



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

**CHED MEMORANDUM ORDER (CMO)**

No. 22  
Series of 2010

**SUBJECT: ENHANCED GUIDELINES FOR STUDENT INTERNSHIP ABROAD PROGRAM (SIAP) FOR ALL PROGRAMS WITH PRACTICUM SUBJECT**

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In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", Republic Act No. 9208, otherwise known as the "Anti-Trafficking in Persons Act of 2003", and pursuant to Commission en banc Resolution No. 192-2010, dated July 14, 2010, the following guidelines for student internship program for all programs with practicum subject are hereby adopted for the information, guidance and compliance of all concerned.

**Article I**  
**GUIDING PRINCIPLES**

**Section 1.** The Commission on Higher Education is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing foreign policies, and liberalization of trade in goods and services. CHED encourages and promotes student exchange and strong academic linkage with business and industry in other countries for cross cultural training and skills enhancement to make students competitive for employment here and abroad.

**Section 2.** The prevalence of the practice of sending tertiary students for training and internship abroad requires that CHED adopt measures to ensure the safety and well-being of these students while providing them with applied learning opportunities and cross-cultural training and skills enhancement in reputable companies and training institutions in various parts of the world.

**Section 3.** In order to promote the well being of tertiary students and ensure their safety, and considering the nature of the Program, CHED issues these Guidelines for Internship Program for Students in the following courses: BS in Hotel and Restaurant Management, BS in Tourism, Engineering, Information and Technology, Agriculture and Business Administration, among others that define the scope, procedures and obligations of parties involved including concerned government agencies.

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## **Article II OBJECTIVES**

### **Section 4. General Objectives**

4.1 The Program aims to:

1. provide tertiary students enrolled in the Philippine schools the opportunity to acquire practical knowledge, skills, and desirable attitudes in reputable establishments in foreign countries. Foreign students can avail of the local internship training program in the Philippines or in their country of origin;
2. enhance the students' work values, competencies, and discipline as they relate to others in a multicultural work environment;
3. promote global competitiveness of students through their training, exposure, and acculturation in a foreign country;
4. strengthen and enrich the degree programs in higher education institutions in order to deliver levels of knowledge and skills necessary in a dynamic competitive world;
5. protect and safeguard students undergoing training/internship abroad from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of international training.

## **Article III SCOPE AND COVERAGE**

**Section 5.** In order to promote the well being of tertiary students and ensure their safety, and considering the nature of the Program, CHED issues these Guidelines for Internship Program for students in the following courses: BS in Hotel and Restaurant Management, BS in Tourism, Engineering, Information and Technology, Agriculture, Business Administration, among others that define the scope, procedures and obligations of parties involved including concerned government agencies.

## **Article IV IMPLEMENTING GUIDELINES**

### **Section 6. Requirements for Parties Involved.**

#### **6.1 Higher Education Institutions (HEI)**

- 6.1.1 The HEI must have Government Recognition or appropriate Board Resolution/Local Government Ordinance for program(s) with practicum or internship units.
- 6.1.2 The HEI must have no pending complaint or administrative/criminal/civil action filed against it either before CHED, other government agencies/entities or in any court of competent jurisdiction.
- 6.1.3 The HEI must undertake directly the deployment of student interns if practicable, however, they may avail the services of local and foreign partner entities and enter into an agreement not contrary to the rules and regulations of CHED.

## **6.2 Partner Entities (PEs)**

It is a recognized fact that HEIs use PEs as a channel to place students for on the job internship abroad. In such cases that HEIs use internship and placement entities and not a direct tie up on host establishments abroad, the following qualifications shall apply to Local and Foreign Partner Entities:

- 6.2.1 Duly licensed as a placement entity in the host country and/or a duly recognized and registered training company.
- 6.2.2 With no pending cases involving labor and placement problems.
- 6.2.3 Duly inspected by officials of Higher Education Institutions to ensure good track record.
- 6.2.4 Duly accredited by CHED to implement SIAP

## **6.3 Host Establishments (HEs)**

- 6.3.1 Must be duly recognized, registered and approved in the country of origin as an internship venue for student interns. They must provide appropriate internship program for the student intern and must follow the Internship Plan.
- 6.3.2 The unsuitable internship venues such as but not limited to: night clubs, saunas, commissary, disco, karaoke bars and massage parlors are prohibited to participate in the SIAP.

