PHILIPPINE PORTS AUTHORITY
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BAGONG PILIPINAS

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OCT 22 2026

PPA MEMORANDUM ORDER
No. 014 - 2026

SUBJECT: IMPLEMENTING GUIDELINES ON STUDENT INTERNSHIP PROGRAM OF THE PHILIPPINE PORTS AUTHORITY

1. BACKGROUND

The Philippine Ports Authority (PPA), in line with its mandate and commitment to public service, institutionalizes the Student Internship Program as part of its Corporate Social Responsibility and human resource development initiatives.

PPA offers an Internship Program that provides opportunities to Student Interns from various Universities/Colleges/Schools, and other learning institutions. The program extends invaluable academic and professional growth opportunities by offering students hands-on experience in their chosen fields. It enables students to apply classroom knowledge to real-world scenarios, bridging the gap between theory and practice. It also often involves working on a meaningful project, collaborating with professionals, and gaining valuable insights into government standards and practices.

The internship program operates on a first-come, first-served basis, with a limited number of interns to be accepted depending on the receiving department. Participation in the Program shall be voluntary, school-initiated, non-compensatory, and strictly for educational purposes. The Program shall not be used to substitute or augment regular plantilla or contractual positions within PPA.

In line with PPA's commitment to inclusivity, the PPA does not engage in exclusive partnerships with any educational institution. This ensures that students from various learning institutions have equal opportunities to complete their internship program at PPA and benefit from the valuable experience the Authority offers.

2. OBJECTIVES

The PPA Internship Program is designed to:

2.1. Provide Student Interns the opportunity to acquire relevant knowledge, skills, attitudes and values through hands-on experience within the Authority;

2.2. Strengthen students' competencies and professionalism by cultivating work habits and interpersonal skills in a real-world environment;

2.3. Enable Student Interns to learn and build professional connections with PPA personnel;

2.4. Serve as potential stepping stone for high-performing Student Interns to future employment opportunities within the Authority;

2.5. Ensure that internship engagement does not result in labor substitution or circumvention of civil service laws.

3. SCOPE

The internship program is open to all students enrolled in recognized and authorized universities or schools implementing a Student Internship Program.

Student Interns shall not be considered employees of PPA and shall not establish any employer-employee relationship, nor shall they be entitled to salaries, wages, or benefits.

There shall be no discrimination in the selection of Student Interns based on age, sex, gender, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, or physical disability.

4. REQUIREMENTS AND RESPONSIBILITIES OF THE PARTIES INVOLVED

4.1. University/College/School

Requirements

- The University/College/School must be accredited by the Department of Education/Commission on Higher Education.
- Government recognition for Private Learning Institutions.

Obligations

- Assumes full responsibility for the Student Intern during their internship in PPA.
- Executes local school internship policies and guidelines on selection, placement monitoring, and assessment of the Student Intern.
- Conducts pre-internship orientation/training for the Student Intern, as a pre-requisite to their deployment to internship venues on work

environment issues, including soft skills, proper work ethics, and the Safe Spaces Act.

- Signs **Hold Harmless Clause** in favor of PPA.

Monitoring and Evaluation

- Safeguards the Student Intern undergoing the Program from harassment, exploitation, deplorable training conditions, and such other conditions that contravene or defeat the purpose of the Program.
- Takes appropriate action on any complaint against the Student Intern in accordance with University/College/School policies.
- Conducts initial and regular visits/inspections to PPA's premises to ensure the performance as well as the safety of the Student Intern.
- Monitors and evaluates the performance of the Student Intern jointly with the PPA based on the presented internship plan.
- Monitors the Student Intern and attends to his/her needs and concerns by coordinating with PPA's internship coordinator and the assigned immediate supervisor, if necessary.
- Conducts a post-training review and evaluation of the Program and performance of the Student Intern.

4.2. **Student Intern**

Requirements

- Enrolled officially in an internship subject from an accredited DepEd or CHED University/College/School.
- Passed the pre-internship requirements as specified in the internship plan of the University/College/School.
- Physically fit to undergo the Program as certified by a government physician.

Obligations

- Enters into PPA's Internship Agreement.
- Signs all the required documents necessary for participation in the Program, including the Data Privacy Consent Form.

