The CDJP Office will accommodate those who are approved and enrolled Internship/Practicum/On-the-Job Training and/or any other related internship course under the academic curriculum of the college. The following are the procedures to register in the Student Internship Program:

**Step 1:** Student must complete the SIP Internship Application form and attach copies of school ID, official registration form and the updated prospectus or summary of grades. Submit these documents to the Career Development & Job Placement Office and secure a request form for the Internship Waiver Agreement Form (IWAF);

**Step 2:** Pay the corresponding fee of PESOS:30.00 for the IWAF at the Accounting Payment Window. Securing another set IWAF requires another payment;

**Step 3:** Submit your Official Receipt (OR) as proof of payment at the CDJP Office. Make sure to keep a photocopy of OR with you. You will receive a CLAIM STUB;

**Step 4:** Log in to the pre-registration for **SIP Orientation scheduled by the Dean/OIC of the College of Education**; attend the schedule of the orientation for your Cooperating School Assignment and Schedule of formal Endorsement;

**Step 5:** The assigned Leader of the group will pay the corresponding fee of PESOS:30.00 for the Endorsement Letter by Group (Respective Cooperating School) at the Accounting Payment Window;

**Step 6:** The Leader of the group will personally forward your Internship Application, IWAF and the receipt of payment for the Endorsement Letter to the Career Development Office; Present your documents by compiling them in a long folder with the following sequence:
- Letter of Application (Alphabetically Arranged)
- Internship Waiver Agreement Form (IWAF)
- Photocopy of School ID
- Photocopy of Registration Form

**Step 7:** After the scheduled endorsement, return the IWAF completely signed by the Principal/Cooperating Teacher from the Cooperating School to officially acknowledge or register the start of your internship to the CDJP Office; attach a photocopy of your parent / guardian’s valid identification card bearing his/her signature (ID must be from your parent or guardian who signed your IWAF);

**Step 8:** During the internship period, Student Teachers are required to attend Sunday Classes based on the schedules enrolled.

**Step 9:** Prepare your **Narrative Report** during the last period of your internship; secure two copies of the Narrative Report one (1) for the Cooperating School and one (1) for your class adviser.

**Step 10:** Submit the original copy of your Demo Teaching Grade and Student Teaching Grade to your respective Class Adviser.

**Step 11:** Provide a photocopy of your Student Teaching Grade and submit it together with your, **Student Self-Evaluation of Internship Form (SSEI) Reply Slip** and photocopy of your Final Exam Permit at the CDJP Office to recognize completion of your SIP.

Reminders:
- Student intern must complete the required number of hours within the trimester period when the internship course is enrolled.