



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

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : CHED REGIONAL OFFICE DIRECTORS AND OFFICERS-IN-CHARGE IN REGIONS I,II,III & CAR HEADS OF CONCERNED HIGHER EDUCATION INSTITUTIONS

SUBJECT : ZONAL ORIENTATION ON CMO NO. 104, S. 2017 ENTITLED "REVISED GUIDELINES FOR STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP) FOR ALL PROGRAMS" FOR REGIONS I, II, III AND CAR ONLY

DATE : FEBRUARY 26, 2018

Pursuant to the pertinent provisions of Republic Act No. 7722 otherwise known as the Higher Education Act of 1994", the Commission on Higher Education (CHED) through the Office of Student Development and Services (OSDS) will conduct an Orientation on the "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs", **to be held in Region I on May 4, 2018 starting at 9:00 am. (exact venue to follow)**

The objective of the orientation is to discuss and update the CHED Regional Office (CHEDRO) Directors and/or Coordinators and selected Heads and/or SIPP Coordinators from identified higher education institutions (HEIs) per region on the information and specific provisions in the said revised guidelines. CHED Regional Offices shall submit to OSDS:


- not more than fifty seven (57) participants (3 CHEDRO representatives and 54 Heads and/or SIPP Coordinators & Student Leader of HEIs) **for Region I only**; and
- not more than thirty (30) participants (1 CHEDRO representative and 29 Heads and/or SIPP Coordinators & Student Leader of HEIs) **each for Regions II, III and CAR**

on or before April 20, 2018. Number of participants per regions shall be strictly observed due to financial constraints. The list of participants received beyond the said period may not be accommodated. Copy of the "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs" shall be made available at www.ched.gov.ph.

Registration is free. However, travel expenses incurred in this activity shall be charged against local/regional funds subject to the usual accounting and auditing rules and regulations. Expected participants from the HEIs shall make an arrangement with their respective School Heads. Further, **CHED-OSDS will provide accommodation to CHEDRO representatives only.**

Confirmations of attending participants from the HEIs shall be done by the CHEDROs and that said confirmation must be communicated to the Office of Student Development and Services (OSDS). For registration and/or clarification, please contact Ms. Mary Jeane D. Ebor of the International Student Affairs Division (ISAD) through telephone number (02) 441-1220 or osds@ched.gov.ph or mebora@ched.gov.ph.

For your usual prompt cooperation.


J. PROSPERO B. DE VERA III
Officer-In-Charge
Commission on Higher Education