

REPUBLIC OF THE PHILIPPINES
HOUSE OF REPRESENTATIVES
Quezon City

SEVENTEENTH CONGRESS
Third Regular Session

House Bill No. **8344**



Introduced by **MAGDALO Party-List Representative**
HON. GARY C. ALEJANO

EXPLANATORY NOTE

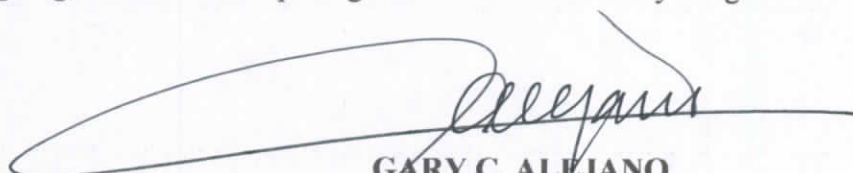
The Filipino youth is considered the backbone of the nation and future pillars of the country. As such, it is important that the government provide them opportunities to develop their potential and enable them to attain their role in nation-building.

The Government Internship Program or the GIP was conceptualized as a major component of Executive Order No. 139 or the "Kabataan 2000" in 1993. This program is currently handled by the Department of Labor and Employment (DOLE) which aims to provide opportunities for young workers to demonstrate their talents and skills in the field of public service with the ultimate objective of attracting the best and the brightest who want to pursue a career in government service.

This bill seeks to broaden and strengthen this program by expanding and institutionalizing the same. Under this measure, the Civil Service Commission (CSC) will now serve as the GIP manager that shall provide technical and administrative assistance to the concerned institutions. Being also primarily in charge of the implementation and institutionalization of the program, the CSC shall establish a GIP Unit in its central, regional and field offices.

Moreover, this measure will provide wider training and relevant opportunities among the youth in developing their talents and skills, while at the same time giving them financial aid for their educational needs.

In view of the foregoing, the immediate passage of the Bill is earnestly sought.


GARY C. ALEJANO
Representative
Magdalo Para sa Pilipino Party-List

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AN ACT
INSTITUTIONALIZING THE IMPLEMENTATION OF THE GOVERNMENT
INTERNSHIP PROGRAM, PROVIDING FUNDS FOR ITS IMPLEMENTATION
AND FOR OTHER PURPOSES

Be it enacted by the Senate and the House of Representatives of the Philippines in Congress assembled:

1 **SEC. 1. Title.-** This Act shall be known as the “*Government Internship Program*
2 (*GIP*) *Act of 2018.*”
3

4 **SEC.2. Declaration of Principles.-** The State recognizes its vital responsibility to
5 enable the youth to fulfill its vital role in nation-building. It is the government principle of
6 this Act that the youth be accorded opportunities through a Government Internship Program,
7 with appropriate implementing structures to implement the program and the necessary funds
8 for its sustained implementation.
9

10 **SEC.3. Creation of the Government Internship Program; Objectives.-** In order to
11 attain the declared policy, a “*Government Internship Program*” is hereby established,
12 hereinafter referred to as the “*GIP*”.
13

14 The objectives of the GIP are the following:
15

- 16 a. To provide wider training and development opportunities among the youth geared
17 towards acquisition and/or application of knowledge and skills;
18
19 b. To contribute in addressing the financial needs of the youth, for their personal,
20 extra-curricular and/or educational needs; and
21
22 c. To involve and acquaint the youth with government programs, projects and/or
23 activities and instill in them an appreciation of public service and spirit of
24 volunteerism.
25

26 **SEC.4. Definition of Terms.-** For purposes of this Act, the following terms are
27 defined:
28

- 29 a. “CSC” shall refer to the Civil Service Commission.
30

- 1 b. "*GIP Certificate*" refers to a certification that shall be jointly issued by the CSC,
2 National Youth Commission ("*NYC*") and other involved institution(s) after
3 program completion and the assessment of the GIP trainee's competencies, to
4 attest the skills, knowledge and experience they acquired.
5
6 c. "*GIP Graduate*" refers to an intern who has completed the program services and
7 has undergone the full duration of the program.
8
9 d. "*Intern*" refers to an eligible beneficiary selected to participate in the GIP.
10
11 e. "*Internship*" refers to the practical learning or a job training of a GIP Trainee in a
12 regular work environment in an institution or institutions for a period of three (3)
13 to six (6) months, as prescribed by the program.
14
15 f. "*Institution*" refers to Philippine government institutions, state universities and
16 colleges, local government units, or any other legal entity registered under
17 relevant laws that may participate and/or provide a venue for internship of GIP
18 trainees.
19
20 g. "*Mentor*" refers to the intern's direct supervisor.
21
22 h. "*NYC*" shall refer to the National Youth Commission.
23
24 i. "*Order of Acceptance*" refers to a written document executed and signed by and
25 between the GIP Desk Officer and the intern beneficiary, containing the
26 agreements and responsibilities relative to both parties. This will serves as a GIP
27 contract by and between the parties.
28