- Complies with the provisions of this Agreement, including PPA's rules and regulations, and maintains office decorum at all times.
- Undergoes pre-internship orientation.
- Adheres to the agreed schedule indicated in the Program or internship plan.
- Performs tasks and activities indicated in the internship plan.
- Maintains confidentiality, when and where appropriate, during and after the internship period of all data, business, or trade secrets where such information is not within the public domain and is indicated or understood to be confidential.
- Adheres to the existing rules and regulations of PPA, including the proper use of tools, instruments, machines, and equipment.
- Submits an internship journal or narrative report reflecting lessons learned from the experiences and struggles encountered during the training.
- Signs a Non-Disclosure Agreement (NDA) and Data Privacy Consent Form prior to deployment.
- Signs **Hold Harmless Clause** in favor of PPA.
- Complies with Republic Act No. 10173 (Data Privacy Act).
- Performs other assignments and tasks related to the Program.
- Completes the agreed duration of the Program. In case the Student Intern is unable to finish the Program within the designated period, he/she shall inform the internship coordinator in writing of his/her intent and reasons to prematurely end the Program, at least three (3) working days before the last day of the internship. Failure to complete the Program without a valid cause disqualifies the Student Intern from retaking the Program with PPA.

4.3. **Philippine Ports Authority**

Requirements

- Capacity to provide the appropriate Program based on the designed internship plan provided by the University/College/School.
- Capacity to monitor, provide, and facilitate the provision of technical training to the Student Intern.

- Follow the prescribed student's performance evaluation system provided by the University/College/School.

Responsibilities

Head Office/PMO Internship Coordinator

- Ensures that all internship requirements are completely submitted by the Student Intern for admission.
- Coordinates with the receiving department/division regarding the Student Intern's admission and placement.
- Facilitates the process of endorsement of the Student Intern to the receiving department/division.
- Conducts orientation for the Student Intern, covering PPA's rules and regulations, office decorum, weekly accomplishment reports, attendance procedures, and this Agreement.
- Endorses the Student Intern to other departments/ divisions as needed.
- Ensures that Student Intern does not perform tasks and duties of the regular employees.
- Provides feedback about the Student Intern's performance as may be required by the University/College/School's internship coordinator.
- Provides monitoring and evaluation reports or other information on the Student Intern's performance as may be required by the University/College/School's internship coordinator.
- Provides accurate and current records, accessible upon request of the concerned parties.
- Notifies and provides at least five (5) working days written notice to the University/College/School of the Student Intern's breach of contract or misconduct in PPA premises before the suspension or termination of this Agreement.
- Consolidates all necessary documentation for the issuance of the Certificate of Completion.

- Issues a Certificate of Completion to the Student Intern not later than five (5) days after completion of the rendered hours and submission of the post-internship requirements.

HRMD Manager/Port Manager

- Welcomes and officially accepts incoming Student Intern.
- Signs the Agreement, which formally acknowledges the Student Intern's participation.
- Signs the Internship Certificate of Completion upon successful completion of the Program.

Receiving Department/Division Manager

- Signs the endorsement letter from the HRMD Manager/Port Manager, confirming the department's acceptance of the Student Intern.
- Delegates the Student Intern to their assigned section/division within the department.
- Refrains from assigning the Student Intern to any hazardous work that might compromise his/her health, safety, and security while undergoing the Program within its premises.

Immediate Supervisor (Department/Port/Division Manager/Section Chief)

- Provides an orientation for the Student Intern, outlining the specific tasks and expectations of the division.
- Assigns daily tasks and responsibilities to the Student Intern.
- Signs the intern's daily attendance sheet, confirming the Student Intern's presence.
- Reviews and signs the submission of the weekly accomplishment report, evaluating the Student Intern's progress.
- Completes the Student Intern's academic evaluation report/student appraisal report as mandated by the University/College/School.

5. LIMITATION OF FUNCTIONS

The Student Intern shall:

- Not perform core or critical functions of regular employees
- Not be designated as accountable officers
- Not sign official documents on behalf of PPA
- Not be exposed to hazardous or high-risk assignments without supervision

6. ADMINISTRATIVE SUPERVISION

PPA shall exercise administrative supervision over the Student Intern within its premises without creating an employer-employee relationship.

7. APPLICATION AND ADMISSION PROCEDURE

The internship program shall be guided by the following process:

7.1. Submits the complete internship requirements for evaluation:

- Endorsement Letter from University/College/School
- Certificate of Registration (COR)
- Certificate of Good Moral Character
- Duly Signed Resume with a recent photo
- Medical Certificate indicating fit to undergo the Internship Program
- Photocopy of School ID
- Data Privacy Consent Form
- Signed Internship Agreement (with an affixed signature from the school representative)
- Only the Internship Agreement issued by HRMD shall be the formal and legally binding document signed between the student, the school representative, and PPA's representative.

7.2. Facilitates the processing of the Student Intern's documents in coordination with the receiving division or department.

7.3. Prepares a memo endorsement to the Department/Division concerned for the HRMD Manager's/Port Manager's approval.

7.4. Conducts an orientation regarding the office decorum, weekly accomplishment submission, attendance, and internship agreement.

