



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

CHED MEMORANDUM ORDER (CMO)

No. 24
Series of 2009

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

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. 148, dated April 19, 2009, 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 Filipino 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.

Article II OBJECTIVES

Section 4. General Objectives

4.1 The Program aims to:

1. provide tertiary Filipino students enrolled in the Philippine schools the opportunity to acquire practical knowledge, skills, and desirable attitudes in reputable establishments in foreign countries;
2. enhance the students' Filipino work values, competencies, and discipline as they relate to others in a multicultural work environment;
3. promote global competitiveness of Filipino 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 Filipino 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 Filipino 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 have Local Training Partner Entities duly accredited by CHED.
- 

6.2 Training Partner Entities (TPEs)

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

- 6.2.1 Duly licensed as a placement entity and/or a 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 Training Establishments (HTEs)

- 6.3.1 HTEs must be duly recognized, registered and approved in the country of origin as a training venue for student interns. They must provide appropriate training program for the student trainee and must follow the Training Plan.
- 6.3.2 The unsuitable training venues such as: night clubs, saunas, fast food, commissary, theme parks, disco, karaoke bars and massage parlors are prohibited to participate in the SIAP.

6.4 Student Trainees/Interns

- 6.4.1 Filipino student trainees/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) At least 18 years old
 - 3) Ideally enrolled in practicum or equivalent subject, at least 3rd year (2nd semester) or 4th curricular year level
 - 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 TPEs, the trainee 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.

gh

Section 7. Obligations/Responsibilities of Parties Involved

7.1 Higher Education Institutions (HEIs)

- 7.1.1 Pre-qualify student trainees/interns in accordance with the requirements as specified herein and from the receiving host training 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 Training Partner/Entities (LTPEs) and ensure acceptability of training design and venue in order to protect student interns.
- 7.1.4 Develop, in collaboration with the duly selected TPEs and HTEs a Training Plan for the student trainee/intern specifying goals and objectives (desired outcomes and how these outcomes will be achieved), knowledge, skills and competencies that the student trainee should acquire in each teaching area, assignments, and schedule of activities, among others. The training plan shall be part of the Training Contract signed by the student trainee, LTPE, HTE and HEI.
- 7.1.5 Monitor and evaluate performance of student trainees jointly with the TPEs based on the prescribed Training Plan.
- 7.1.6 Conduct debriefing and post evaluation of the student trainees upon their return.
- 7.1.7 Monitor the welfare of student trainees and immediately attend to their complaints and grievances by coordinating with TPE, HTE, CHED, and other concerned government authorities if necessary.
- 7.1.8 Conduct general orientation for qualified student trainees and their parents/guardians.
- 7.1.9 Conduct an initial visit/inspection of their training partner organization and representative office to ensure safety of students for the out-of-country training experiences.
- 7.1.10 Submit to CHED through the 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 trainees/interns together with addresses and telephone numbers of host training establishments and dormitories
 - .4 Annual report per school year on implementation of SIAP based on School Certificates that the student trainees 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 trainees/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 trainee/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 Training of students to HEIs

7.2 Local Training Partner Entities (LTPE)

7.2.1 Facilitate the processing of the documents of the student trainee/intern in coordination with the higher education institutions

7.2.2 Conduct pre-departure briefing for the student trainees/interns

7.2.3 Be liable together with the FTPE for the insurance coverage in favor of the student trainees/interns.

7.3 Foreign Training Partners Entities (FTPE)

7.3.1 Bring and register the student trainee/intern at the Philippine Embassy 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 training
- .3 Address during training period (Host Training Establishment and dormitory)
- .4 Contact numbers
- .5 Name and contact details of Foreign Training Placement Entity
- .6 Passport number/Date and Place of issue
- .7 Submit copy of the Overseas Traineeship Certificate to Philippine Embassy of the host foreign country.

7.3.2 Provide student trainee/intern the following minimum benefits in coordination with the LTPE and HTE 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 Trainees are covered by death, accident and dismemberment insurance
- .3 Repatriation Cost in case of death or if the trainee 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
 - Separate dormitories for male and female student trainees
 - 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

- 6 With a Coordinator available 24 hours on call
- 7 Collate and send the monthly journal of experience.
- 8 Be responsible for student welfare during training 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 Training Establishment (HTE)

- 7.4.1 Provides Supervised Applied Learning Experience for student trainees in accordance with agreed Training Plan and schedule of activities
- 7.4.2 Assigns a competent Training Supervisor/Tutor responsible for the implementation of all phases of the Training Plan
- 7.4.3 Issues Certificate of Completion of the student trainees two weeks after the completion to the FTPE
- 7.4.4 Provides student trainees the following benefits upon signing of the training contract unless otherwise provided for in Bilateral Agreement between the Philippine government and the host foreign country:
 - Monthly allowance/stipend to maintain adequate standard of living in the receiving country not less than US\$ 325.00 each month per existing law
 - 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 trainees.
 - Free duty meals and uniform for the student trainee, if possible

