RDahunan I.T. Services
Websites & Online Stores · Business Systems · IT Consultation
Lapu-Lapu City, Cebu, Philippines · +63 991 209 4757 · reynard@rdahunanitservices.com · www.rdahunanitservices.com

Remote Internship Program

Digital marketing, spreadsheets and AI tools for work: a school-credited, work-from-home OJT for college students

Host training establishment	**RDahunan I.T. Services**, a DTI-registered sole proprietorship, Lapu-Lapu City, Cebu
Program supervisor	**Reynard B. Dahunan**, Proprietor
Mode	Fully remote (work from home)
Type	Non-paid internship for academic credit (OJT / practicum)
Program No.	RDIS-2026-INT-001 · November 8, 2026

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1. Letter to OJT Coordinators

Dear OJT Coordinator,

RDahunan I.T. Services is a DTI-registered IT services business in Lapu-Lapu City, Cebu. We build websites, online stores and business systems for Philippine small businesses, and we market our services online.

We are opening a small **remote internship** for college students who need practicum or OJT hours. Interns learn three skill sets that employers ask for: **spreadsheets** (Microsoft Excel and Google Sheets), **AI tools for work**, and **digital marketing**. They learn through a short online course inside our internship portal (video lessons and a performance task each week), and spend most of their time in supervised practice on our own business pages. Every week has set learning goals, written feedback and a signed hours log.

We accept only students endorsed by their school, under a memorandum of agreement prepared by the school. The internship is **non-paid and for academic credit**. We charge no fee, and interns are never asked to buy anything.

The program suits students of Business Administration (Marketing Management), Entrepreneurship, Communication, Multimedia Arts, Office Administration, and Information Technology or Information Systems. We take **up to two interns per term**, so each one gets real attention. Start dates and required hours follow your school's calendar.

We would be glad to receive your endorsed students. Please send the endorsement letter and the student's resume to **reynard@rdahunanitservices.com**.

Respectfully,

Reynard B. Dahunan
Proprietor, RDahunan I.T. Services
+63 991 209 4757 · reynard@rdahunanitservices.com

2. Program at a Glance

Who it is for	College students, 18 years old and above, enrolled in a course with a required practicum or OJT. Up to 2 interns per term.
Where	Fully remote. The intern works from home on their own laptop or desktop.
Length	Follows the school's required hours. The plan below is 12 weeks; it is shortened or extended to fit, usually 300 to 600 hours.
Daily schedule	4 to 8 hours a day, Monday to Friday, in a fixed block between 8:00 AM and 8:00 PM that the intern chooses
Skills taught	Excel and Google Sheets, AI tools for work, content planning, design, copywriting, short video, community management, analytics and reporting
Pay	None. This is a **non-paid internship for academic credit**: no salary, no allowance, and no fee in either direction.
Tools	Free tools only: Google Sheets and Docs, Excel for the web, Canva, CapCut and free AI assistants. The intern never pays for software, ads or boosts.
Supervision and completion	Daily check-ins and a weekly review; certificate, school evaluation and portfolio at the end

> **Training built in.** At least 30% of every week is course learning in our internship portal: video lessons and performance tasks. The rest is supervised practice on our real pages and sheets, and every post, comment and reply is approved before it goes out. No quotas, no sales targets, no tasks outside the training plan, and interns never take the place of paid staff.

3. Who Can Apply, and How

Requirements

- Enrolled in college with an OJT or practicum subject this term or next, and 18 or older
- An endorsement letter from the school, and a memorandum of agreement signed before the start date
- Proof of student accident insurance, if the school requires it
- A laptop or desktop and a stable internet connection. A phone alone is not enough.
- Personal Google and Facebook accounts in good standing, both with two-factor authentication on
- Basic written English. Filipino and Cebuano are a plus for local content.

