Memo# RVA-OIL-09-2014

23 January 2014

To: VCAA Ronald S. Banzon, UP Diliman
   VCAA Wilfredo V. Alangui, UP Baguio
   VCAA Marie Josephine M. De Luna, UP Manila
   VCI Oscar B. Zamora, UPLB
   VCAA Encarnacion Emilia S. Yap, UP Visayas
   OVCAA Karen Joyce G. Cayamanda, UP Mindanao
   VCAA Melinda F. Lumanta, UP Open University
   OIL Dir. Jean O. Loyola, UPLB
   OEC Dir. Cristine DLR. Villagonzalo, UP Diliman
   Dean Liza Corro, UP Cebu

From: Rhodora V. Azanza, Ph.D.
Assistant Vice-President for Academic Affairs
Director of the Office of Institutional Linkages

Subject: Submission of the Compliance Report Re: Strict Compliance on the Provision of CMO 22, s. 2013 To Present And Register Student Interns at the Nearest Philippine Foreign Service Post Within 48 Hours Upon Arrival in the Host Country.

With reference to the memo from Director Catherine Castañeda for the Commission on Higher Education dated 15 January 2014 reiterating the Memo from the Office of the Chairperson re: Submission of the Compliance Report Re: Strict Compliance on the Provision of CMO 22, s. 2013 To Present And Register Student Interns at the Nearest Philippine Foreign Service Post Within 48 Hours Upon Arrival in the Host Country, the Vice-Chancellor for Academic Affairs, the Directors of International Linkages and the Dean of UP Cebu are enjoined to coordinate and supervise the submission of the said reports of their respective unit. (Please see attached memo for your reference).

Please furnish the Office of Institutional Linkages a copy of the report/s submitted to the Commission on Higher Education.

Thank you.

CC: VPAA Gisela P. Concepcion
   Chancellors
MEMORANDUM FROM THE DIRECTOR

TO : Presidents/Heads of State Colleges and Universities (SUCs), Local Colleges and Universities (LUCs), and Private Higher Educational Institutions in the National Capital Region (NCR)

Subject : Submission of Compliance Report Re: Strict Compliance On The Provision of CMO 22, s. 2013 To Present And Register Student Interns At The Nearest Philippine Foreign Service Post Within 48 Hours Upon Arrival In The Host Country

Date : January 15, 2014

In reference to the Memorandum from the Chairperson dated November 27, 2013 regarding strict compliance on CHED Memorandum Order No. 22, s. 2013 “Revised Policies and Guidelines (PSGs) on Student Internship Abroad Program (SIAP)”, particularly on Section 7.2.2 which states that for “Foreign Host Establishments or Organizations to present and register their student interns at the nearest Philippine Foreign Service Post within 48 hours upon their arrival in the Host Country”, all higher education institutions in the region especially those with currently deployed student trainees, must strictly comply with the said provision.

Attached are the reports’ format uniform implementation. Failure to comply on the said provision and/or non-submission of report will be grounds for automatic suspension and/or blacklisting of the Foreign Host Establishment and suspension of the higher education institutions (HEIs) from participation in the Student Internship Abroad Program.

Strict compliance of all concerned is required.

Please be guided accordingly.

Please disseminate to all CMO.

CATHARINE Q. CASTAÑEDA, Ph.D.
Director IV
### Form for HEI

**Report of Compliance on the Provision of CMO 22 S. 2013**

To present and Register Student Interns in the nearest Philippine Foreign Service Post within 48 hours upon arrival in Host Country

<table>
<thead>
<tr>
<th>Name of Participating HEI Address:</th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Foreign Host Establishment</th>
<th>Host Country</th>
<th>Dormitory &amp; Address</th>
<th>Duration of Internship</th>
<th>Date of Arrival (Host Country)</th>
<th>Date registered in PFSP (Attached Evidence of Registration)</th>
</tr>
</thead>
</table>

Prepared by: ____________________________  Certified Correct: ____________________________

**Instructions:**

List the name of students per batch of SIAP engagement and add rows as appropriate.

Please retain e-file in excel format.

Hard copy should bear the signatures of the SIAP Coordinator and HEI Head or Authorized HEI Head Representative for SIAP matters.