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PAS-3

S.3. Faculty handling OJT/practicum courses have had at least three (3) years of teaching and industry-based experience in the field

Documents attached:

- CHED MEMORANDUM ORDER No. 104 Series of 2017
- SAMPLE INTERNSHIP PLAN, AND MOA FORMAT FOR SIPP
- ANNUAL REPORT IN THE IMPLEMENTATION OF SIPP
- REPORT ON THE LIST HOST TRAINING ESTABLISHMENTS AND STUDENT PARTICIPATING IN THE SIPP
- SAMPLE INTERNSHIP CONTRACT/AGREEMENT FORMAT FOR SIPP
- OFFICE OF THE VP FOR ACADDEMIC AFFAIRS MEMORANDUM ORDER No. 01 Series of 2017
- PIE CHART
- TEACHING ASSIGNMENT SUMMER 2016-2019



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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CMO 104 Series of 2017



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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.

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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.





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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.





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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.





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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.





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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;





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- 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;





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- 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;





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- 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;





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- 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





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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.





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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





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- 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.





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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*





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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.





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SAMPLE MOA FORMAT FOR SIPP

Annex "B"

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 airmailed if possible) or facsimile to the addresses or emailed to the address, facsimile number, and email address specified.





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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.





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Annex "C"

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)





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Annex "D"

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)





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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

Page 1 of 2





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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.





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Office of the Vice-President for
Academic Affairs Memorandum
Order
No. 01 Series of 2017



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Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice-President for Academic Affairs

CF

MEMORANDUM ORDER
 NO.01, Series of 2017

TO : ALL DEANS
 BRANCH/CAMPUS DIRECTORS

SUBJECT : GUIDELINES ON THE CONDUCT OF ON-THE-JOB TRAINING PROGRAM

DATE : FEBRUARY 17, 2017

This Memorandum Order is issued to prescribe the guidelines on the conduct of on-the-job training in accordance with CHED Memo 22 Series of 2013.

1. RATIONALE

It is the goal of every academic institution to develop among students practical skills that meet the needs of the industry as exposure to real-world challenges is hardly found in textbooks and classroom settings. Thus, on-the-job training has become part of the curriculum.

On-the-job training, also called practicum or internship depending on the nature of the academic program, is a course requirement for a baccalaureate degree which provides an opportunity among students to apply the theories, principles and ideas learned in the academic environment to actual work settings under the guidance and supervision of their training supervisors. It exposes the students to work realities which will ideally hone their skills and prepare them for the 'world of work' after college. Attainment of the On-the-Job training program objectives ensures the readiness of the graduates to face the challenges of the industry. Hence, vital as it is, OJT should be dynamic, technical and managerial skill-centered for the students to effectively grasp the practical learning in the workplace.

With on-the-job training being part of the curriculum, Higher Education Institutions must have a clear set of guidelines on its implementation.

2. ON-THE-JOB TRAINING OBJECTIVES

On-the-job training program, as stated in CHED Memo, No. 22, series of 2013 has the following objectives:

- to provide 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;

Handwritten signatures and dates:

 GE - [Signature] 2/21/17

 EE - [Signature] 2/21/2017

 CE - [Signature] (SA) 02/21/2017

 ME - [Signature] 02/21/17

 IE - [Signature] (SA) 02/21/17

 BE - [Signature] 2/23/17

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- to enhance the students' work competencies and discipline as they relate to people in the workplace;
- to promote competitiveness of students;
- to strengthen and enrich the degree programs of HEIs;
- to provide opportunities for the students to learn from and network with experienced professionals;
- to help develop among students the necessary skills in handling new challenges and complex tasks or problems; and,
- to be an avenue for the students to identify future career directions and become candidates for future job opening.

3. ENROLMENT REQUIREMENTS

Students must comply with the following requirements in order to qualify for the On-the-Job Training course:

- must be officially enrolled in the on-the-job training course during the term when it is offered;
- must be physically, mentally, and emotionally fit as evidenced by medical and psychological examinations (CHED Memo 22 Series of 2013);
- must pass all the prerequisite subjects of the on-the-job training course without prejudice to graduating students who request for overload and/or the enrolment of a prerequisite subject along with the on-the-job training;
- must submit the following pre on-the-job training requirements:
 - notarized waiver duly signed by parent/guardian with photocopy of parent or guardian's ID bearing specimen signature
 - photocopy of certificate of insurance
 - compliance with additional medical examination requirements as may be required by the company/industry e.g. hotels/restaurants which require Hepa test, etc
 - 2" x 2" colored picture with name tagged.
- shall not enrol any additional major/laboratory/board course, unless also prescribed in the curriculum to be taken on summer alongside the OJT course.

