

**CEAT IP/EIR Form No. 1**  
**CONSENT OF PARENT/GUARDIAN**

University of the Philippines Los Baños  
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY  
College, Laguna

I, \_\_\_\_\_, of legal age, residing at \_\_\_\_\_, and parent/guardian of \_\_\_\_\_, student in the Institute/Department of \_\_\_\_\_, College of Engineering and Agro-industrial Technology, U.P. Los Baños, College, Laguna, do hereby authorize him/her/them/they to undertake internship/practicum/EIR outside the UPLB Campus at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. I understand that Mr./Ms./Mx. \_\_\_\_\_ will be guided by the University rules on student conduct as if he/she/they were inside the UPLB campus and also by pertinent rules and regulations of the HTE.

I hereby further agree to shoulder all personal and incidental expenses that may be incurred by \_\_\_\_\_ in connection with this off-campus internship required for successful completion of the student's study program.

IN WITNESS WHEREOF, I have hereunto signed this affidavit this \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Affiant

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the Municipality of \_\_\_\_\_ Province of \_\_\_\_\_, the affiant exhibited to me his/her/their Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_

Until \_\_\_\_\_  
TIN \_\_\_\_\_

Original copy – College Secretary  
Duplicate copy – Dept. Chairman  
Triplicate copy – Parent/Guardian

**CEAT IP/EIR Form No. 2**  
**STUDENT'S PLEDGE**

University of the Philippines Los Baños  
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY  
College, Laguna

I, \_\_\_\_\_, a student in the  
Institute/Department of \_\_\_\_\_,  
College of Engineering and Agro-industrial Technology, U.P. Los Baños, College, Laguna, do  
hereby agree and promise to abide by the rules on student conduct of the University while  
undergoing internship/practicum/EIR at \_\_\_\_\_, as  
well as the pertinent rules and regulations of the HTE.

I understand that during the period of my deployment as an intern/practicum/EIR  
student, I shall be under the direct supervision of the HTE Supervisor or the student's  
representative or equivalent responsible staff/officer, in the absence, of my faculty-in-  
charge/faculty adviser.

Signed in the presence of the Internship/Practicum/EIR Coordinator/Adviser:

\_\_\_\_\_  
Name and Signature of the Student

\_\_\_\_\_  
Name and Signature of Internship/Practicum/EIR Coordinator/Adviser

\_\_\_\_\_  
Name and Signature of Division Head/Director/Chair

**CEAT IP/EIR Form No. 3**

**Performance Evaluation Form of the Immediate Supervisor**

To the Supervisor,

Hereunder is the instrument for evaluating our students. Please answer the questions the way you would appraise their performance. You may also attach your own instrument(s) to support your assessment on the intern.

**Student Information**

Name of Intern: \_\_\_\_\_

Course: \_\_\_\_\_

Position/Line of Training: \_\_\_\_\_

Department/ Area of Assignment: \_\_\_\_\_

Duration of Work: \_\_\_\_\_

Hours spent as intern: \_\_\_\_\_

Job Description of Intern:

**Company Information**

Name of Evaluator: \_\_\_\_\_

Signature: \_\_\_\_\_

Position/Office: \_\_\_\_\_

Company: \_\_\_\_\_

**Evaluation Instrument:**

Rating Scale:	Grade	Description	Grade	Description
	95-100	<b>Excellent</b>	70-79	<b>Satisfactory</b>
	90-94	<b>Very Good</b>	60-69	<b>Fair</b>
	80-89	<b>Good</b>	Below 60	<b>Poor</b>

<b>CRITERIA</b>	<b>GRADE</b>
Punctuality and Attendance	
Initiative	
Discipline	
Ability to work with minimum supervision	
Communication Skills	
Analytical Ability	
Accuracy	
Resourcefulness	
Positive relationship with supervisor and co-workers	

Comments/Recommendations:

**OVERALL GRADE:** \_\_\_\_\_

**CEAT IP Form 4.**  
**Internship Report Format**

The internship report should contain the following information:

	<b>Percentage</b>
<p><b>A. Systems Documentation</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. General Processes (overview of system)</li> <li>3. Detailed processes in the assigned area               <ul style="list-style-type: none"> <li>- The student could make use of Flow/operation process charts, flow diagram to describe the operations in the assigned area</li> </ul> </li> <li>4. Manpower Requirement</li> <li>5. Machines and Equipment Used</li> <li>6. Raw Materials Used and Finished Products  <i>(include only the contents that are applicable to the company)</i></li> </ol>	<b>25%</b>
<p><b>B. Application of Engineering tools and Techniques and related activities</b></p> <ul style="list-style-type: none"> <li>• The student must document trainings and relevant events attended during the conduct of the student’s Internship.</li> <li>• Relevant engineering tasks performed, and projects delegated should also be included which must consist but not limited to the following:           <ul style="list-style-type: none"> <li>➤ duration of tasks/project (use Gantt chart)</li> <li>➤ data gathered/utilized and how these data were used to perform a particular task</li> <li>➤ results of the project</li> </ul> </li> </ul>	<b>40%</b>
<p><b>C. Potential Problems/Areas of Improvement</b></p> <ul style="list-style-type: none"> <li>• The student should be able to identify potential areas of improvement and provide symptoms of problems or evidence of the existence of the problem.</li> <li>• Key Performance Indicators/metrics affected by the problem should also be included.</li> </ul>	<b>20%</b>
<p><b>D. Student’s Reflection</b></p> <ul style="list-style-type: none"> <li>• A reflection on the whole internship program is required together with the associated impact of the training on personal/professional growth.</li> <li>• It must include thoughts on how theory and practice are incorporated during the internship program.</li> </ul>	<b>15%</b>