

18 .4 Faculty Internship Coordinator – The designated Faculty Internship Coordinator shall:

- a. Act a liaison between the HEI and the HRMO of the local government of Roxas;
- b. Mediate or settle in the first instance differences between the receiving office and the student intern arising out of an internship plan;
- c. Coordinate with the respective office all activities relating to students' internship;
- d. Maintain a consistent follow up on the technical progress of the student intern; and
- e. Recommend to the Dean concerned the issuance of Certificate of Completion to the student intern.

Section 19. ACCOUNTABILITY. Unsatisfactory performance or failure to conform to the standards of conduct set out in this ordinance may lead to the termination of the internship, for cause, at the initiative of the receiving office in coordination with the HRMO.

Any serious breach of the duties and obligation which, in the view of the receiving office, can justify separation before the end of the period to notify.

The student intern shall reimburse the local government of Roxas for the financial loss or for damage to its property or equipment caused by him/her if such loss or damage arose or resulted from gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies by the student intern.

Section 20. SUPERVISION, ORIENTATION, TRAINING AND EVALUATION. The local government of Roxas shall make every effort to maintain the highest standard with regards to the supervision, orientation, and training of the student interns in order to make their time at any of its offices a valuable experience.

20.1 Supervision – Receiving offices shall be responsible in providing appropriate supervision and guidance. An Internship Focal Person shall be identified for the period of the internship. Without regular and appropriate supervision, the internship will not only be unproductive but frustrating for both the local government of Roxas and the student intern. The student intern, in return, shall document his / her experiences by filling out a weekly journal of his / her work experiences.

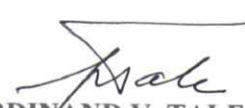
The Internship Focal Person shall monitor the student intern on a weekly basis on the merit of work performance, competence, work attitude, compliance to submission of reports, attendance and professionalism. The result of the weekly assessment shall form part of the receiving office's assessment of performance of student intern and will then be submitted to the Faculty Internship Coordinator who will provide feedback to the student intern and act on the matter, if necessary.

20.2 Orientation – On the first day that the student intern reports to office, the Internship Focal Person shall conduct the intern's orientation/ briefing which include, but not limited to, the following:

- a. The Municipality's organization structure, operational plan, office performance targets, work instruction, relevant policies, guidelines, and procedures;
- b. Briefing on the daily routine of the office, use of official's logbooks, handling of incoming and outgoing communications;
- c. Briefing on the conduct and responsibilities of municipality personnel;


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- d. Briefing on the project, if any, which the student interns shall be assigned, its objectives, structures, and inputs, with emphasis on the student intern's specific roles and functions;
- e. Reviewing the specific learning objectives from the student intern's perspective that will satisfy the requirements of the internship; and
- f. Briefing on the internship program's general procedure and administrative arrangements.

20. 3 Training – The receiving office shall be responsible for the development of a relevant program of learning for the student intern for the duration of the internship by referring to the approved internship plan.

20. 4 Evaluation – The Internship Focal Person shall be responsible for the content assignment of the student interns which should be explained fully to them prior to the commencement of internship. Performance discussions should be held on a systematic basis during the internship assignment.

At the end of the internship, the Internship Focal Person shall prepare the internship evaluation of student intern's performance and organize a meeting with him/her to provide constructive feedback.

The student intern must submit the following documents:

- a. Student evaluation internship form duly accomplished;
- b. Copy of weekly journal report;
- c. Consolidated accomplishment report; and
- d. Official print out of daily time record.

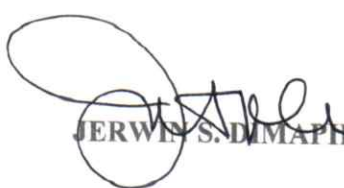
Upon student intern's submission of the above —mention documents, the receiving office will provide the student intern with the following documents within two (2) weeks after the internship period:

- a. Certificate of completion;
- b. Duly accomplished performance evaluation sheet;
- c. Validated copies of:
 - c. 1 Internship weekly journal
 - c. 2 Consolidated accomplishment report; and
 - c. 3 Daily time record.
- d. Duplicate copy of internship evaluation by student intern.

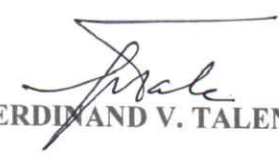
Section 21. IMPLEMENTING RULES AND REGULATIONS. Within thirty (30) days from approval of this Ordinance, the Implementing Rules and Regulations (IRR) to cover other details not hereunto covered or included, shall be jointly drafted by HRMO and such other office/ s that may be added by the Mayor, and the same shall be subject to the approval of the Mayor. Said IRR shall form part of this Ordinance.

Section 22. BUDGETARY REQUIREMENT. The amount necessary for the implementation of this ordinance shall be charged against those authorized under Special Education Fund. Thereafter, the amount necessary for its continued implementation shall be included in the Municipality's annual budget as separate line item.

Section 23. REPEALING CLAUSE. All ordinances, resolutions, local executive orders, rules, and regulation or any part thereof inconsistent herewith are deemed repealed, modified, or amended accordingly.


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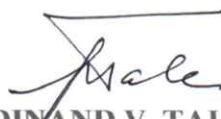
Section 24. SEPARABILITY CLAUSE. In case any provision of this ordinance is declared unconstitutional or invalid, the other provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 25. EFFECTIVITY. This ordinance shall take effect upon its approval.

On motion of Councilor Marietta R. Pajila duly seconded by all this Ordinance is hereby ENACTED.

Adopted: 02 February 2026

CERTIFIED CORRECT:

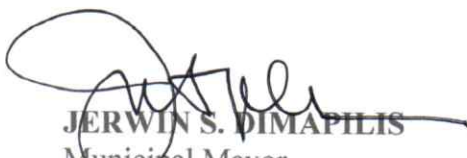

FERDINAND V. TALENS, MPA
Secretary to the Sangguniang Bayan

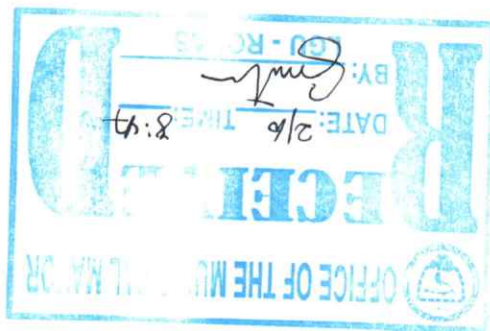
ATTESTED:


ROBERT S. QUIATCHON
Municipal Vice Mayor


WEMCER HAMOR
POSTI GUARD
02-11-26

APPROVED:


JERWIN S. DIMAPILIS
Municipal Mayor
Date: _____



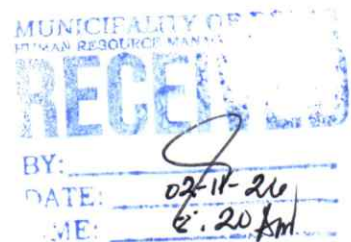

JOSEPH F. ORENACIO
SAN VICENTE
02-11-26
MAR/HELEN CLARENDON
CERASPE COLLEGE

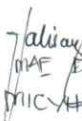

MARY ANN B. BAUTISTA
AB 11
AUGO NHS
TEME F. SORIANO 02/11/2026
DAGRAY NHS


ALLAN JAY B. CAYETANO
JPC
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