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4. PROCEDURES

Before OJT

- Students shall attend the orientation to be conducted by the Department/Branch/Campus.
- Students shall select institutions where he/she intends to conduct his/her OJT. A list of institutions with existing MOA with the University shall be provided by the OJT Adviser.
- Student shall seek approval from the OJT Adviser regarding his/her application to a prospective partner institution. This shall be done through an endorsement letter of the OJT Adviser to the partner institution noted by the Chairperson/Academic Head and the Dean/Director.
- Students planning to take the OJT in institutions without an existing MOA shall seek guidance from the OJT Adviser as to the process of executing a MOA between PUP and the prospective partner institution.
 - The student shall provide a copy of the PUP MOA template to the prospective partner institution, together with a cover letter coming from the OJT Adviser, duly noted by the Chairperson/Academic Head and the Dean/Director.
 - The student shall follow-up the status of the prospective partner institution's review of the MOA provisions. He/she shall inform the OJT Adviser of the status so that appropriate assistance may be extended to the student.
 - The student shall submit to the OJT Adviser the PUP MOA draft reviewed by the prospective partner institution. The latter shall submit it to the PUP Legal Office for review and endorsement to the University President.
 - Upon completion of the necessary MOA signed by both parties, the student shall have the document notarized. It shall be submitted to the OJT Adviser for distribution to concerned PUP offices, i.e. Office of the President, PUP Legal Department, and University Board Secretary.

During OJT

- Student shall religiously attend both OJT class conducted by the OJT Adviser and the partner institution immersion sessions conducted by the Training Supervisor.
- Student shall periodically submit to his/her OJT Adviser his/her daily accomplishment report.
- Student shall assist the OJT Adviser to coordinate their visit to the partner institution.
- Student shall report to the OJT Adviser any condition which is detrimental to his/her training. He/she may be transferred to another partner institution if the

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working station is not conducive to the attainment of the OJT objectives as evaluated by the OJT adviser.

- Student shall regularly update his/her daily journal of activities using standard forms/instructional manuals prescribed by the college.

After OJT

- Students shall submit a portfolio at the end of his/her training which includes the following:
 - Notarized Memorandum of Agreement
 - Letter of Endorsement
 - Comprehensive Resume/Profile
 - Parents/Guardian's Consent and/or Waiver
 - Daily Attendance Report (DTR) Duly Signed by the Training Supervisor
 - Weekly Accomplishment/Progress Report/Learning Diary
 - Evaluation Forms Accomplished by the Employer/Training Supervisor
 - OJT Experience Summary Report (overall review and analysis of OJT experience, in narrative form)
 - Photo Documentation of the actual training/output
- Students shall attend the OJT culminating activity to be organized by the college/branch/campus. This shall be attended by representatives from the partner institution.
- Students shall evaluate the partner institution where he/she spent his/her training.

5. ROLES AND RESPONSIBILITIES OF INVOLVED PARTIES

OJT Adviser

- Identify suitable OJT institutions
- Coordinate with the existing OJT partner institutions
- Take-charge in the processing of the MOA/contract of agreement/Affiliation Contract between PUP and the partner institution
- Ensure that all students/trainees have partner institutions for OJT training
- Schedule OJT visit
- Check the compliance of student trainees in the submission of required documents: notarized MOA, notarized waiver, certificate of insurance, etc
- Conduct weekly meetings with the OJT class
- Monitor students' performance as reflected in their journal/diary and feedback from on-site training supervisor

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Student/Trainee

- Abide by the rules and regulations set forth by the partner institution where he/she is undergoing training
- Observe discipline and right conduct at all times
- Submit reports and requirements on time
- Accomplish the attendance sheet noted by the training supervisor

