



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR/TO : **ALL OFFICIALS AND EMPLOYEES**
DENR Central Office, Regional Offices and Bureaus

FROM : **The Assistant Secretary**
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **REQUIREMENTS FOR DENR STUDENT INTERNSHIP PROGRAM**

DATE : 30 June 2022

In the interest of the service and pursuant to the Commission on Higher Education (CHED) and Department of Health (DOH) Joint Memorandum Circular No. 2021-004, allowing off-campus activities for the completion of course requirements (i.e. National Service Training Program (NSTP), internship/practicum/training/fieldwork, etc.) are allowed subject to the approval of the Local Government Unit (LGU).

In line with this, the following documents shall be required to be submitted by the student-applicant in order to be considered in the DENR Student Internship Program, to wit:

1. Endorsement letter from the Academic Institution
2. LGU Certification/Ordinance allowing schools to conduct off-campus activities
3. Resumé
4. Vaccination card (at least 2nd dose)
5. Student Trainee Schedule Form (see attached)

In addition, the DENR Student Internship program shall only allow on-site internship.

For your information and guidance.

HIRO Y. MASUDA, DBA, CESO III

STUDENT TRAINEE SCHEDULE FORM

Name : _____

Address: _____

School : _____

Course : _____

Year level: 1st 2nd 3rd 4th

Required hours to be rendered: _____

Graduating this semester?: _____

OJT Coordinator:

Name: _____

Contact Number: _____

Office Schedule:

DAYS	TIME IN	TIME OUT	REMARKS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Start Date: _____ Expected End Date: _____

I hereby commit the above schedule and details are true and accurate.

Printed Name and Signature

Date