29 **SEC.5. Internship Guidelines.-** The following shall be the guidelines for the
30 implementation of the GIP:
31

- 32 a) Interns shall be Filipino citizens and are of 18 to 25 years of age at the time of the
33 application period;
34
35 b) Institutions shall give preference and priority for Persons with Disabilities
36 (PWDs), Indigenous Peoples, and other applicants who belong to cultural
37 minorities and/or the marginalized sectors;
38
39 c) Institutions shall designate an employee who will serve as GIP Desk Officer of the
40 Institutions, who will oversee the implementation of GIP within the institution;
41
42 d) Internship period shall be for a period of at least three (3) months to six (6)
43 months at most, and must be implemented on a year-round basis;
44
45 e) Upon entry into the internship programs, interns shall be provided with a stipend
46 amounting to seventy-five percent (75%) of the existing salary rate of Step 1,
47 Salary Grade 1 of the current government salary standardization law and shall be
48 non-taxable. The amount of the stipend shall be based on the trainee's actual

attendance, absences and/or tardiness incurred. It shall be paid in accordance with existing labor laws and civil service laws, rules and regulations;

f) The institutions, as provided by law, and subject to budgeting, accounting and auditing rules and regulations, shall provide additional benefits and entitlements such as:

i. Transportation and meal provisions during activities that are held outside of the normal day to day office trainings;

ii. Compensatory time off in case of activities held during weekends/holidays and/or beyond regular office hours; and

iii. Incentives and rewards in acknowledgement of remarkable achievements (i.e.; punctuality, perfect attendance)

g) An intern shall be a beneficiary of the program only once. As such, the Civil Service Commission (CSC) in coordination with the National Youth Commission (NYC), shall create and maintain a database, which shall serve as monitoring tool for all institutions;

h) GIP shall not be considered as employment. Thus, there shall be no employer-employee relationship between the inter beneficiary and the institution. GIP graduates shall be given preference in the hiring of workers in the institutions. After career coaching, the institutions shall assess and determine whether the GIP graduate is ready to be placed for contractual or regular work;

i) Interns are hired for official purposes only. Institutions are prohibited from assigning tasks which go beyond official duties;

j) Institutions shall conduct trainings, seminars and other developmental interventions for the interns including, but not limited to mentoring, coaching and performance evaluation; and

k) Social protection incentives shall be provided to the interns and are encouraged for consideration by the institutions such as accident insurance, as they may be applicable. The process can be facilitated with either private insurance entities or public insurance entities like GSIS, subject to budgetary constraints of the institutions.

SEC.6. Mechanics of Internship.- The following process must be followed in the hiring of interns:

a. **Recruitment and Acceptance of GIP Inters**

i. **Program Advertisement and Recruitment of Interns.** The institutions, through its designated GIP Desk Officers, shall ensure effective publication and/or information dissemination of the institution's implementation of the GIP, including the period for applications. This may include, but not limited to, the following:

1. Promotion/recruitment of interns for GIP through the institution's website and other social networking sites;
2. Text blast for applicable institutions;
3. Print advertisements;
4. Broadcast media; and
5. Promotion thru educational institutions, in coordination with the Department of Education (DepEd), Commission on Higher Education (CHED) and/or Local Government Units (LGUs).

ii. ***Application for Internship***

- a. Walk-in applicants may submit their accomplished applications forms directly to the GIP Desk Officer.
- b. Online applications may also be accepted through necessary official channels of the institution.
- c. Applicants must not be related within 3rd degree of affinity and consanguinity to appointing and recommending officials and employees of the institution.

iii. ***Screening of GIP Trainees***

- a. The screening and acceptance of interns may be initiated and facilitated by the institution at least three (3) weeks before the first day of service of the new batch of interns.
- b. The screening, however, shall not be limited to interviews only.
- c. The institution shall provide the applicants with uniform application forms, which shall serve as basis of the screening.
- d. No applicants must be discriminated against based on his/her gender, race, religion and/or economic status.

iv. ***Acceptance of GIP Interns.*** Once the selection process is done, the Order of Acceptance shall serve as the GIP Intern's Appointment Paper. It shall be executed and signed by and between the GIP Desk Officer and the intern. It shall stipulate the Terms of Undertaking, which shall explicitly define the roles, duties, responsibilities, and obligations of each party and must be strictly complied with. It shall also specifically state that there is "*No Employer-Employee Relationship*" between the beneficiary and the hiring institution, given that the program is not intended to be an employment program. Finally, the Order of Acceptance shall serve as the valid and binding GIP contract between the parties.

b) ***Orientation of Interns.*** Each new batch of interns shall attend a general orientation on or before their first day of training, which shall be scheduled by the GIP Desk officer in consultation with the Head of Office.