Parents/Guardians

- Sign the training contract, which may be provided by the partner institution, as a manifestation of approval or consent to the OJT for their child
- Sign the waiver of consent

OJT Partner Institution

- Provide a conducive working environment where students can acquire actual day-to-day business processes of the company
- Provide an orientation regarding the company policies and regulations
- Provide a qualified on-site training supervisor who will take charge of the development of the student trainee
- Assign tasks relevant and aligned to the discipline/field of specialization of the student trainee
- Monitor and evaluate the progress and performance of the student trainee throughout the duration of his/her training
- Ensure that students are rendering OJT hours within the regular working hours (Under no circumstances shall the student trainees be assigned on 'graveyard shift' or exceed the 9pm cut-off.)
- Provide an orientation to the regular employees of the company regarding the proper attitude/treatment towards OJT student trainees.

On-Site Training Supervisor

- Provide relevant instructions and tasks to improve the skills and competencies of the student trainee
- Evaluate the performance of the student trainee using the university/college instrument

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- Coordinate with the OJT Adviser regarding the status and progress of the student trainee

6. MONITORING AND EVALUATION OF OJT

- Monitoring and evaluation shall be done by the OJT Adviser. He/she shall be responsible in visiting the partner institutions and in coordinating with the On-Site Training Supervisor.
- OJT Adviser shall be able to visit at least fifty percent (50%) of the students deployed in various partner institutions
- In addition to partner institution visitations, the adviser may make use of other communication media such as email, social media, telephone, etc., to gather feedback from the workplace/workstations of the student trainees.
- The Chairperson/Academic Head/Director shall monitor the compliance of the OJT Advisers with regards to their partner institution visitation requirements. Proof of visits shall be submitted by the OJT Adviser to the respective Chairperson/Academic Head/Director. The latter shall consolidate and submit the reports, noted by the Dean/Director, to the Office of the Vice President for Academic Affairs/Office of the Vice President for Branches and Campuses.

Weekly Journal/Report

All OJT student trainees shall submit to their respective OJT Adviser a report journal on a weekly basis. The students are also required to make a journal/diary of their daily activities in the partner institution. Details of the report journal shall include the following:

- Nature of the activity performed and the duration of the activity
- Output/contribution of the student in the activity
- Name/number of the co-workers/teammates of the student trainee in the activity
- Evaluation of the On-Site Training Supervisor to the quality/quantity of the output delivered by the student trainee
- Other noteworthy activities, outputs or events in the partner institution

On-Site Training Supervisor Evaluation

The On-Site Training Supervisor shall be responsible in evaluating the student at the end of the training. The On-Site Training Supervisor may delegate the task to a qualified partner institution employee provided that this is communicated to the OJT Adviser. The On-Site Training Supervisor shall use the prescribed evaluation form provided by the College.

OJT Adviser Evaluation

The OJT Adviser is responsible for evaluating the 'fitness' of the student to apply for OJT based on the medical and psychological test results. The adviser is also responsible in assessing the performance of the student trainees through the

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meticulous inspection of daily attendance (time in-time out), weekly journal/report, and on-site company visits.

Student Evaluation Of Practicum/Internship Partner Institution

The student trainee shall evaluate the OJT partner institution at the end of the OJT course to provide a student-perspective on the readiness and capability of the partner institution to accept and train student trainees. The evaluation of the student trainee shall be submitted to the OJT Adviser for consolidation and evaluation.

Culminating Activity

Colleges/branches/campuses offering OJT courses shall conduct an OJT culminating activity at the end of each implementation. Representatives from partner institutions shall be invited for the purpose of having a meaningful exchange at the conclusion of the training cycle. The activity can be a venue for the recognition of outstanding student trainees and partner institutions.

7. GRADING SYSTEM

Student trainee shall be graded as follows:

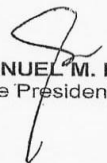
- Class Standing (attendance, activities) 20%
- Portfolio 40%
- Final On-Site Supervisor Evaluation 40%

8. SCOPE

This set of guidelines shall cover all PUP students in the main campus, branches, and other campuses with on-the-job training course.

9. EFFECTIVITY

This set of guidelines shall take effect starting summer of school year 2016-2017.