Steps

1. **Apply.** Send your resume and three to five sentences on what you want to learn to reynard@rdahunanitservices.com. If you already have your school endorsement letter, attach it.
2. **Short online interview.** About 20 minutes, to agree on your schedule and learning goals.
3. **Conditional acceptance.** You get a letter for your school, and we hold your slot for 14 days.
4. **Endorsement and agreement.** Send us your school's endorsement letter. Your school sends the memorandum of agreement, and we sign it. You are accepted once both are done.
5. **Onboarding day.** You sign the posting rules and the confidentiality agreement in this pack, set up your tools, and receive access to the internship portal.

4. 12-Week Training Plan

Each week has a module in our internship portal: short video lessons and a performance task that becomes a portfolio piece. Course learning is at least 30% of the week. The rest is supervised practice on our real pages and sheets, which grows with the intern's skills. Performance tasks in weeks 2 to 4 use sample data, never real customer data. Nothing is posted until the supervisor approves it.

Week	Module	What the intern learns	Output
1	**Orientation and safe work**	How the business works, the Data Privacy Act in plain terms, posting rules, account security and two-factor authentication, tool setup	Signed agreements and a completed tool setup checklist
2	**Spreadsheets I**	Data entry standards, formatting, SUM, AVERAGE and COUNT, sorting and filters, data validation, sharing and version history	A content calendar sheet
3	**Spreadsheets II**	IF, SUMIFS and COUNTIFS, XLOOKUP and VLOOKUP, conditional formatting, pivot tables and charts, in both Excel and Google Sheets	An inquiry tracker with a summary dashboard, built on sample data
4	**AI tools for work**	How AI assistants work and where they fail, writing clear prompts, fact-checking, using AI for formulas and drafts, what must never be pasted into AI	A prompt library for ten recurring tasks
5	**Brand and audience**	Our services and customers, Philippine small-business audiences, brand voice in English and Filipino, content pillars	A one-page brand voice guide
6	**Design basics**	Canva, layout and typography, choosing photos, readable text on mobile, alt text and contrast	Six post graphics, reviewed before use
7	**Copywriting**	Hooks, captions and calls to action, writing for phone screens, Taglish done well, editing AI drafts into a human voice	Ten captions
8	**Short video**	Scripting, CapCut basics, subtitles, formats for Reels, TikTok and YouTube Shorts	Two short videos
9	**Community management**	Replying as the Page, reply templates, handling complaints, spotting scams and fake "page violation" messages, asking leads for screenshots or photos instead of calls, passing inquiries to the supervisor	A reply guide and one week of supervised replies
10	**Analytics and reporting**	Meta Business Suite insights, website analytics basics, choosing the right numbers, writing a weekly report in Sheets	A weekly performance report
11	**Capstone, part 1**	Planning a two-week campaign: goal, audience, calendar and assets	An approved campaign plan
12	**Capstone, part 2**	Running the campaign, measuring results, presenting what worked and what to change	A campaign report and a 10-minute presentation

For a shorter OJT, weeks 5 to 8 are combined and the capstone becomes one week. For a longer OJT, the capstone grows into a full monthly content plan, or the intern adds a module on Google Business Profile and website content.

5. Weekly Rhythm, Hours and Supervision

When	What happens
Monday	The week's video lessons, performance task and practice tasks open in the internship portal.
Every working day	The intern sends a short written check-in at the start and end of their block: what they did, what they learned, and where they are stuck. The supervisor replies within 24 hours on working days.
Friday	A 30-minute online review: feedback on the week's work, next week's goals, and signing of the hours log.
Every month	A progress note to the school coordinator, or more often if the school asks.

Hours

- No more than 8 hours a day or 40 hours a week, within the school's limits.
- Work happens only in the intern's fixed block, Monday to Friday, between 8:00 AM and 8:00 PM. No work at night, on weekends or on holidays.
- A block longer than 5 hours includes a 1-hour break, which does not count toward the hours.
- Only hours logged and signed in the weekly log count toward the OJT.
- Absences are reported in the group chat before the block starts. The school is told about repeated absences.