## **6.4 Student Interns**

- 6.4.1 Student interns must be carefully screened by the HEI and must possess the following minimum qualifications;
  - 1) Must be enrolled in a Philippine higher education institutions
  - 2) Must be at least 18 years old
  - 3) Must be enrolled in practicum or equivalent subject, at least 3<sup>rd</sup> year (2<sup>nd</sup> semester) or 4<sup>th</sup> curricular year level. However, students in the ladderized program wherein their practicum subjects falls during the 1<sup>st</sup> or 2<sup>nd</sup> year level will be acceptable or qualified in compliance with the provisions of the institution policy and procedures. Minor students must comply with the DSWD requirements.
  - 4) Passed pre-practicum requirements,
  - 5) In good academic standing, with no pending incomplete grade and/or failing marks in major subjects,
  - 6) After selection of PEs, the intern shall be physically, mentally, and emotionally fit, as contained in the physical and psychological examination certified by DOH accredited clinics and hospitals,
  - 7) Is articulate in English or the language spoken in the host country.; and
  - 8) Has consent from parents/guardian.

- 6.4.2 Transferees and/or students who have graduated or completed another degree program and are enrolled in a second program must complete at least two semesters with 12 units of professional subjects per semester in the accepting HEI before undergoing internship abroad.

## **Section 7. Obligations/Responsibilities of Parties Involved**

### **7.1 Higher Education Institutions (HEIs)**

- 7.1.1 Pre-qualify student interns in accordance with the requirements as specified herein and from the receiving foreign host establishment.
- 7.1.2 Assign a regular faculty member academically qualified as Faculty Practicum Coordinator responsible for all aspects of the student internship programs including program implementation, monitoring and evaluation.
- 7.1.3 Select CHED accredited Local Partner/Entities (LPEs) and ensure acceptability of internship design and venue in order to protect student interns.
- 7.1.4 Develop, in collaboration with the duly selected PEs and HEs an Internship Plan for the student intern specifying goals and objectives (desired outcomes and how these outcomes will be achieved), knowledge, skills and competencies that the student intern should acquire in each teaching area, assignments, and schedule of activities, among others. The internship plan shall be part of the Internship Contract signed by the student intern, LPE, HE and HEI.
- 7.1.5 Monitor and evaluate performance of student interns jointly with the PEs based on the prescribed Internship Plan.
- 7.1.6 Conduct debriefing and post evaluation of the student interns upon their return. Attendance maybe required as supporting document to ensure that debriefing is done.
- 7.1.7 Monitor the welfare of student interns and immediately attend to their complaints and grievances by coordinating with PE, HE, CHED, and other concerned government authorities if necessary.
- 7.1.8 Conduct general orientation for qualified student interns and their parents/guardians. Attendance sheet maybe required as a proof.
- 7.1.9 Conduct an initial visit/inspection of their partner organization and representative office to ensure safety of students for the out-of-country internship experiences.
- 7.1.10 Submit to the Office of the Executive Director, Attention: Office of Student Services (OSS) the following basic documents:
- .1 Letter of Intent to participate in Student Internship Abroad Program (SIAP) before deploying students for internship abroad
  - .2 Certified copy of Certificate of Recognition or Board Resolution/Local Government Ordinance for the program
  - .3 List of departing student interns together with addresses and telephone numbers of host establishments and dormitories

- 4 Annual report per school year on the implementation of SIAP based on School Certificates that the student interns are currently enrolled and allowed to go on practicum signed by School Head or authorized representative such as Deans of Program and Registrar with prior authorization communicated to CHED-OSS through CHEDROs.
- 5 List of students certified to have completed internship abroad with supporting documents.
- 6 Report on complaints and grievances of student interns, detailing action taken by the HEI, if any, and
- 7 SIAP evaluation form as part of the documentation

7.1.11 HEI should see to it that any student intern found guilty of violating any of the provisions contained in these guidelines be subjected to the institutional disciplinary policies.

7.1.12 Certificate of Completion of Internship of students to HEIs. Certificates must be made available on or before the return of the student in the Philippines.

## 7.2 Local Partner Entities (LPE)

- 7.2.1 On behalf of the HEI, facilitate the processing of the documents of the student intern.
- 7.2.2 Conduct pre-departure briefing for the student interns
- 7.2.3 Be liable together with the FPE for the insurance coverage in favor of the student interns.
- 7.2.4 Be liable in monitoring of students performance abroad and give feedback to the HEI.
- 7.2.5 Comply with all the requirements, rules and regulations with this CMO and other pertinent issuances of CHED.

## 7.3 Foreign Partners Entities (FPE)

7.3.1 Bring and register the student intern at the Philippine Embassy (in case of foreign students, at their respective Embassies) within 48 hours in the Host Country upon arrival with the following information:

- 1 Name/Age/School/Address of School in the Philippines
- 2 Date of arrival, date of departure and duration of Internship
- 3 Address during Internship period (Host Establishment and dormitory)
- 4 Contact numbers
- 5 Name and contact details of Foreign Placement Entity
- 6 Passport number/Date and Place of issue
- 7 Submit copy of the Overseas Internship Certificate to Philippine Embassy of the host foreign country.