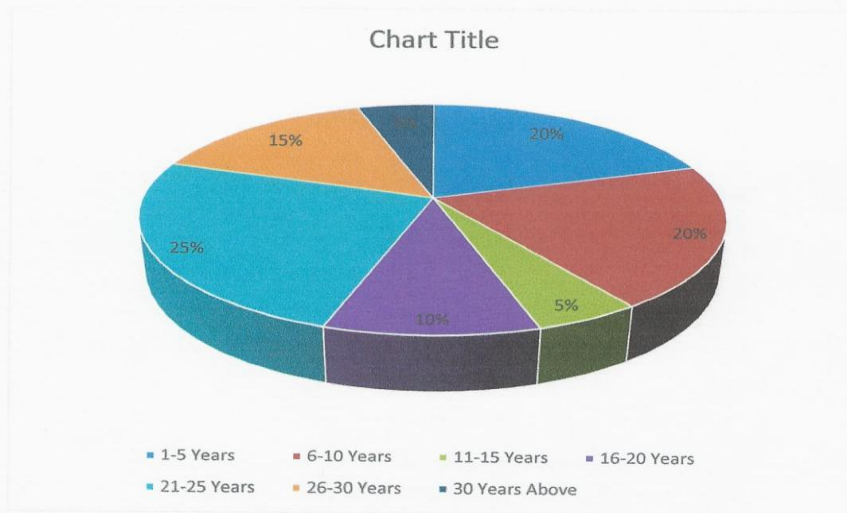

MANUEL M. MUHI, D.Tech.
Vice President for Academic Affairs

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Faculty handling OJT/practicum courses have more than three (3) years of teaching experience. Some have also industry-based experienced.



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Teaching Assignment Summer 2018-2019



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COMPUTER ENGINEERING DEPARTMENT

CVPAA Form No. 1
 April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2018-19

EMP NO	FA0327MN2008	COLLEGE	ENGINEERING
EMP NAME	FERNANDO, RONALD D	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

CAMPUS DIRECTOR

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4022	Practicum 2	1	BSCOE 4-FS1N	C	12PM-3PM	45	MWS	CEA311C EA315	04/10/2019

Total PART-TIME 1

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME	3		3			3	
TOTAL	3		3			3	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:
 (C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - ITech

DR. EMANUEL C. DE GUZMAN
 President



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COMPUTER ENGINEERING DEPARTMENT

AA Form No. 1
 1, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2018-19

MP NO	FA0329MN2008	COLLEGE	ENGINEERING
MP NAME	OQUINDO, FLORINDA H	DEPT CODE	
MP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

DIRECTOR

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

ART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
OEN 4022	Practicum 2	1	BSCOE 4-4	C	7:30AM-10:30AM	2	MWS	CEA312C EA311	04/10/2019

total PART-TIME 1

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME	3		3			3	
TOTAL	3		3			3	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

C - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - ITech

DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SERVICE RECORD

(To be Accomplished by Employer)

NAME : TENERIFE PEDRITO MOLO
(Surname) (Given Name) (Middle Name)

BIRTH DATE : January 25, 1974 **BIRTH PLACE :** MANILA

This is to certify that the employee named hereinabove actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned :

