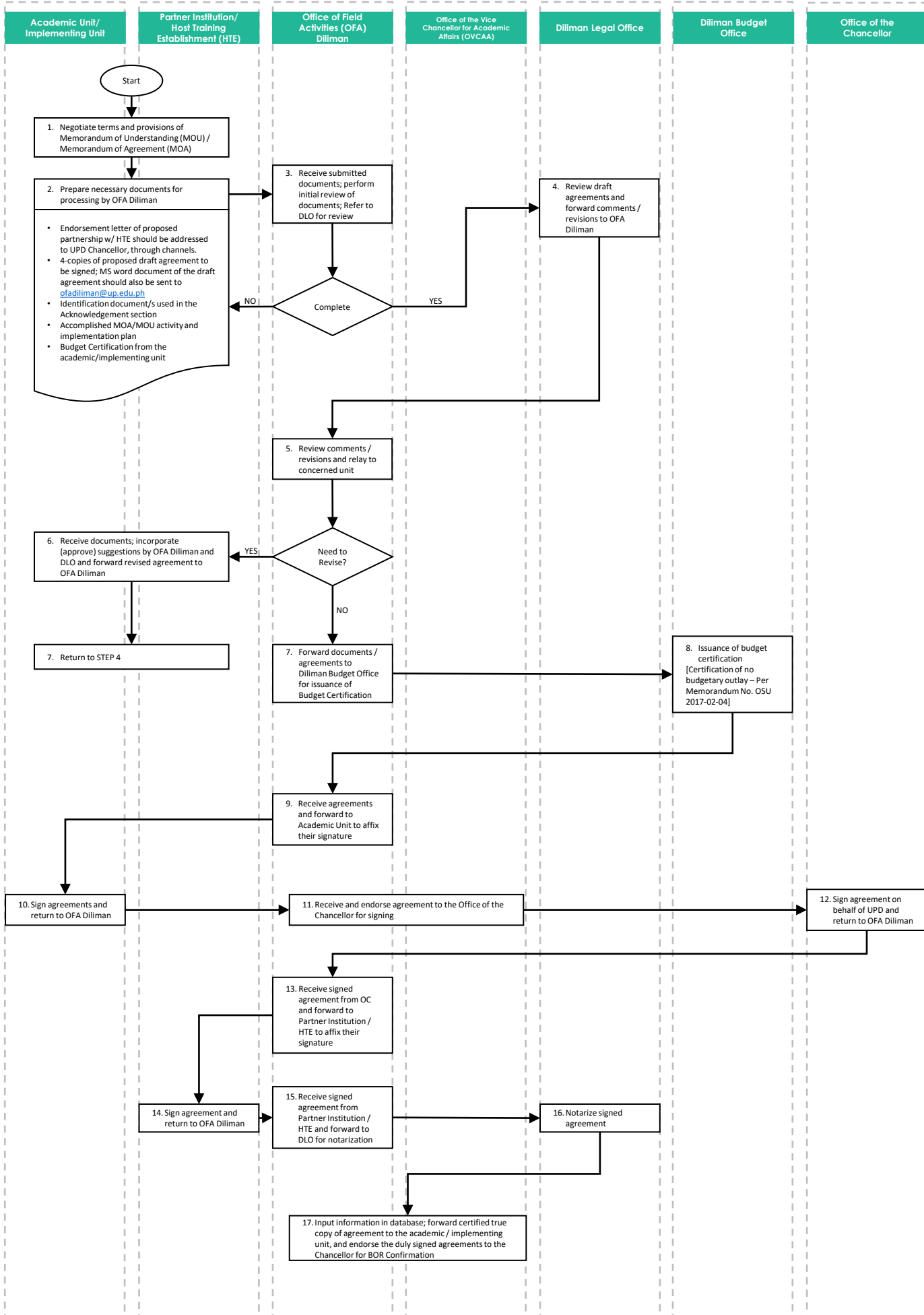


UP DILIMAN LOCAL STUDENT INTERNSHIP PROCESSING FLOWCHART



CHECKLIST OF REQUIRED DOCUMENTS FOR MOU/MOA PROCESSING

- ✓ Endorsement letter of proposed/new partnership with partner institution
 - Should be addressed to UPD Chancellor, **through channels**

- ✓ Proposed draft agreement to be signed [4-copies]
 - The MS Word document of the draft agreement should also be sent to ofadiliman@up.edu.ph

- ✓ Identification Document/s used in the Acknowledgement section

- ✓ Accomplished Activity and Implementation Plan

- ✓ Budget Certification