7.3.2 Provide student intern the following minimum benefits in coordination with the LPE and HE unless otherwise provided for in Bilateral Agreement between the Philippine government and the host foreign country:

1. Free economy roundtrip airfare via reputable international passenger airlines;
2. Interns are covered by death, accident and dismemberment insurance
3. Repatriation Cost in case of death or if the intern is incapacitated including return ticket within 48 hours as soon as possible.
4. Hospitalization benefits (stipulated in the MOA)
5. Decent, habitable dormitories with a person in charge. The dormitory should have the following minimum features:
  - Comfortable bedrooms that provide for privacy. Number of occupants per bedroom or per dormitory must comply **with** the standard allowable number by the appropriate agencies
  - Separate dormitories for male and female student interns
  - Acceptable kitchen, laundry, receiving, dining, toilet, storage/cabinet facilities
  - Adequate supply of water and electricity
  - Accessible to the workplace
  - Must provide a locker that is secure or safety deposit box
  - Extra charges in excess of the usage of basic utilities (e.g. electricity or water) must be stated in the training contract
6. With a Coordinator available 24 hours on call. A coordinator, preferably a Filipina to better understand the students
7. Collate and send the monthly journal of experience
8. Be responsible for student welfare during internship period
9. Assist students who encounter problems
10. Negotiate for future employment, if opportunity arises
11. Assist students for departure
12. Send Certificate of Completion of students to Local Partner and HEI

#### **7.4 Host Establishment (HE)**

- 7.4.1 Provides Supervised Applied Learning Experience for student interns in accordance with agreed Internship Plan and schedule of activities
- 7.4.2 Assigns a competent Intern Supervisor/Tutor responsible for the implementation of all phases of the Internship Plan
- 7.4.3 Issues Certificate of Completion of the student interns two weeks after the completion to the FPE
- 7.4.4. Provides student interns the following benefits upon signing of the internship contract unless otherwise provided for in Bilateral Agreement between the Philippine government and the host foreign country:
  - 75% of the prevailing minimum wage at the host country

- Overtime/excess pay per existing law of the host country when asked to work on a holiday or when asked to work (for a maximum of four hours) in excess of the regular eight hours without prejudice to the health and safety of the interns
- Free duty meals and uniform for the student intern, if possible

## **7.5 Student Interns**

- 7.5.1 Signs and complies with the provisions of the contract, at all times with the rules and regulations of the CHED, the HEI where enrolled, LPE and HE.
- 7.5.2 Completes the agreed duration of his/her internship
- 7.5.3 Undergoes the required orientation Internship program conducted by the HEI, LPE, FPE and HE
- 7.5.4 Keeps a bi-monthly journal of practicum experiences describing his/her internship activities, problem/s encountered, and reflections on the internship experience to be submitted on a monthly basis to the Faculty SIAP Coordinator
- 7.5.5 The student signs the acceptance letter internship contract

## **7.6 Parent/guardian or spouse**

- 7.6.1 Co-signs the Internship Contract to manifest approval or consent to the internship abroad of their child/spouse.
- 7.6.2 Attends the pre-departure seminar or orientation together with the student.

## **7.7 Commission on Higher Education (CHED)**

### **7.7.1 Executive Director**

- .1 Signs, Issue and endorses Overseas Internship Certificate to the student intern upon compliance to the guidelines set for the program of all parties concerned and endorsed to the Bureau of Immigration before student's departure.
- .2 Signs Accreditation Certificate.

### **7.7.2 Office of Student Services**

- .1 Receives applications for OIC of students endorsed by the CHEDROs or the accredited LPE and their respective HEI.
- .2 Reviews the documentary requirements pre-screened by their respective HEI and accredited partners before preparing the Overseas Internship Certificate.
- .3 Evaluates applications for accreditation of local and foreign partner entities in accordance with the provisions set forth in these guidelines and validates application documents through ocular inspection and document analysis

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- 4 Prepares evaluation report and recommendation for the CHED Chairman or Executive Directors' approval/ signature.
- 5 Ensures the safety and well being of student interns in coordination with the CHEDRO by monitoring compliance of HEIs with the provisions of these guidelines through the reports of the HEIs, on-site visits, and other appropriate mechanisms as CHED will institute.
- 6 Establishes and maintains linkages with government and non-government agencies and organizations and enter into agreements with them specifying their roles or obligations in the implementation of SIAP.
- 7 Ensures that all HEIs and their duly designated internship partners must comply with the provisions of these guidelines for the welfare and protection of students.
- 8 Liaises with host country ministry (e.g. Ministry of Manpower in Singapore) to facilitate the approval for students to attend internship with establishments that qualify for the program.
- 9 Provides the HEIs an updated list of CHED accredited local and foreign partner entities through the CHEDROs/ professional associations.

