



| | | |
|---|---------------|---|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |
| This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy. | | |

I. OBJECTIVES

Another major mandate of AILPO is placement. However, placement alone seems insufficient, thus, career development and placement is deemed far appropriate. AILPO is the process owner but in cooperation with the following: Colleges, Academic Services Group and other units that may be involved either directly or indirectly.

Hence, this policy aims to produce career-oriented individuals who understand the significance of employment right after graduation is a result of well-concerted approach in living out competence, confidence, and substance. Students, on their junior year, are enjoined to take part in career development activities as they prepare for either employment or entrepreneurship as well as those who have been able to gain investment for their start-up companies.

II. SCOPE

The scope of this process includes all the services, programs, and partnership or collaboration whether directly or indirectly established by the Academe Industry Linkages and Partnerships Office for career development and placement of graduating Nationalians. It includes all the activities, program, or event of the unit, referring to a program/college, student organizations, organization of teaching personnel and non-teaching personnel or any Office/Unit, that will be conducted within and outside the university that must connect with an external partner or institution.

III. DEFINITION OF TERMS

1. Collaboration – A process that entails working together, having open communication, and achieving meaningful results that entered into through an understanding or agreement; Can be used as ‘collaborative’ or ‘collaborating’
2. Company Profile – A written introduction to a company that tells their partners about its activities, mission, goals, strengths, and product(if applicable); A set of documents that establish legitimacy and authenticity of companies, industries, institutions, etc.
3. Endorsement – A process of endorsing and handing over the external partner from one Unit/Office/College to AILPO or vice versa, as the case may be.
4. Industry partner – A company or group of companies willing to partner with National University in the pursuit of student employment, internship or on-the-job training, co-curricular activities, or extra-curricular endeavors.

| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 1 of 9 |
| Supersedes | None | | |



| | | |
|---|---------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |
| <p>This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.</p> | | |

5. Linkages – Any links or connections made and contracted with potential industries, governments, and organizations either through partnerships, or networking, and placements.
6. Linkages Coordinator – A representative of a college, department, or unit from National University that is tasked to be the point-person in building and monitoring future partnerships and collaborations
7. Memorandum of Agreement or MOA – A written legal document between two or more parties which completely describes the specific principles of an arrangement and outlines the specific details of the collaboration such as costing and budget, common objectives, output, etc.
8. Memorandum of Understanding or MOU – A written legal document between two or more parties that stipulates a generic scope and principles of the working arrangement or collaboration.

IV. DOCUMENTS

1. Reference Documents
 - a. Memorandum of Agreement/ Understanding (MOA/MOU)
2. Deliverables*
 - a. List of Graduating Students
 - b. Working Career Plan
 - c. Placement Information Plan
 - d. Business Planning Management

*Document will only be used or issued upon request or need of the industry partner, college, and/or AILPO.

V. REFERENCE OF ACRONYMS

| Codes | Definition |
|-------|---|
| AILPO | Academe Industry Linkages and Partnerships Office |
| AVP | Assistant Vice President for Academic Services |
| EVP | Executive Vice President |
| LC | Linkages Coordinator |
| MOA | Memorandum of Agreement |
| MOU | Memorandum of Understanding |
| NU | National University |

| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 2 of 9 |
| Supersedes | None | | |



| | | |
|---|---------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |
| This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy. | | |

VI. RESPONSIBILITIES

1. AILPO Director – meets and discusses with the Unit/Officer or College the terms and conditions of the MOA/MOU and monitors the overall conduct of the activities of the Unit/College/Program and the industry partner.
2. AILPO Supervisor – assists and supervisor in the preparation, monitoring of implementation, and evaluation processes.
3. AILPO Associate – assists and handles the documentation process
4. AILPO Assistant – prepares the instance of contract signing for documentation and monitoring.
5. Linkages Coordinator – serves as the point person and representative of their respective College/ Unit/ Department for partnerships and collaboration.

