



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 IX, X, XI, XII AND CARAGA
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 IX, X, XI,
XII AND CARAGA ONLY

DATE : MARCH 22, 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 on June 22, 2018 at General Santos City starting 9:00 a.m. (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 five (45) participants (3 CHEDRO representatives and 42 Heads and/or SIPP Coordinators & Student Leader of HEIs) **for Region XII only; and**
- not more than twenty eight (28) participants (1 CHEDRO representative and 27 Heads and/or SIPP Coordinators & Student Leader of HEIs) **each for Regions IX, X, XI and CARAGA**

on or before June 8, 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. Eborá of the International Student Affairs Division (ISAD) through telephone number (02) 441-1220 or osds@ched.gov.ph or meborá@ched.gov.ph.

For your usual prompt cooperation.

J. PROSPERO E. DE VERA III, DPA
Officer-In-Charge
Commission on Higher Education