Supervisor

Reynard B. Dahunan, Proprietor · reynard@rdahunanitservices.com · +63 991 209 4757. Messages are answered within 24 hours on working days.

6. What Interns Receive

This is a **non-paid internship**. There is no salary or allowance. What interns get is training, proof of skills, and a reference:

- **Certificate of completion**, stating the hours and the modules finished
- **Final evaluation** sent to the school on its form and schedule
- **Recommendation letter** for interns rated "very good" or higher
- **A portfolio** of the sheets, graphics, captions, videos and reports they made, which they may show to future employers
- **Weekly written feedback** from a working business owner
- **First consideration for paid freelance work** after graduation, when a project fits. This is not a promise of work.

7. Our Commitments Under the School Agreement

RDahunan I.T. Services, as host training establishment, commits to the following. These can be written into the school's memorandum of agreement.

1. Follow a written training plan matched to the intern's course, and assign a named supervisor.
2. Keep the internship a training program: no quotas, no sales targets, no tasks outside the training plan, and no replacing paid staff.
3. Keep hours within the school's limits and inside the intern's fixed weekday block between 8:00 AM and 8:00 PM, with no night, weekend or holiday work.
4. Charge the intern nothing and require no purchases. Any paid tool the business wants used is paid for by the business.
5. Keep the hours log, and submit evaluations and reports on the school's schedule.
6. Tell the school promptly about absences, conduct concerns or any incident.
7. Protect the intern's personal data under the Data Privacy Act of 2012 (RA 10173), and use it only to run the internship.
8. Keep online communication respectful and free of harassment, as required by the Safe Spaces Act (RA 11313). The intern may raise any concern directly with the school coordinator.
9. Credit the intern for their work, and allow them to show it in a personal portfolio, except confidential client material.

We ask the school for: the endorsement letter, the memorandum of agreement, the coordinator's contact details, the school's forms for logs and evaluation, and insurance coverage where the school requires it.

8. Social Media and Posting Rules

Interns help with our business pages. These rules protect the business, our clients and the intern. Every intern reads and signs them on onboarding day.

1. **Use only the access you are given.** You post through the role assigned to you in Meta Business Suite or the other tool. Never ask for, share or save a password.
2. **Get approval first.** Every post, comment reply or message from a business account is approved by the supervisor before it goes out. There are no exceptions.
3. **Be honest about who you are.** If you share or comment from your personal account, say you are an intern at RDahunan I.T. Services. Never pose as a customer, write a fake review or testimonial, or use fake or duplicate accounts.
4. **No spam.** Do not post the same promotion in many groups, tag strangers, or send unsolicited messages to people or businesses. Follow each group's rules.
5. **No client names without clearance.** Do not mention or show a client's name, logo, screenshots or results unless the supervisor confirms that client allows it. Some clients do not.
6. **No personal data.** Never post, or paste into an AI tool, any customer's name, number, chat, address, invoice or photo.
7. **Use only images you may use.** Use our own photos and assets, licensed stock, or images you made. Respect copyright under the Intellectual Property Code (RA 8293).
8. **No prices or promises.** Prices, timelines and offers come only from the supervisor. Pass every inquiry to the supervisor. When you reply to a lead, ask for screenshots or photos of what they need. Never offer a call or video call.
9. **Check AI output.** Fact-check everything an AI tool writes. Never use AI to create fake people, fake reviews or fake results.
10. **Stay respectful.** No arguments about politics or religion, and no angry replies. Pass complaints to the supervisor.
11. **Stay secure.** Keep two-factor authentication on, lock your device, and report suspicious links at once. Never click "verify your page" or "page violation" links.
12. **On your last day**, your access is removed. Do not keep copies of business files, except your own portfolio pieces.

I have read these rules and agree to follow them. I understand that breaking them may end my internship, with notice to my school.