7.5 Student Trainees/Interns

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

7.6 Parent/guardian or spouse

- 7.6.1 Co-signs the Training Contract to manifest approval or consent to the training 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 Office of Student Services

- .1 Receives applications for OTC of students endorsed by the accredited LTPE and their respective HEI.
- .2 Reviews the documentary requirements pre-screened by their respective HEI and accredited training partners before preparing the Overseas Traineeship Certificate.
- .3 Issue and endorses Overseas Traineeship Certificate to the student trainee upon compliance to the guidelines set for the program of all parties concerned and endorsed to the Bureau of Immigration before student's departure.
- .4 Evaluates applications for accreditation of local and foreign training partner entities in accordance with the provisions set forth in these guidelines and validates application documents by conducting ocular inspection.
- .5 Prepares evaluation report and recommendation for the CHED Chairman's decision.
- .6 Ensures the safety and well being of student trainees 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.
- .7 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.
- .8 Ensures that all HEIs and their duly designated Training partners must comply with the provisions of these guidelines for the welfare and protection of students.
- .9 Liaises with host country ministry (e.g. Ministry of Manpower in Singapore) to facilitate the approval for students to attend training with establishments that qualify for the program.

7.7.2 International Affairs Service

- 7.7.2.1 Develops and facilitates bilateral agreements to broaden avenues for Students Internship Abroad Program
- 7.7.2.2 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.

7.7.3 CHED Legal Services

- 7.7.3.1 Conducts investigation and submits report on alleged violation committed by HEI or Training Partner to the Commission en banc for appropriate action.

94

Section 8. Overseas Traineeship Certificate (OTC)

8.1 The Higher Education Institutions through the Local Training Partner Entities shall submit to CHED-OSS the following documentary requirements for the processing and release of OTC.

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 OTC shall be endorsed by CHED to the Bureau of Immigration, copy furnished the Department of Foreign Affairs

Section 9. Accreditation of Training Partner Entities

9.1 . Accreditation of Training Partner Entities

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

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

- .2 An Accreditation Team shall conduct an initial visit/inspection of the organization, set-up, and facilities of the TPE and Host Training establishment and submit to CHED its findings and recommendations. The team shall be composed of at least two accreditors: one representative from CHED and two representatives from the Technical Panel (Experts).
- .3 Accommodation, daily subsistence allowance based on the latest United Nation Development Program (UNDP) rates and food of the Accreditation Team shall be shouldered by the training partner entities.
- .4 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.
- .5 Re-accreditation before the expiration of the certificates is recommended in order to ensure continuous participation. TPEs applying for re-accreditation must submit valid and updated documents stated and should have good track record of SIAP Implementation.

Section 10. Monitoring and Evaluation

- 10.1 The monitoring and evaluation of the performance of the student trainees shall be done jointly by the Higher Education Institutions through the FTPE and Host Training 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 At the end of the training period, the HTE through FTPE 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
- 10.3 The SIAP Coordinator's report will be the basis by giving the student's final grade by the HEI.
- 10.4 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.
- 10.5 CHED OSS shall strictly monitor compliance of the Training Partners to these guidelines.

Section 11. Duration of the Internship Training.

- 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 TPE
- .3 Failing to monitor welfare of student trainees/interns and thus exposing them to situations that may be deemed as exploitation of the students
- .4 Allowing student trainees/interns to receive allowances lower than the prescribed amount under these guidelines
- .5 Allowing student trainees/interns to undertake SIAP without a valid training offer or contract between the Host Training Establishment and the students
- .6 Allowing student trainees/interns to undertake SIAP without securing a valid OTC 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 trainees/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 trainees and action taken on their grievances and complaints, if any.
- .10 Demanding from student trainees training 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 Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

12.2 Violations by Training Partner Entities/Host Training Establishments

Any TPE or HTE 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 Training Contract without the consent of the student trainee and HEI
- 12.2.2 Non-compliance with prescribed Training Plan
- 12.2.3 Giving student trainees allowances lower than prescribed amount
- 12.2.4 Providing student trainees with sub-standard accommodations or below the standards prescribed under these guidelines
- 12.2.5 Withholding the allowances of student trainees without just cause

- 12.2.6 Overcharging and making illegal deductions from student trainees' allowances without just cause
- 12.2.7 Placing student trainees in unsuitable training venues
- 12.2.8 Withholding practicum reports of student trainees
- 12.2.9 Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

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 Training 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 Training 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 TPE's accreditation as a training 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.

sp

Section 14. Investigation of Complaints

- 14.1. Upon receipt by CHED-OSS of complaints or reports on alleged student exploitation and abovementioned violations, the same shall be immediately referred to the CHED Legal Service for appropriate action, following prescribed procedures instituted by the same.
- 14.2 HEI or Training 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 15. 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 all other related issuances are hereby repealed and revoked.

Article VI EFFECTIVITY

Section 16. 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 20, 2009, Pasig City, Philippines.


EMMANUEL Y. ANGELES
Chairman

gn