SERVICE Dates		RECORD OF APPOINTMENT			OFFICE ENTITY/ DIVISION STATION		LEAVE OF ABSENCE W/O PAY	SEPARATION	
FROM	TO	DESIGNATION	STATUS	SALARY	PLACE OF ASSIGNMENT	BRANCH		DATE	CAUSE
06/10/08	06/30/08	INSTRUCTOR I SG-12	TEMPORARY	147408.00/an	P.U.P.	NATIONAL	-none-	//	
07/01/08	06/09/09	INSTRUCTOR I	TEMPORARY	162144.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/09	06/30/09	INSTRUCTOR I	TEMPORARY	162144.00/an	P.U.P.	NATIONAL	-none-	//	
07/01/09	06/09/10	INSTRUCTOR I	TEMPORARY	181428.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/10	06/23/10	INSTRUCTOR I	TEMPORARY	181428.00/an	P.U.P.	NATIONAL	-none-	//	
06/24/10	05/31/11	INSTRUCTOR I	TEMPORARY	200712.00/an	P.U.P.	NATIONAL	-none-	//	
06/01/11	06/09/11	INSTRUCTOR I	TEMPORARY	219996.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/11	05/31/12	INSTRUCTOR I	TEMPORARY	219996.00/an	P.U.P.	NATIONAL	-none-	//	
06/01/12	01/01/13	INSTRUCTOR I	TEMPORARY	239280.00/an	P.U.P.	NATIONAL	-none-	//	
01/02/13	07/11/13	INSTRUCTOR I	PERMANENT	239280.00/an	P.U.P.	NATIONAL	-none-	//	
07/12/13	10/15/14	INSTRUCTOR II SG-13	PERMANENT	257232.00/an	P.U.P.	NATIONAL	-none-	//	
10/16/14	07/05/15	ASST. PROF. II SG-16	PERMANENT	322536.00/an	P.U.P.	NATIONAL	-none-	//	
07/06/15	12/31/15	ASST. PROF. IV SG-18	PERMANENT	376212.00/an	P.U.P.	NATIONAL	-none-	//	
1/16	12/31/16	ASST. PROF. IV	PERMANENT	401424.00/an	P.U.P.	NATIONAL	-none-	//	
1/17	07/31/17	ASST. PROF. IV	PERMANENT	428316.00/an	P.U.P.	NATIONAL	-none-	//	
08/01/17	12/31/17	ASSO. PROF. II SG-20	PERMANENT	519000.00/an	P.U.P.	NATIONAL	-none-	//	
01/01/18	12/31/18	ASSO. PROF. II	PERMANENT	564444.00/an	P.U.P.	NATIONAL	-none-	//	
01/01/19	01/06/19	ASSO. PROF. II	PERMANENT	613860.00/an	P.U.P.	NATIONAL	-none-	//	
01/07/19	PRESENT	ASSO. PROF. III SG-21	PERMANENT	630648.00/an	P.U.P.	NATIONAL	-none-	//	

Nothing Follows

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT :


RUPERTO D. CARPIO JR.
Chief, Record Sec.

October 19, 2019
(DATE)



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Teaching Assignment
Summer 2017-2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

2017/18 FORM NO. 1
 April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2017-18

EMP NO	FA0080MN2016	COLLEGE	ENGINEERING
EMP NAME	ARTIFICIO, EDCEL B	DEPT CODE	
EMP STATUS	Part-time	DEPARTMENT	COMPUTER ENGINEERING

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4022	Practicum 2	0.5	BSCOE 4-3	C	2PM-5PM/5PM-8PM	56789	S	FIELD	04/16/2018

Total PART-TIME 0.5

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME						6	
TOTAL						6	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:
 (C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech

[Signature]
DR. EMANUEL C. DE GUZMAN
 President





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2017-18

EMP NO	FA0327MN2008	COLLEGE	ENGINEERING
EMP NAME	FERNANDO, RONALD D	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

CAMPUS DIRECTOR

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4012	Practicum 1	2	BSCOE 3-1	C	7:30AM-10:30AM/10:30AM-1:30PM/2PM-5PM/5PM-8PM	23456789	TFS	FIELDCEA302/ FIELD	04/16/2018

Total PART-TIME 2

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME		3			3	12	
TOTAL		3			3	12	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

(C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech

[Signature]
 DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

UP Form No. 1
 April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2017-18

EMP NO	FA0329MN2008	COLLEGE	ENGINEERING
EMP NAME	OQUINDO, FLORINDA H	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

DIRECTOR

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4022	Practicum 2	2	BSCOE 4-1	C	7:30AM-10:30AM/10:30AM-1:30PM/2PM-5PM/5PM-8PM	23456789	WS/WS	FIELDCEA31 1/ FIELD	04/16/2018

Total PART-TIME 2

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME			6			12	
TOTAL			6			12	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

(C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech


 DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Approved: _____
 April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2017-18

EMP NO	FA0039MN2016	COLLEGE	ENGINEERING
EMP NAME	PAJABERA, ORLANDO V.	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

HEAD, COMPUTER ENGINEERING LABORATORY

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4012	Practicum 1	2	BSCOE 3-4	C	6PM-9PM	89	MTWTHFS	FIELDCE A315	04/16/2018