VI. POLICY

Academe-Industry Linkages and Placements Office offers career development program and placement services to the student body of the National University. Generally, placement is equated with employment. All graduating students go through the process of attending various career talks, job fairs and industry symposia. AILPO aims to deliver any of the following programs and services that are deemed beneficial to every Nationalian:

- A. A master list of graduating students per term is gathered through a digitalized graduate clearance form or through the list shared by the Linkage Coordinator per college. The master list includes their names, working and active, personal and university email, course program, contact number, and location of their addresses. This gives high regard to the students’ consent, data privacy and anonymity. Hence, this list will only be shared to industry partners with signed contract and with the purpose for employment opportunities and training programs. The master list will be the first step in establishing and updating of student placement data.

| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 3 of 9 |
| Supersedes | None | | |



| | | |
|----------------------------------|---------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

- B. A student placement data is a database that contains information on recent graduates, current graduating students, and placement options and locations. To clarify, SPD is different from tracer studies of graduates which is commonly conducted in a longitudinal method and conducted repeatedly. The goal of the student placement data is to determine all the available networks, varied employment opportunities, and constantly changing career trajectories of graduates and/or students. Basically, this aims to establish the world of work – employment, entrepreneurship, start-ups, etc.
- C. A working career plan is presented to the colleges right before the end of the current academic year. This plan includes directions, goals and activities that are based on the assessment conducted in the previous year/s. This career plan is subject for review and approval. This is introduced to incoming interns, technically, those that are almost done in their course work.
- D. A three-part series of business planning management in cooperation with CenTIE, colleges and other units is offered to students with the aim to start their own. ALLPO owns the process in the context of tracing and monitoring the progress. This is deemed helpful in establishing a working data base of the placement activities of the office as well as providing real-time data of how National University students perform in the world of work and business.
- E. Students are enjoined to submit the Placement Information Form. This is done by college and or by unit. Placement activities begin with series of interaction that is done by clusters. Focus group discussions, one-on-one sessions, upskilling mentoring and training, ocular visits of industries, etc. are just some of the activities put in place. Note that an activity is largely dependent on the request of certain groups of students, thus appropriacy and necessity are espoused and promoted.

The University encourages both students and employees to conduct its activities geared toward social, cultural, moral, literary, and recreational aspects of student and employee development. These activities shall be covered by a clearly written Memorandum of Agreement or Understanding with the external partner. The copy of which shall be submitted to Academe Industry Linkages and Placement Office for proper monitoring and evaluation. The placement services has always been a collaborative effort between ALLPO, units/offices/departments/colleges of National University, and industry partners.

| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 4 of 9 |
| Supersedes | None | | |



| | | |
|---|----------------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

VIII. PROCESS FLOW

| STEP | PROCEDURES | POLICIES AND GUIDELINES | TURN AROUND TIME | RESPONSIBLE |
|------|---|---|------------------|----------------------------------|
| 1 | Conducts a placement process meeting | The Placement Process with all colleges and units begin at the start of the term. A Placement meeting shall be called that is to be attended by LO. This is where all the procedures will be discussed and all forms disseminated to the students' email, again by group or section. This covers 10-minute lecture, introduction, and presentation of clusters together with key persons and Q&A. | 1 day | AILPO Linkage Coordinator |
| 2 | Sets up official communication | AILPO will create an email thread looping in all responsible in executing such placement service. The email thread serves as an official form of communication for all those who are directly and indirectly involved. The email thread is also important in terms of monitoring the partnership, its directions, as well as accomplishments throughout its validity. | 0.5 day | AILPO |
| 3 | Checks the industry partner/s for the activity/ placement service | AILPO Director shall review the industry partner and the MOA/MOU executed. The activity should be conducted with an external partner with an executed agreement. | 1 to 2 days | AILPO |
| 4 | Finalizes the event proposal | The event proposal and its conditions shall be reviewed by the AILPO director, involved College Dean, AVP, and EVP for further comments. | 1 to 2 weeks | AILPO, NU heads |
| 5 | Meets with the Unit/Office Director or College Dean | The endorsement shall be made via a meeting for the ample discussion of event/ program/ placement service | 1 day | AILPO |

| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 5 of 9 |
| Supersedes | None | | |



| | | |
|---|----------------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

| | | | | |
|---|--|--|---|---------------------|
| 6 | Conducts the activity. | The activity shall conduct the activity based on the approved details of the activity. | Depends on the approved day/s of the activity | AILPO |
| 7 | Files the activity documents | All the records and documents pertaining to the activity shall be filed per activity and then per Unit/Office/College. | 1 day | AILPO |
| 8 | Conducts monitoring of the activity being conducted. | Every 2 weeks before the end of term, the Linkage Coordinator is tasked to submit a report to check compliances to the terms and conditions of the MOA/MOU. Must submit the accomplished Linkage Coordinator Report | 1 day | Linkage Coordinator |
| 9 | Assess evaluation of the activity. | At the end of the term or academic year or end of the contract period, whichever is applicable based on the type of collaboration. A Post-activity assessment meeting may be called upon by the AILPO Director should the presence and time permit. | 1 to 2 weeks | AILPO |

Note: Evaluation within the department is done individually. Each immediate superior must assess the performance of his/her direct reports in relation to how effective the assigned task is being carried out. It aims to recommend on how to be prompter and more efficient.