The orientation shall cover, but shall not be limited to, the following:

- a. Government Internship Program (GIP) Rationale;
- b. The institution's mandate and organizational structure;
- c. Relevant office policies and procedures;
- d. Specific office policies and procedures;
- e. Telephone Etiquette/Office Decorum;
- f. Discussion of the expected interpersonal relationship in the work place;
- g. A review or overview of the Code of Conduct of Public Employees (RA 6713); and
- h. A Discussion of the Role of Interns in the Government's Volunteer Program.

All relevant units under the institution shall send their representatives during the GIP Orientation to discuss programs, projects undertakings and/or activities of their respective offices, as may be requested by the GIP Desk Officer and/or Head of Office.

c) **Work Assignments/Tasks of Interns.** The institution's officials and staff are all considered as indirect mentors of all interns. In coordination with the intern's immediate supervisor, they shall endeavor to provide work assignments and/or responsibilities that will enhance and enrich the experiences of the program beneficiaries and develop their knowledge and skills.

The responsibilities assigned to them may include, but shall not be limited to, the following:

- i. Clerical/Administrative Work (e.g. typing, filing, sorting, photocopying);
- ii. Customer Service (e.g. answering telephone calls, attending to official concern of visitors);
- iii. Research Work (e.g. data gathering, survey, administration, etc.); and
- iv. Support Staff (e.g. logistics assist in staff work).

d. **Activity/Program Participation of Interns.** Interns shall be required to attend and/or participate in relevant in-house trainings and seminars conducted by the institution.

These trainings/seminars shall include, but shall not be limited to, the following:

- i. Good Citizenship;
- ii. Orientation on Basic Labor Rights;
- iii. Work Ethics and Professionalism;
- iv. Pre-Employment Seminar;
- v. Gender Sensitivity Workshop;
- vi. Personality Development;
- vii. Youth Leadership and Empowerment;
- viii. Business Writing and Grammar 101; and
- ix. Cultural Awareness Training.

1 These training modules for the foregoing may be obtained from the National
2 Youth Commission (NYC). Each institution may choose a minimum of six (6) topics
3 from the suggested topics for its implementation. Other relevant topics may also be
4 included in the internal trainings and seminars for the interns.

5
6 In response to the Public and Private Partnerships Framework activities,
7 interns can also be tapped as delegates during activities outside of the institutional
8 parameters in outreach programs, film showing, volunteer works and youth
9 engagements that are often initiated by private groups, socio-civic associations and/or
10 organizations that help the government in reaching out to the people.

- 11
12 e. ***Mentoring, Coaching and Performance Evaluation.*** In order to ensure that interns
13 are given enough guidance and mentoring, the direct supervisor and the intern shall
14 meet at least once a month during the entire duration of internship program.

15
16 The intern shall accomplish the monthly supervisor performance evaluation
17 form and the supervisor shall accomplish the monthly intern's evaluation form every
18 month until the final month before the intern's graduation.

- 19
20 f. ***Termination of GIP Contract.*** Any of the following shall be a valid cause to
21 terminate the training contract.

22
23 By the institution:

- 24
25 a. Habitual absenteeism of the intern;
26
27 b. Willful disobedience by the intern of the institution's rules, or persistent
28 insubordination of the lawful orders of a supervisor;
29
30 c. Theft or malicious destruction of the institution's property by the intern;
31
32 d. Engaging in violence and/or other forms of misconduct during the internship
33 and/or inside the institution's premises by the intern; and
34
35 e. Persistent poor performance for prolonged period despite warning duly given
36 to the intern.

37
38 By the intern:

- 39
40 a. Substandard and/or harmful working conditions within the institution's
41 premises;
42
43 b. Cruel and inhumane treatment; and
44
45 c. Prolonged or continuing illness of the intern.

46
47 Either party may furnish the other party a notice of intent to terminate the GIP
48 contract for cause as defined in this section.
49

1 In case the GIP Contract has been terminated, replacement of an intern in an
2 institution shall be allowed subject to a review of the cause of the termination.

3
4 g. **GIP Graduation.** The graduation day for the interns shall be conducted preferably
5 on the last day of internship.

6
7 The mentoring forms used shall gauge the learnings, skills and/or knowledge
8 gained by the interns during their internship in the institution. It is important that the
9 interns themselves exhibit satisfactory, very good to excellent ratings from their
10 supervisors during their mentoring session, which shall be reflected in the appropriate
11 Performance Evaluation Forms. This process shall be undertaken on the 3rd or last
12 month of their service in the institution or as often as the CSC may prescribe.

13
14 The GIP Desk Officer shall likewise follow up on the mentors of interns with
15 performance evaluation rating of below the required standard, by the second (2nd)
16 month of internship.