Total PART-TIME 2

TEACHING LOAD PER DAY (HOURS)


	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME	3	3	3	3	3	3	
TOTAL	3	3	3	3	3	3	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

(C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - ITech


 DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SERVICE RECORD

(To be Accomplished by Employer)

NAME : TENERIFE PEDRITO MOLO
(Surname) (Given Name) (Middle Name)

BIRTH DATE : January 25, 1974 **BIRTH PLACE :** MANILA


This is to certify that the employee named hereinabove actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned :

SERVICE Dates		RECORD OF APPOINTMENT			OFFICE ENTITY/ DIVISION STATION		LEAVE OF ABSENCE W/O PAY	SEPARATION	
FROM	TO	DESIGNATION	STATUS	SALARY	PLACE OF ASSIGNMENT	BRANCH		DATE	CAUSE
06/10/08	06/30/08	INSTRUCTOR I SG-12	TEMPORARY	147408.00/an	P.U.P.	NATIONAL	-none-	//	
07/01/08	06/09/09	INSTRUCTOR I	TEMPORARY	162144.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/09	06/30/09	INSTRUCTOR I	TEMPORARY	162144.00/an	P.U.P.	NATIONAL	-none-	//	
07/01/09	06/09/10	INSTRUCTOR I	TEMPORARY	181428.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/10	06/23/10	INSTRUCTOR I	TEMPORARY	181428.00/an	P.U.P.	NATIONAL	-none-	//	
06/24/10	05/31/11	INSTRUCTOR I	TEMPORARY	200712.00/an	P.U.P.	NATIONAL	-none-	//	
06/01/11	06/09/11	INSTRUCTOR I	TEMPORARY	219996.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/11	05/31/12	INSTRUCTOR I	TEMPORARY	219996.00/an	P.U.P.	NATIONAL	-none-	//	
06/01/12	01/01/13	INSTRUCTOR I	TEMPORARY	239280.00/an	P.U.P.	NATIONAL	-none-	//	
01/02/13	07/11/13	INSTRUCTOR I	PERMANENT	239280.00/an	P.U.P.	NATIONAL	-none-	//	
07/12/13	10/15/14	INSTRUCTOR II SG-13	PERMANENT	257232.00/an	P.U.P.	NATIONAL	-none-	//	
10/16/14	07/05/15	ASST. PROF. II SG-16	PERMANENT	322536.00/an	P.U.P.	NATIONAL	-none-	//	
07/06/15	12/31/15	ASST. PROF. IV SG-18	PERMANENT	376212.00/an	P.U.P.	NATIONAL	-none-	//	
01/16	12/31/16	ASST. PROF. IV	PERMANENT	401424.00/an	P.U.P.	NATIONAL	-none-	//	
01/01/17	07/31/17	ASST. PROF. IV	PERMANENT	428316.00/an	P.U.P.	NATIONAL	-none-	//	
08/01/17	12/31/17	ASSO. PROF. II SG-20	PERMANENT	519000.00/an	P.U.P.	NATIONAL	-none-	//	
01/01/18	12/31/18	ASSO. PROF. II	PERMANENT	564444.00/an	P.U.P.	NATIONAL	-none-	//	
01/01/19	01/06/19	ASSO. PROF. II	PERMANENT	613860.00/an	P.U.P.	NATIONAL	-none-	//	
01/07/19	PRESENT	ASSO. PROF. III SG-21	PERMANENT	630648.00/an	P.U.P.	NATIONAL	-none-	//	

Nothing Follows

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT :


RUPERTO D. CARPIO JR.
Chief, Record Sec.

October 19, 2019
(DATE)



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

Polytechnic University of the Philippines
Sta. Mesa, Manila

REPORT ON OFFICIAL TIME
Summer SY 2017-18

NAME : VELASCO, ANTONIO Y.
COLLEGE : COLLEGE OF ENGINEERING
DESIGNATION : LABORATORY HEAD
OFFICE : COLLEGE OF ENGINEERING

- for signature pls.

