



OJT Guidelines (online) for Students



OJT – Important Documents

- ❑ INSTITUTIONAL MOA
- ❑ STUDENT MOA
- ❑ Internship Plan

NOTE: MOA Templates have an **online** OJT aspect

(Templates can be requested through Ms. Che, COS-ADEALM Office Secretary)

Important Notes

- Practicum coordinators provide a list of approved partner companies from their department. Students have the option to look for other companies provided that the department through the coordinator makes sure that the company will give suitable training to our students.
- During the time of pandemic, the OJT will be conducted online as much as possible.
- Students are responsible to inquire, apply, provide resumes, and inform the companies about the templates for MoAs between company and university and between the company and the student.

Important Notes

- The practicum coordinator makes sure that the MoAs and Internship plans are filled up correctly and completely before forwarding them to COS ADEALM for legal process. Submission of the MoAs to ADEALM should be **at least three (3) weeks before the start of the OJT.**
- ADEALM coordinates with Office of VP for External Relations and Internationalization (OVPERI) for initial clearance of the MoAs.
- OVPERI will forward/coordinate with OULC for the approval of MoAs, following the procedure of OULC for legal documents.
- ADEALM will coordinate with OVPERI for the status of the MOA review, and informs the practicum coordinator when the MoAs are approved or with comments.

Important Notes

- Five (5) original copies of signed MoAs should be provided.
- The notarization of the MoAs between the company and student is shouldered by the student. DLSU through the college will handle the notarization fee for Institutional MoA.
- The start of the internship is strictly after the MoAs are signed.
- In cases where the student will do an in-house internship (work in an office or department of DLSU), only the agreement between the student and DLSU should be required.

OJT – Agreements: Key points

1. Duration of the OJT shall not be more than five (5) months;
EXCEPT for highly technical programs, which shall be in accordance with the Department's existing policies, standards, and guidelines (PSG's)
2. DLSU to maintain a pool of qualified Host Training Establishments (HTE)
 - a) Must be a juridical entity (partnership/corp) or government agency
 - b) HTE must duly registered with the respective regulatory body (SEC, LGU, DTI, etc.)
3. DLSU to provide appropriate insurance coverage for students
4. DLSU and HTE to assign their own internship coordinator
5. HTE to issue certificate of completion within two (2) weeks from end of OJT
6. Parent/Guardian of OJT Student to sign (expressing consent).
7. E-signatures allowed if coupled with a confirmation e-mail.



STUDENT INTERN REQUIREMENTS, OBLIGATIONS/RESPONSIBILITIES, VIOLATIONS AND SANCTIONS

 CHED CMO NO. 104 S. 2017

OJT – STUDENT REQUIREMENTS

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.)

OJT – STUDENT OBLIGATIONS / RESPONSIBILITIES

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;

OJT – STUDENT OBLIGATIONS / RESPONSIBILITIES

- 16.2.8** Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
- 16.2.9** Submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator:
- 16.2.10** Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
- 16.2.11** Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

OJT – STUDENT STATUS

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.

OJT – Parent/Guardian Obligations/Responsibilities

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.

OJT – STUDENT VIOLATIONS

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.

OJT – SANCTIONS

- 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.

Host Training Establishment (HTE) will provide the following:

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

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



List of Partner Industries in the past
Academic Years (COS)

OCCS List of WFH Opportunities



REFERENCES

HDA - VCA on June 5, 2020 : Revised Department Faculty Plantilla for T3, AY 2019-2020

“For practicum courses, academic departments shall continue to have recalibrated requirements and provide alternative activities as in-person deployment in external establishments shall remain suspended for Term 3, AY 2019-2020.”

[CHED CMO No.104 - s2017](#) -Student Internship Program in the Philippines

[CHED CMO No. 22 - s2013](#) - Student Internship Program Abroad Program

[CHED COVID 2019 Advisory 1](#)

[CHED COVID 2019 Advisory 2](#)

[CHED COVID 2019 Advisory 3](#)

[CHED COVID 2019 Advisory 4](#)

[CHED COVID 2019 Advisory 5](#)

[CHED COVID 2019 Advisory 6](#)

[CHED COVID-19 Advisory No. 7](#) - latest (Sec A.1.c) - May 24, 2020

“OJT and internship programs (foreign and local) remain suspended until ECQ, MECQ, GCQ, and MGCQ has been lifted. However, for HEIs in MGCQ areas, in-campus OJT and internship programs can be authorized provided there is strict compliance with physical distancing and other health protocols.”