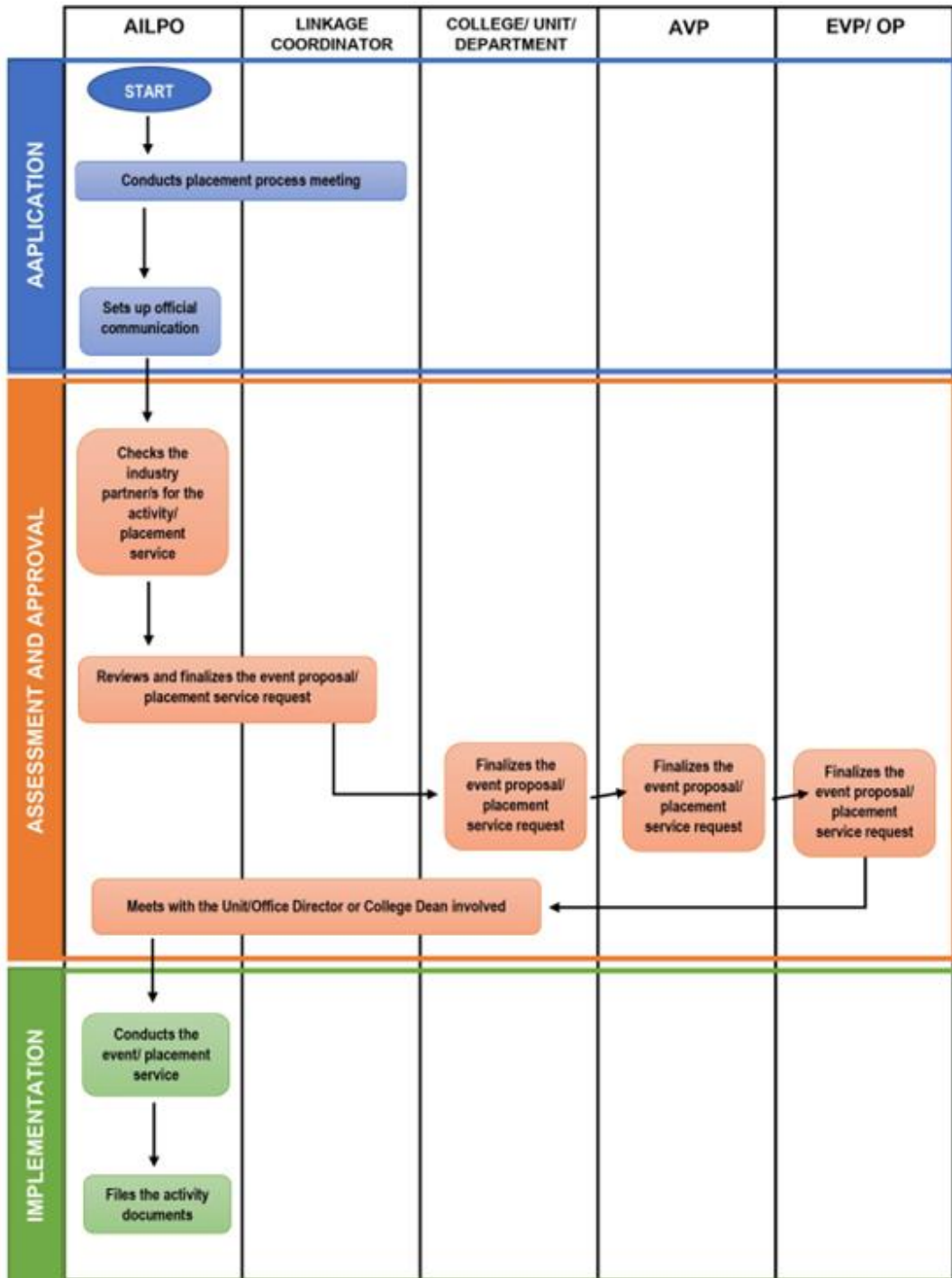
| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 6 of 9 |
| Supersedes | None | | |



| | | |
|----------------------------------|---------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