DAYS	REGULAR TIME			PART-TIME		TEMPORARY SUBSTITUTION		NIGHT SERVICE	
	Administrative Time	Teaching Time	No. of Hrs.	Time	No. of Hrs.	Time	No. of Hrs.	Time	No. of Hrs.
Monday	07:30AM-11:30AM;12:00PM-02:30PM 4		6.5	03:00PM-06:00PM	3			06:00PM-09:00PM	3
Tuesday	07:30AM-11:30AM;12:00PM-05:00PM		9					05:30PM-08:30PM	3
Wednesday	07:30AM-11:30AM;12:00PM-05:00PM		9					05:30PM-08:30PM	3
Thursday	07:30AM-11:30AM;12:00PM-02:30PM		6.5	03:00PM-06:00PM	3			06:00PM-09:00PM	3
Friday	07:30AM-11:30AM;12:00PM-05:00PM		9					05:30PM-08:30PM	3
Saturday				07:30AM-10:30AM;10:30AM-01:30PM;02:00PM-05:00PM;05:00PM-08:00PM	12				
Sunday									
Total			40		18 hrs		0		15

March 27, 2018

Date

DR. ANTONIO Y. VELASCO
Signature of Faculty

ENGR. JUAN S. GARCIA
Immediate Supervisor (Signature over printed name)



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Teaching Assignment
Summer 2016-2017



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

VPAA Form No. 1
 pril, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2016-17

EMP NO	FA0326MN2008	COLLEGE	ENGINEERING
EMP NAME	CANSINO, JULIUS S	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

CHAIRPERSON

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4022	Practicum 2	2	BSCOE 4-4	C	7:30AM-1:30PM/9AM-12PM/2PM-8PM	23456789	S/TTH/S	FIELD	04/04/2017

Total PART-TIME 2

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME		3		3		12	
TOTAL		3		3		12	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

(C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech


DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

DVPAA Form No. 1
 April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2016-17

EMP NO	FA0327MN2008	COLLEGE	ENGINEERING
EMP NAME	FERNANDO, RONALD D	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

CAMPUS DIRECTOR

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4012	Practicum 1	2	BSCOE 3-1	C	7:30AM-10:30AM/7:30AM-1:30PM/2PM-8PM	23456789	MW/S	FIELD	04/04/2017

Total PART-TIME 2

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME	3		3			12	
TOTAL	3		3			12	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:
 (C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech

(Signature)
 DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

OVPAA Form No. 1
 April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2016-17

EMP NO	FA0052MN2014	COLLEGE	ENGINEERING
EMP NAME	LORICO, JULIAN L.	DEPT CODE	
EMP STATUS	Part-time	DEPARTMENT	COMPUTER ENGINEERING

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFVTY.
COEN 4012	Practicum 1	1	BSCOE 3-5	C	12PM-6PM	4567	M	FIELD	04/04/2017

Total PART-TIME 1

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME	6						
TOTAL	6						

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

(C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech

(Signature)
DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

VPAA Form No. 1
 April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2016-17

EMP NO	FA0328MN2008	COLLEGE	ENGINEERING
EMP NAME	NATIVIDAD, FERDINAND O	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	COMPUTER ENGINEERING

CHIEF, INSPECTION COMMITTEE

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTY.
COEN 4012	Practicum 1	2	BSCOE 3-4	C	6PM-9PM	89	MTWTHFS	FIELD	04/04/2017

Total PART-TIME 2

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME	3	3	3	3	3	3	
TOTAL	3	3	3	3	3	3	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME							
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

(C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech

(Signature)
DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

April, 1989

Polytechnic University of the Philippines
 Sta. Mesa, Manila

FACULTY ASSIGNMENT
 Summer, SY 2016-17

EMP NO	FA0108MN2012	COLLEGE	ENGINEERING
EMP NAME	TUBOLA, ORLAND DELFINO	DEPT CODE	
EMP STATUS	Permanent	DEPARTMENT	ELECTRONICS ENGINEERING

REGULAR LOAD

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.