Intern's signature over printed name

Date

9. Confidentiality and Data Privacy Agreement

This agreement is made between **RDahunan I.T. Services**, a sole proprietorship represented by its proprietor, Reynard Bayon-on Dahunan (the “Business”), and:

Intern’s full name: _____

School: _____ Course and year: _____

Internship period: from _____ to _____

1. **Purpose.** The intern will see business and personal information during a school-credited internship. This agreement sets how that information is handled.
2. **Confidential information** means anything not made public by the Business, including client names and projects, leads and inquiries, prices and quotations, plans, financial records, account access, files, designs and source code, and any personal data.
3. **Use and non-disclosure.** The intern uses confidential information only for internship tasks, does not disclose it to anyone, and does not copy it to personal storage, devices or accounts except as the supervisor instructs.
4. **AI and online tools.** The intern does not enter confidential information or personal data into any AI tool or outside service unless the supervisor approves the tool and the data is removed or anonymized first.
5. **Personal data.** The intern processes personal data only as instructed and in line with the Data Privacy Act of 2012 (RA 10173). Any loss, leak or wrong sending of data, or a lost device, is reported to the supervisor within 24 hours.
6. **Accounts and access.** Access given to the intern is personal and may be removed at any time. On the last day, or when asked, the intern returns or deletes all business files and logs out of all business accounts.
7. **Work output.** Materials the intern makes for the Business during the internship may be used by the Business. The intern keeps the right to be credited and to show the work in a personal portfolio, except confidential client material.
8. **How long it lasts.** The confidentiality duties continue for three years after the internship ends. Duties about personal data have no end date.
9. **Breach.** If this agreement is broken, the Business may remove access, end the internship with notice to the school, and use the remedies available under Philippine law.
10. **No employment.** This agreement does not create an employer-employee relationship. The internship is governed by the memorandum of agreement between the school and the Business.
11. **Governing law.** This agreement follows the laws of the Philippines. Any case is filed in the proper courts of Lapu-Lapu City.

_____	_____	_____
Intern’s signature over printed name · Date	Reynard Bayon-on Dahunan, Proprietor · Date	Witness: school OJT coordinator, optional · Date

10. Weekly Hours and Activity Log

Fill in one sheet per week. If the school has its own daily time record, use that instead and attach this sheet only if the school asks for task details.

Intern: _____ Week no.: _____ Dates: _____

Day	Date	Time in	Time out	Hours	What I learned and did	Output or link
Mon						
Tue						
Wed						
Thu						
Fri						
Total hours this week					**Running total toward required hours:**	

Supervisor’s notes for the week

_____ _____

Intern’s signature · Date Supervisor’s signature · Date

11. Intern Evaluation Form

Used at mid-point and at the end of the internship. If the school provides its own evaluation form, that form is used and this one is kept on file.

Intern: _____ School and course: _____

Period covered: _____ Hours completed: _____ ☐ Mid-point ☐ Final

Rate each area: 1 = needs much improvement, 5 = excellent	1	2	3	4	5
Attendance and check-ins. Keeps the agreed schedule and reports on time	☐	☐	☐	☐	☐
Quality of work. Accurate, complete and neat outputs	☐	☐	☐	☐	☐
Spreadsheet skills. Formulas, tables, charts and clean data	☐	☐	☐	☐	☐
AI tools and judgment. Clear prompts, checks facts, protects data	☐	☐	☐	☐	☐
Content and communication. Writing, design and video for the audience	☐	☐	☐	☐	☐
Learning and initiative. Applies feedback and asks good questions	☐	☐	☐	☐	☐
Rules and confidentiality. Follows the posting rules and protects information	☐	☐	☐	☐	☐
Professional conduct. Respectful, responsive and reliable	☐	☐	☐	☐	☐

Strengths

Areas to improve

Overall rating: ☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Needs improvement

Reynard B. Dahunan, Supervisor · Date

Intern's signature, as acknowledgment · Date

RDahunan I.T. Services · Lapu-Lapu City, Cebu, Philippines · www.rdahunanitservices.com. This program is offered only to students endorsed by their school under a signed memorandum of agreement.