



Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
MAIN CAMPUS
M. J. Cuenco Avenue Cor. R. Palma Street, Cebu City, Philippines
Website: <http://www.ctu.edu.ph> E-mail: hrmo@ctu.edu.ph
Phone: +6332 402 4060 loc. 1103



COLLEGE OF ARTS AND SCIENCES

Student Internship Plan

Instruction: To be accomplished by the HTE (Host Training Establishment) representative and the OJT Coordinator from CTU prior to the signing of Memorandum of Agreement. Parties involved must have their individual copy

Part I

CEBU TECHNOLOGICAL UNIVERSITY – (Campus)			
Name of Interns	Course/Yr/Major	Contact Number	Email Address





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Name of the INTERNSHIP Coordinator: FRANCES JAY B. PACALDO, LPT, MAED-MATH	Contact No.:	09223273461
	Email address:	francesjay.pacaldo@ctu.edu.ph
Duration of Internship:	First Day of Training:	July 1, 2025
	Last Day of Training:	August 1, 2025
	Total Number of Hours:	160 hrs
HOST TRAINING ESTABLISHMENT		
Name of Cooperating Industry: Department of Social Welfare and Development – FO7	Address:	M.J. Cuenco Avenue Corner Maxilom Avenue Brgy. Carreta Cebu City 6000
	Contact No.:	
	SEC Reg. No.:	
	Mayor's Permit No.:	
	Phil Job Net Reg. No.:	
Name of the Internship Training Supervisor In-charge: RD Shalaine Marie S. Lucero, CESO IV	Contact No.:	
	Email Address:	
Brief background of the company	<p>The Department of Social Welfare and Development Field Office VII (DSWD FO7) is the regional arm of the DSWD serving Central Visayas, which includes the provinces of Cebu, Bohol, Negros Oriental, and Siquijor. As the primary government agency in the region mandated to provide social protection and promote the welfare of the poor, vulnerable, and disadvantaged, DSWD FO7 implements various programs such as Pantawid Pamilyang Pilipino Program (4Ps), Sustainable Livelihood Program (SLP), Assistance to Individuals in Crisis Situations (AICS), and Protective Services for children, women, senior citizens, and persons with disabilities.</p> <p>Through collaboration with local government units (LGUs), non-government organizations (NGOs), and other stakeholders, DSWD FO7 strives to uplift the living conditions of marginalized sectors and ensure the delivery of responsive, inclusive, and compassionate social services.</p>	





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Names of supervisors/mentors throughout the and their qualifications: (Include all names of the mentor/head/supervisor in the duration of the internship.)	Internship Assignment / Department/Area of Responsibilities the Intern	Responsibilities	Required Number of Hours	Area Training Mentor/Head/Supervisor
	Policy and Plans Division – Monitoring and Evaluation Unit	<ul style="list-style-type: none">• Assist in data collection and consolidation of program outputs and outcomes• Conduct basic data analysis and generate visualizations• Support in the preparation of statistical reports and presentations• Participate in field data validation and surveys, if needed	80 Hrs.	Mr. Juan Dela Cruz Monitoring and Evaluation Officer
	Pantawid Pamilyang Pilipino Program (4Ps) – Regional Program Management Office	<ul style="list-style-type: none">• Analyze data from household targeting systems• Assist in performance monitoring and compliance tracking• Participate in research or evaluation activities• Prepare dashboards and graphs for presentations	80 Hrs.	Engr. Leo Ramos Regional Program Coordinator
(Overview) Brief description of the training program, and the student intern's role in the program:	The students in the Bachelor of Science in Statistics (BSStat) are expected to perform responsibilities in areas involving data management, statistical analysis, and research support across various industries. Their services may include data encoding and cleaning, generating descriptive and inferential statistics, assisting in the design and analysis of surveys and studies, creating data visualizations, preparing technical reports, and supporting evidence-based decision-making in both public and private institutions.			



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General goals and objectives for the program:	The training program for BS Statistics aims to enhance the statistical and analytical competencies of our students by engaging them in diverse industry applications and real-world data challenges. Furthermore, it provides a platform for interns to understand workplace dynamics, ethical standards, and professional expectations, thereby cultivating a strong sense of professionalism and equipping them for future careers in data science, research, policy analysis, and related fields.
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Part II

Monitoring Performance

WEEK 1				
Area of Assignment	Number of Hours	Specific knowledge, skills, or techniques	Supervisor Name and Signature	Remarks
Policy and Plans Division – Monitoring and Evaluation Unit	20 hrs	<ul style="list-style-type: none">Interpersonal: Took direction well and accepted constructive feedback; began working collaboratively with team members.Professional Attributes: Demonstrated initiative and curiosity in understanding M&E processes; maintained a professional demeanor during interactions.Performance-based: Submitted outputs on time with minimal errors; showed good communication skills and work ethic during orientation and encoding tasks.	Mr. Juan Dela Cruz (Signed)	Intern adjusted well to the work environment and showed potential in applying statistical skills to real-world data.
WEEK 2				
Area of Assignment	Number of Hours	Specific knowledge, skills, or techniques	Supervisor Name and Signature	Remarks



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*Additional tables can be added.

Interns are expected to exhibit the following core skills and will be reflected under remarks.

CORE SKILLS

Interpersonal	Professional Attributes	Performance-based
Take direction. Demonstrate independence and initiative. Work with others in a team. Accept constructive feedback. Contribute positively to onsite morale. Forge connections with diverse groups.	Present a professional demeanor. Be curious and eager to learn. Demonstrate confidence. Display creativity in work. Apply critical thinking skills. Demonstrate leadership.	Ability to communicate clearly Work ethics/engagement with work Punctuality/ability to meet deadlines Follow through to complete initiatives Quality of work (minimal errors) Problem solving

Specific knowledge, skills, or techniques refer to the description of the expected skills and knowledge to be acquired given a particular task.
Activity/ Specific Tasks Given are descriptions of the range of experiences planned for the practicum/internship that will help equip the interns acquire the required skills and knowledge.
Number of Hours refer to the minimum ration of the total hours required in the OJT immersion including any rotations plans.
Remarks are narratives, comments and suggestions from the supervisor describing the exhibited behavior of the intern.