PART-TIME

SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	YEAR & SECTION	SUBJ. REF.	TIME	TIME CODE	DAY/S	ROOM	EFFTVTY.
COEN 4012	Practicum 1	2	BSCOE 3-3	C	7:30AM-1:30PM/10:30AM-1:30PM/2PM-8PM	23456789	S/MW/S	FIELD	04/04/2017

Total PART-TIME 2

TEACHING LOAD PER DAY (HOURS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
REGULAR							
PART-TIME	3		3			12	
TOTAL	3		3			12	

OFFICIAL TIME / ADVISING TIME

	MON	TUE	WED	THUR	FRI	SAT	SUN
OFFICIAL TIME	07:30AM-10:30AM / 02PM-05:30PM	08AM-12PM / 12:30PM-05:30PM	02PM-05:30PM / 07:30AM-10:30AM	08AM-12PM / 12:30PM-05:30PM	08AM-12PM / 12:30PM-05:30PM		
ADVISING TIME							

SUBJECT REFERENCE LEGEND:

(C) - College, (OU) - Open University, (GS) - Graduate School, (PB) - Post Bac, (L) - Law, (T) - iTech

(Signature)
DR. EMANUEL C. DE GUZMAN
 President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SERVICE RECORD

(To be Accomplished by Employer)

NAME : TENERIFE PEDRITO MOLO
 (Surname) (Given Name) (Middle Name)

BIRTH DATE : January 25, 1974 **BIRTH PLACE :** MANILA


This is to certify that the employee named hereinabove actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned :

SERVICE Dates		RECORD OF APPOINTMENT			OFFICE ENTITY/ DIVISION STATION		LEAVE OF ABSENCE W/O PAY	SEPARATION	
FROM	TO	DESIGNATION	STATUS	SALARY	PLACE OF ASSIGNMENT	BRANCH		DATE	CAUSE
06/10/08	06/30/08	INSTRUCTOR I SG-12	TEMPORARY	147408.00/an	P.U.P.	NATIONAL	-none-	//	
07/01/08	06/09/09	INSTRUCTOR I	TEMPORARY	162144.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/09	06/30/09	INSTRUCTOR I	TEMPORARY	162144.00/an	P.U.P.	NATIONAL	-none-	//	
07/01/09	06/09/10	INSTRUCTOR I	TEMPORARY	181428.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/10	06/23/10	INSTRUCTOR I	TEMPORARY	181428.00/an	P.U.P.	NATIONAL	-none-	//	
06/24/10	05/31/11	INSTRUCTOR I	TEMPORARY	200712.00/an	P.U.P.	NATIONAL	-none-	//	
06/01/11	06/09/11	INSTRUCTOR I	TEMPORARY	219996.00/an	P.U.P.	NATIONAL	-none-	//	
06/10/11	05/31/12	INSTRUCTOR I	TEMPORARY	219996.00/an	P.U.P.	NATIONAL	-none-	//	
06/01/12	01/01/13	INSTRUCTOR I	TEMPORARY	239280.00/an	P.U.P.	NATIONAL	-none-	//	
01/02/13	07/11/13	INSTRUCTOR I	PERMANENT	239280.00/an	P.U.P.	NATIONAL	-none-	//	
07/12/13	10/15/14	INSTRUCTOR II SG-13	PERMANENT	257232.00/an	P.U.P.	NATIONAL	-none-	//	
10/16/14	07/05/15	ASST. PROF. II SG-16	PERMANENT	322536.00/an	P.U.P.	NATIONAL		//	
07/06/15	12/31/15	ASST. PROF. IV SG-18	PERMANENT	376212.00/an	P.U.P.	NATIONAL		//	
01/16	12/31/16	ASST. PROF. IV	PERMANENT	401424.00/an	P.U.P.	NATIONAL		//	
01/01/17	07/31/17	ASST. PROF. IV	PERMANENT	428316.00/an	P.U.P.	NATIONAL		//	
08/01/17	12/31/17	ASSO. PROF. II SG-20	PERMANENT	519000.00/an	P.U.P.	NATIONAL		//	
01/01/18	12/31/18	ASSO. PROF. II	PERMANENT	564444.00/an	P.U.P.	NATIONAL		//	
01/01/19	01/06/19	ASSO. PROF. II	PERMANENT	613860.00/an	P.U.P.	NATIONAL		//	
01/07/19	PRESENT	ASSO. PROF. III SG-21	PERMANENT	630648.00/an	P.U.P.	NATIONAL		//	

Nothing Follows

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT :


RUPERTO D. CARPIO JR.
 Chief, Record Sec.

October 19, 2019
 (DATE)

