

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

SIXTEENTH CONGRESS

First Regular Session

House Bill No. 3792



Introduced by Hon. Delphine Gan Lee

EXPLANATORY NOTE

Internship programs help bridge the gap between the school environment and the workplace. It serves a two-fold purpose. The first is to allow government agencies to augment entry level functions while providing valuable work experience to prospective government employees. The second is to improve the recruitment pool by establishing a definite list of individuals who have experience working with particular government agencies. A sound internship system would provide our civil service a necessary layer in training, selection and overall human resource development.

In order to ensure that the internship system is properly carried out across the government agencies and that the best practices are acknowledges and replicated, the Civil Service Commission must take the lead in establishing rules on internship programs as well as gathering pertinent information. The Civil Service Commission has the role of making sure that information regarding available internship programs are properly disseminated in order to attract more applicants and provide the government agencies with sufficient candidates for internship.

This bill seeks to mandate the Civil Service Commission to provide an integrated internship program that would complement its current recruitment efforts in order to ensure

that our prospective civil servants are properly trained and the deserving ones promptly recruited. The passage of this bill is thus earnestly requested.



HON. DELPHINE GAN LEE
Representative, AGRI Party-List

1 A. the name and contact information of the internship coordinator for such program;
2 and;

3 B. information regarding application procedures and deadlines for such internship
4 program;

5 The Civil Service Commission shall make publicly available on the Internet links to
6 the websites where the information described in paragraph (1) is displayed.

7 SECTION 5. *Centralized Database.* – The Civil Service Commission shall establish
8 and maintain a centralized electronic database that contains the names, contact information,
9 and relevant skills of individuals who have completed or are nearing completion of an
10 internship program and are currently seeking full-time Government employment.

11 SECTION 6. *Noncompetitive Appointment.* – Under such regulations as the Civil
12 Service Commission shall prescribe, the head of an agency may make a noncompetitive
13 appointment leading to conversion to term, career, or career-conditional employment of an
14 individual if the individual –

15 A. has completed an internship program;

16 B. is recommended for such appointment by the agency in which the individual
17 served as an intern; and

18 C. satisfies such other requirements and conditions as the Civil Service Commission
19 may prescribe.

20 SECTION 7. *Term Appointment Conversion.* – An intern appointed to term
21 employment under Section 6 may subsequently be converted noncompetitively to a career or
22 career-conditional appointment before the term appointment expires.

23 SECTION 8. *Regulations.* – The Civil Service Commission shall prescribe such
24 regulations as the Commission considers necessary to carry out this Act.

1 SECTION 9. *Program Report.* – The head of each Government agency operating an
2 internship program shall annually submit to the Civil Service Commission a report assessing
3 such internship program. Each report required shall include, for the one-year period ending
4 on March 1 of the year in which the report is submitted –

- 5 A. the number of interns that participated in an internship program at such agency;
- 6 B. information regarding the demographic characteristics of interns at such agency,
7 including educational background;
- 8 C. the percentage of individuals who began full-time Government employment at
9 such agency who were appointed to such employment in accordance with Section
10 9.D.;
- 11 D. a description of the steps taken by such agency to increase such percentage, and
12 any barriers encountered;
- 13 E. a description of activities engaged in by such agency to recruit new interns,
14 including locations and methods;
- 15 F. a description of the diversity of work roles offered within internship programs at
16 such agency;
- 17 G. a description of the mentorship portion of such internship programs; and
- 18 H. a summary of exit interviews conducted by such agency upon completion of an
19 internship program by an intern.

20 SECTION 10. *Submission.* – Each report required under Section 9 shall be submitted
21 to the Civil Service Commission between March 1 and March 31 of each year. Not later than
22 April 30 of each year, the Civil Service Commission shall submit to Congress a report
23 summarizing the information submitted to the Civil Service Commission in accordance with
24 Section 9 for such year.

1 SECTION 11. *Separability Clause.* – If any provision or part hereof, is held invalid or
2 unconstitutional, the remainder of the law or the provision not otherwise affected shall remain
3 valid and subsisting.

4 SECTION 12. *Repealing Clause.* – Any law, presidential decree or issuance,
5 executive order, letter of instruction, administrative order, rule or regulation contrary to or is
6 inconsistent with the provision of this Act is hereby repealed, modified, or amended
7 accordingly.

8 SECTION 13. *Effectivity Clause.* – This Act shall take effect fifteen (15) days after
9 its publication in at least two (2) newspapers of general circulation.

Approved,