### **7.7.3 International Affairs Service**

- 7.7.3.1 Develops and facilitates bilateral agreements to broaden avenues for Students Internship Abroad Program
- 7.7.3.2 Coordinates with the Office of Student Services in preparation, approval and implementation of the bilateral agreements with provisions for student internship abroad program approved by the Philippine Government and accepting country.

### **7.7.4 CHED Legal Services**

- 7.7.4.1 Conducts investigation and submits report on alleged violation committed by HEI or Partner to the Commission en banc for appropriate action. Copy furnish the HEI to make them aware and to give them the chance to clear out or defend.

## **Section 8. Overseas Internship Certificate (OIC)**

- 8.1 The Higher Education Institutions through the Local Partner Entities shall submit to CHED-OSS the following documentary requirements for the processing and release of OIC.
  1. Transcript of Record with School Seal
  2. Passport (photocopy)
  3. Work training permit (e.g. In Principle Approval (IPA) for Singapore)
  4. Medical Certificate (original)
  5. School Certification of applicant's qualification (with School Seal)
  6. Flight details, air carrier, flight number, flight date, flight time (needed for Bureau of Immigration Endorsement)



8.2 The said OIC shall be endorsed by CHED to the Bureau of Immigration, copy furnished the Department of Foreign Affairs

8.3 The OIC shall be signed by the CHED Executive Director or may be delegated in writing to a lower ranked Officer.

## Section 9. Accreditation of Partner Entities

### 9.1 Accreditation of Partner Entities

9.1.1 A PE applying for SIAP accreditation must comply with the provisions of these guidelines and submit to CHED OSS the following valid/updated documents:

Local Partner Entity	Foreign Partner Entity
1. Company Profile	1. Company Profile
2. SEC Registration	2. Certificate of Permit to Operate Business
3. MOA between LPE and FPE notarized by the Phil. Embassy	
4. MOA between HEIs and LPE and FPE (for re-accreditation only)	
5. List of HEIs with recognized programs where SIAP interns will be sourced	5. List of Establishments.
6. Payment of Ph 171,000.00 accreditation/re-accreditation fee to be used in the actual validation	
	7. List of dormitories with complete address
	8. Internship Contract (for re-accreditation only)
	9. Internship Plan prepared by Host Establishment

2 The CHED shall form an Accreditation Team which shall conduct an initial visit/inspection of the organization, set-up, and facilities of the PE and Host establishment and submit to CHED its findings and recommendations.

3 Accreditation certificates issued by CHED shall be valid for a period of two years and Re-accreditation Certificates for two years, subject to annual monitoring.

4 Re-accreditation before the expiration of the certificates is recommended in order to ensure continuous participation. Hence, PEs applying for re-accreditation must submit valid and updated documents stated and should have good track record of SIAP Implementation six (6) months before its expiration.

## **Section 10. Monitoring and Evaluation**

10.1 The monitoring and evaluation of the performance of the student interns shall be done jointly by the Higher Education Institutions through the FPE and Host Establishment, the Faculty Practicum Coordinator and or Dean of the HEI using standard procedures, instruments and methodologies such as observations, monthly reports, and interviews or conferences to the students.

### **10.2 Monitoring of HEIs, LPEs and FPEs**

10.2.1 At the end of the internship period, the HE through FPE shall transmit to the HEI the following documents:

- .1 Certificate of Completion
- .2 Duly accomplished evaluation sheet
- .3 Other pertinent reports, information, and/or documents which may be required

10.2.2 The SIAP Coordinator's report will be the basis for giving the student's final grade by the HEI.

10.2.3 A student whose contract was terminated due to resignation or other causes shall be given a final grade based on school's grading system after considering the circumstances surrounding such termination.

10.2.4 CHED OSS shall strictly monitor compliance of the Partners to these guidelines.

## **Section 11. Duration of the Internship**

11.1 The internship program should not be less than six (6) months but not more than twelve (12) months as dictated by program requirements.