VIII. PROCESS FLOW (Swimlane)

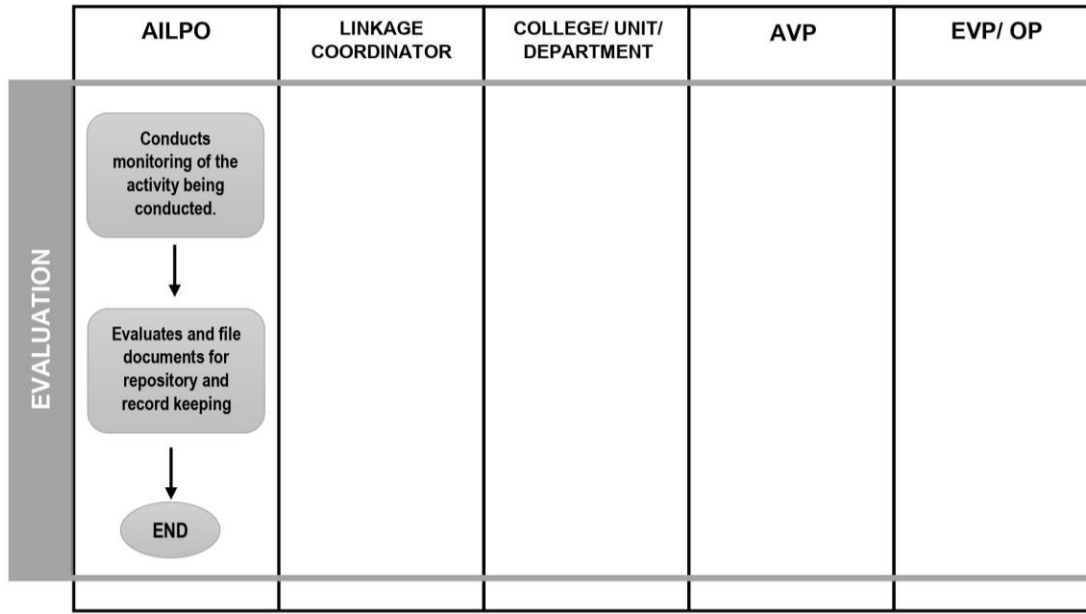


| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 7 of 9 |
| Supersedes | None | | |



| | | |
|----------------------------------|---------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.



Notes:

- The **Red box** is a critical process that must **NOT** be eliminated.
- Broken lines [-----] are not necessarily part of the normal/ daily process but is still required to be observed, as this may be weekly reports, etc.

IX. PROCESS APPROVALS


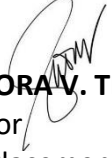
| | Approver | Document/Report | Authority Limit |
|---|---|---|-----------------|
| 1 | AILPO Director | List of graduating students Student Placement Data Event Proposal | Required |
| 2 | Program Chair/College Dean or Director of Offices/Units | Event Proposal | Required |
| 3 | Assistant Vice President | Event Proposal | Required |
| 4 | Executive Vice President | Event Proposal | Required |

| | | | |
|---------------------|--------------|------------------------|-------------|
| Date of Effectivity | May 31, 2023 | <i>Controlled Mark</i> | Page 8 of 9 |
| Supersedes | None | | |



| | | |
|----------------------------------|---------------|--|
| Title: Placement Services | Reference No. | MLA-EVP-AI-D-PR-006 |
| | DEPARTMENT | ACADEME INDUSTRY LINKAGES AND PLACEMENT OFFICE |
| | Copies To | ALL CONCERNED UNITS |

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

| Prepared by: | Reviewed by: |
|--|---|
|  ERIKA MAE L. VALENCIA / GLENDORA V. TIU, PhD. Supervisor / Director Academe Industry Linkages and Placement Office |  DR. ROSAURO E. MANUEL Executive Vice President |
| Date Prepared: 2023-02-21 | Date Reviewed: |

| Endorsed by: | Approved by: |
|---|--|
| JOHANNA G. MINGLANA Director Quality Management Office | RENATO CARLOS H. ERMITA, JR. PhD President and CEO |
| Date: | Date: |