7.5. Endorses the Student Interns and introduces them to the assigned division/department.

7.6. Submits all post-program requirements at the end of the internship period, such as:

- Accomplished DTR
- Consolidated Accomplishment Reports
- Narrative Report
- Accomplished Feedback Form

7.7. Prepares the Certificate of Completion for the HRMD Manager's/Port Manager's approval.

7.8. The PMO internship coordinator shall submit a semestral report to HRMD-CDD on the processed Internship Program within the PMO.

8. INTELLECTUAL PROPERTY

8.1. Intellectual property shall refer to any property defined as such under the Intellectual Property Code of the Philippines (RA 8293).

8.2. Any intellectual property owned by the parties prior to this Agreement shall continue to be owned by them. The Student Intern cannot use any confidential information or data from PPA to create intellectual property without the express written approval of the latter.

8.3. Any intellectual property created by the Student Intern in the course of the internship, using PPA resources or confidential information, shall be owned by PPA, without prejudice to moral rights under applicable laws.

8.4. In case the Student Intern jointly creates intellectual property with a person connected with PPA during the period covered by the internship plan, the intellectual property shall belong to PPA.

9. CONFIDENTIALITY AND WAIVER

9.1. It is expressly understood by the Student Intern and the University/College/School that all information on technology, port operations and management, port facilities, cargo handling, engineering projects, process standards, quality assurance methodologies, quality standards, finance, and all other related documents, manuals, operational or technical matters that PPA owns shall be made available and be used for the sole purpose of performing their tasks under the Program.

9.2. It is understood that all information gathered by the Student Intern and the University/College/School on the operations and business matters of PPA is classified as confidential in nature and proprietary to PPA. The Student Intern hereby undertakes to prevent transfer of such information

by any of its members, consciously or unconsciously, to any party outside of PPA without the latter's knowledge and written consent.

9.3. During the course of the Program, certain trade secrets of PPA may be disclosed to the Student Intern and the University/College/School which may consist of but are not necessarily limited to: a) Technical information: Methods, processes, formulae, compositions, systems, techniques, machines, computer programs and research projects; b) Business information: Port operations and management, list of stakeholders and information, port pricing, financial data, and feasibility study.

9.4. During, or at any time after the termination of the Program, the Student Intern shall not use or disclose to others, including future employees, any trade secrets, confidential information, or any other proprietary data of PPA;

9.5. That upon the termination of the Program from PPA, the Student Intern and the University/College/School shall return to PPA all documents and property of the latter including but not necessarily limited to: reports, manuals, correspondence, customer lists, computer programs, and all other material and all copies thereof relating in any way to PPA's operations and management or in any way obtained during the course of Internship.

9.6. Unauthorized disclosure, including through social media or digital platforms, is strictly prohibited.

10. DISPUTE, RESOLUTION, GOVERNING LAW, AND VENUE OF ACTIONS

10.1. All disputes arising out of or relating to this Agreement shall be subject to good faith negotiations between the parties before the implementation of the legal proceedings pursuant to the provisions of the Alternative Dispute Resolution Law.

10.2. This Agreement shall be governed by the and construed in accordance with the laws of the Republic of the Philippines. Exclusive jurisdiction over and venue of any suit arising out of or relating to this Agreement will be in the proper courts of Manila or the court where the Student Intern is assigned, to the exclusion of all other courts or tribunals.

11. VIOLATIONS

The Internship Agreement shall be pre-terminated, in addition to an appropriate course of action by PPA warranted under the premises, in case of any violation hereof, such as but not limited to:

11.1. Breach of confidentiality.

11.2. Unauthorized disclosure (including social media).

11.3. Providing and submitting any false information, forged or fraudulent documents.

11.4. Any act of gambling, theft, or other similar illegal acts.

11.5. Any violation of PPA's rules and regulations.

11.6. Commission of unlawful acts.

11.7. Should the Student Intern decide to transfer to another PPA, a letter of withdrawal and Daily Time Record must be submitted to PPA's internship coordinator; thus, a Certificate of Attendance will be issued based on the number of rendered hours. However, should the Student Intern transfer to another PPA/company without prior notice to PPA's internship coordinator, the number of hours rendered will be disregarded and will have to start from zero.

12. DURATION AND TERMINATION

The Agreement becomes active upon formal execution and covers the entire designated internship period, *unless earlier terminated.*

13. LIMITATION OF LIABILITY

PPA shall not be liable for any injury, loss, or damage incurred by the Student Intern during the internship period.

14. EFFECTIVITY

This Memorandum Order shall take effect immediately upon the approval of the General Manager.

JAY DANIEL R. SANTIAGO
General Manager