



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 IV, V, NCR AND MIMAROPA
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 IV, V, NCR
AND MIMAROPA 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 IV on April 20, 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 revised guidelines. CHED Regional Offices shall submit to OSDS:


- not more than forty seven (47) participants (1 CHEDRO representative and 46 Heads and/or SIPP Coordinators & Student Leader of HEIs) **for NCR only;**
- not more than forty (40) participants (3 CHEDRO representatives and 37 Heads and/or SIPP Coordinators & Student Leader of HEIs) **for Region IV only;** and
- not more than twenty (20) participants (1 CHEDRO representative and 19 Heads and/or SIPP Coordinators & Student Leader of HEIs) **each for Regions V and MIMAROPA**

on or before April 13, 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 D. DE VERA III
Officer-In-Charge
Commission on Higher Education