (HTE) and the academic institution. It contains the outlined goals and objectives, knowledge, skills, and competencies that the student intern should acquire in each training area, assignment, and schedule of activities, among others.
4. The HTE shall assign an internship coordinator and supervisor. The HTE internship coordinator shall schedule an orientation for the students, advisers and internship supervisors on their duties and responsibilities, including the guidelines of the HTE on research outputs (i.e. publication, product and technology, others). The HTE internship coordinator will also administer to the students the pre-internship questionnaire.
5. The HTE internship coordinator shall secure that the student submits the accomplished application form and student information sheet.
6. The student may accomplish the confidentiality and non-disclosure agreement, as required by the HTE.
7. Student participating in internship program must be physically and mentally fit. The student should undergo medical (physical and mental health) assessment by a licensed physician prior to the start of internship. The student shall submit to the HTE internship coordinator the original copy of the medical certificate and copy of the updated insurance policy. A certificate of good moral character shall also be provided by the student.
8. The student shall be assigned to the unit depending on his/her area of interest.
9. The HTE internship supervisor must make sure that the student is properly informed of the rules and regulations of the unit.

¹ Modified from the implementation guidelines on internship and/or on-the job training program implemented at the Institute of Plant Breeding, College of Agriculture and Food Science, and Museum of Natural History, University of the Philippines Los Baños

10. With due diligence by all parties, the internship program is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during the practicum/internship/OJT, the student or the HTE internship supervisor shall notify the HTE internship coordinator as soon as possible.
11. After the practicum/internship/OJT, the student must submit a copy of internship report to the HTE internship coordinator together with clearance from accountability from the unit where the student worked.
12. Post-internship and evaluation questionnaires will be administered by the HTE internship coordinator.
13. The HTE internship coordinator shall prepare the certificate of completion to be awarded to the student. A certificate of appreciation will also be awarded to the HTE internship supervisor.
14. Failure to comply with these guidelines will be subject to applicable administrative sanctions as determined by the University.



ANNEX 2.1

FLOWCHART FOR THE IMPLEMENTATION OF PRACTICUM/ INTERNSHIP/ ON-THE JOB TRAINING PROGRAM FOR INBOUND HIGH SCHOOL OR COLLEGE STUDENTS²

Person/s involved	Process	Details
Student, academic adviser, head of the unit	Letter of request address to the head of the unit	<p>Indicate area of interest.</p> <p>Letter should be endorsed by the academic adviser and school/principal/director/dean.</p> <p>Approval of the head of the unit.</p>
HTE internship coordinator, academic adviser	Development of partnership	Formalize relationship with academic institutions through a MOA.
Student, HTE internship supervisor, academic adviser	Preparation of internship plan	Preparation of an internship plan to be approved by the HTE and academic institution.
HTE internship coordinator, student, academic adviser	Coordination of the internship program	<p>Provide the student and academic adviser with the application form and information sheet.</p> <p>Discuss with the student and academic adviser the forms and the internship program.</p> <p>Request student to submit application requirements: medical certificate, certificate of good moral character, insurance policy to cover sickness and accident expenses, and other requirements as required by the HTE.</p>
HTE internship coordinator, student, academic adviser, HTE internship supervisor	Orientation	<p>Student to submit accomplished application form, information sheet to the HTE internship coordinator, and other application requirements.</p> <p>Student, academic adviser, and HTE internship supervisor must attend the Orientation.</p>



² Adopted from the Workflow for the Implementation of the Research Internship and/or On-the Job Training Program for High School Students of the Institute of Plant Breeding, College of Agriculture and Food Science, UPLB.

		HTE internship coordinator will provide pre-internship questionnaire.
Student, HTE internship supervisor	Conduct of internship	<p>Student will be assigned to the unit depending on the area of interest.</p> <p>The HTE internship supervisor must make sure that the student is properly informed on the rules and regulations of the unit.</p>
Student, HTE internship coordinator	Presentation of report and certificate	<p>Student will present internship report before a panel consisting of the academic adviser, HTE internship supervisor, and other staff members.</p> <p>Student must submit clearance from accountability to the HTE internship coordinator a day before the presentation of the report.</p> <p>Post-internship and evaluation questionnaires will be administered by the internship coordinator.</p> <p>The HTE internship coordinator will prepare and award certificate of completion to the student. A certificate of appreciation will also be awarded to the HTE internship supervisor.</p>

ANNEX 2.2

CHECKLIST OF REQUIREMENTS FOR PRACTICUM/ INTERNSHIP/ ON-THE JOB TRAINING PROGRAM FOR INBOUND HIGH SCHOOL OR COLLEGE STUDENTS

- ☐ Letter of request endorsed by academic adviser and school principal/director/dean.
- ☐ Application form
- ☐ Student information sheet
- ☐ Internship plan
- ☐ Copy of medical certificate
- ☐ Copy of updated insurance policy
- ☐ Certificate of good moral character
- ☐ Proof of Vaccination
- ☐ Health declaration form (using UHS template)
- ☐ Consent of Parent/Guardian
- ☐ Student's Pledge
- ☐ Other requirements as required by the HTE



ANNEX 2.3

University of the Philippines Los Baños
<College Name>
<Department/Institute>

(Adopted from CMO No. 104, Series of 2017)



INTERNSHIP CONTRACT/AGREEMENT
(SAMPLE)

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 College/Academic Unit 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. INTERNSHIP PLAN

This section contains the outlined goals and objectives, knowledge, skills, and competencies that the student intern should acquire in each training area, assignment, and schedule of activities, among others.

vi. COMPENSATION AND BENEFITS

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

1. Allowance
2. Lodging
3. Duty Meals
4. Uniform
5. Insurance
6. Working Hours
7. Days Off

vii. 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.

viii. 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 contract.

The signatories shall include: (1) Student Intern; (2) HTE Supervisor; (3) Academic Adviser; and (4) Parent/Legal Guardian