## **Section 12. Offenses**

### **12.1 Violations by the Higher Education Institutions**

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 13:

- .1 Sending students for internship abroad without the required government recognition or Board Resolution for said program
- .2 Partnering with entities that have no accreditation or authorization from CHED as a PE
- .3 Failing to monitor welfare of student interns and thus exposing them to situations that may be deemed as exploitation of the students

4. Allowing student interns to receive allowances lower than the prescribed amount under these guidelines
5. Allowing student interns to undertake SIAP without a valid internship offer or contract between the Host Establishment and the students
6. Allowing student interns to undertake SIAP without securing a valid OIC from CHED
7. Making false statements/mis-statement of student records/documents to make it appear that the student is qualified to undertake SIAP
8. Not giving pre-departure orientation for student interns and parents
9. Failing to submit required reports to CHED as specified under these guidelines particularly on results of pre and post monitoring and evaluation of student interns and action taken on their grievances and complaints, if any.
10. Demanding from student interns internship fees or any other charges in addition to the tuition and other school fees not approved by CHED that the said student had already paid during enrollment in order to participate in the SIAP
11. Allowing minor aged student intern to join the internship abroad without proper coordination
12. Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.
13. Direct tie up with the foreign entity.

## 12.2 Violations by Partner Entities/Host Establishments

Any PE or HE that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Sec. 13:

- 12.2.1 Changing provisions of signed Internship Contract without the consent of the student intern and HEI
- 12.2.2 Non-compliance with prescribed Internship Plan
- 12.2.3 Giving student interns allowances lower than prescribed amount
- 12.2.4 Providing student interns with sub-standard accommodations or below the standards prescribed under these guidelines
- 12.2.5 Withholding the allowances of student interns without just cause
- 12.2.6 Overcharging and making illegal deductions from student interns' allowances without just cause
- 12.2.7 Placing student interns in unsuitable internship venues
- 12.2.8 Withholding practicum reports of student interns
- 12.2.9 Allowing a minor student to join the program
- 12.2.10 Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

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### **Section 13. Sanctions.**

In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institution or Partner Entity for any of the violations stated in Section 12.

13.1 Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to following sanctions:

- 13.1.1 Written reprimand, with a warning that repeated or persistent violations of these regulations and guidelines may result to the suspension or revocation of the HEI's participation in the student internship abroad program
- 13.1.2 Suspension for a period of time determined by the Commission en banc upon the determination of a repeated violation of these guidelines
- 13.1.3 Revocation or downgrading of Recognition status or grant of Autonomous or Deregulated status.

The HEI may be required to submit a corrective plan of action designed to address the violations committed by the HEI.

13.2. Any Partner Entity found guilty of violating any of the provisions contained in these guidelines shall be subjected to following sanctions:

- 13.2.1 Written reprimand, with a warning that repeated or persistent violations of these regulations and guidelines may result to the suspension or revocation of the PE's accreditation as an internship placement entity in the SIAP
- 13.2.2 Suspension for a period of time determined by the Commission en Banc upon the determination of a pattern of serious willful or negligent violation of these guidelines and regulations
- 13.2.3 Appropriate sanctions as governed by existing laws against illegal recruitment, human trafficking or any similar violations
- 13.2.4 Endorsement of the case to the appropriate government agency that has jurisdiction on the violation or any court or tribunal of competent jurisdiction.

### **Section 14. Other Grounds for Non-Renewal or Revocation of Accreditation of HEIs, LPEs and FPEs**

- 14.1 Failure to deploy interns within a reasonable period.
- 14.2 Deployment of students without passing through the proper channels/CHED
- 14.3 Repeated abuse of processes and procedures
- 14.4 Violation of these rules and regulations



## **Section 15. Investigation of Complaints**

- 15.1. Upon receipt by CHED-OSS of complaints or reports on alleged student exploitation and abovementioned violations, the same shall be immediately referred to the Executive Director who may order an investigation or Fact Finding on the complaint for appropriate action, following prescribed procedures instituted by the same.
- 15.2 HEI or Partner Entities while under investigation for alleged violations of these guidelines may be suspended from participating in the SIAP by the CHED Chairman.

### **Article V REPEALING CLAUSE**

**Section 16.** The foregoing guidelines shall prevail over all previous issuances by the CHED on the International Practicum Training Program (IPTP). As such CMO 15, s. 2002; CMO 19, s. 2000; CMO 45, s. 1998 and CMO 24, s. 2009 and all other related issuances are hereby repealed and revoked.

### **Article VI EFFECTIVITY**

**Section 17.** These guidelines shall apply immediately to Entities/Parties presently implementing SIAP formerly IPTP and shall take effect 15 days from publication in a newspaper of general circulation or in the Official Gazette.

Issued this July 16, 2010, Quezon City, Philippines.

  
**EMMANUEL Y. ANGELES**  
Chairman