



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



CHEDRO-III MEMORANDUM

No. 24, series of 2024

RELEASED
09 OCT 2024
CHEDRO III

For : **ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF STUDENT INTERNSHIP ABROAD PROGRAM (SIAP) PARTICIPATING HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION III**

Subject : **SUBMISSION OF ANNUAL REPORT PER ACADEMIC YEAR ON THE IMPLEMENTATION OF SIAP**

Date : **08 October 2024**

Pursuant to CHED Memorandum Order (CMO) No. 10, series of 2023 entitled "Enhanced Policies, Standards and Guidelines (PSGs) on Student Internship Abroad Program", this Office reiterates the submission of the required Annual Report per Academic Year (AY) on the implementation of SIAP, in hard and electronic files, **fifteen (15) days after the AY** to include the following:

- a. Executive Summary containing among others the strength of the program and areas of improvement;
- b. Summary of student learning experiences;
- c. List of students and their status (completed, ongoing, terminated for a cause);
- d. Report on complaints and grievances of student interns or Foreign Host Establishments/Organizations (FHEs/Os), including the action taken to address such grievances, if any;
- e. Report on disciplinary sanction of student interns found guilty of violating any of the provisions contained in this CMO, if any; and
- f. Recommendation, if any.

In view of this, all SIAP participating HEIs are requested to submit the aforementioned documents, in hard and electronic files (chedro3@ched.gov.ph), fifteen (15) days after the AY.

Should there be any queries/clarifications, the designated staff may directly coordinate with Ms. Maricris Z. David, Education Program Specialist II, at telephone number (045) 402-6659 or email at mdavid@ched.gov.ph.

For the HEIs' strict compliance.

DR. LORA L. YUSI
Director IV