17
18 In order to give them the opportunity to show their skills, training and/or
19 knowledge and empower them, interns shall be given the chance to plan and organize
20 their own graduation ceremonies, with the assistance and/or advice of the GIP Desk
21 Officer and the Head of Office.

22
23 **SEC.7. Grievance Committee.-** A Grievance Committee shall be created in the
24 participating institutions and shall have the initial responsibility of settling differences in case
25 of any violation or transgression of the GIP Contract or upon filing of a complaint by an
26 aggrieved party.

27
28 The Grievance Committee shall be composed of the officials and representatives of
29 Offices in the institution that have jurisdiction over the internship, particularly the Office of
30 the Head of the institution, the Human Resources/Personnel Office and the Training and/or
31 Legal Office of the concerned Institution. Once a dispute arise or a complaint is filed by an
32 aggrieved party, the Head of Office of the concerned institution shall create the Grievance
33 Committee by appointing three (3) responsible officers from the concerned offices,
34 designating the Chairman of the said Committee and referring the dispute and/or complaint to
35 the said Committee.

36
37 The Committee shall render a decision after affording the concerned parties due
38 process of law. In case of failure by the Grievance Committee to settle the issue or render a
39 decision, or in case the complaint is against the Grievance Committee or any of its members,
40 the case shall be referred to the Civil Service Commission (CSC) for appropriate action.

41
42 **SEC.8. Civil Service Eligibility.-** All beneficiaries are mandated to take Civil
43 Service Eligibility (CSC) examinations in order to encourage them to consider government
44 service after their internship period.

45
46 **SEC.9. Program Management.**

- 47
48 a. The CSC shall be the principal office task with implementing and
49 institutionalizing the GIP created under this Act. It shall serve as program
50 manager that shall provide necessary technical and administrative

1 assistance to concerned institutions. The regional and field offices of the
2 CSC shall supervise and monitor the implementation of the GIP in their
3 respective jurisdiction. CSC shall conduct training for GIP Desk Officers
4 prior to the implementation of the GIP.

- 5
- 6 b. The CSC shall establish or designate a GIP Unit in its Central, Regional
7 and Field offices. These units shall be provided a budget training costs,
8 administrative costs, or other necessary expenses, if any, as specified
9 under a memorandum of agreement between CSC and the institution.
- 10
- 11 c. An Oversight Committee shall oversee the implementation of the GIP.
12 The Committee shall be chaired by the National Youth Commission
13 (NYC). The Committee shall be composed of representatives from the
14 Civil Service Commission (CSC). The Department of Social Welfare and
15 Development (DSWD), Department of Labor and Employment (DOLE),
16 Department of Interior and Local Government (DILG), and representatives
17 from the youth, employer and labor sectors. A report shall be transmitted
18 to both Houses of Congress through the CSC each year reporting on the
19 details of the implementation of this Act.
- 20
- 21 d. All institutions shall designate a GIP Desk Officer, who shall be attached
22 and/or lodged under the HR/Personnel Unit or the Training or Special
23 Projects Unit of the institution. The GIP Desk Officer will:
- 24
- 25 i. Ensure that all processes required of the Program are met; and
26 ii. Provide periodic reports to CSC, as the lead institution on GIP,
27 as may be required by the later.
- 28

29 **SEC.10. Program Assessment.-** To determine the necessary innovations,
30 improvements and/or rationalization needed for integration and implementation of the
31 program, a periodic review and assessment on the delivery of the GIP services must be
32 undertaken by Office of the Head of each institution together with all offices of the institution
33 involved in the implementation of the program.

34

35 This will also be a processing venue for all units under the institution to suggest
36 mechanisms to further enhance the internal processes of the program, as they may apply
37 within their institutional parameters.

38

39 This endeavor shall be undertaken at least two times a year.

40

41 All institutions should submit a report and database of their implementation of the
42 Government Internship Program within fifteen days (15) after the end of every term.

43

44 **SEC.11. Appropriations.-** There is hereby authorized to be appropriated the amount
45 of One Hundred Million Pesos (Php 100,000,000.00) as funding for the program, which shall
46 be provided to the Civil Service Commission's budget for the current fiscal year.

47

1 Further, at least five per cent (5%) of the total program funds shall be appropriated as
2 administrative cost for the implementation of the GIP, and shall be included in the annual
3 General Appropriations Act.
4

5 **SEC.12. *Separability Clause.***- If for any reason, any part or provision of this Act
6 shall be held unconstitutional or invalid, other parts of provisions thereof not affect thereby
7 shall continue to be in full force and effect.
8
9

10 **SEC. 13. *Repealing Clause.*** Executive Order 139, series 1993, and shall other laws,
11 decrees, rules and regulations, other issuances or parts thereof which are inconsistent with
12 this Act are hereby repealed or modified accordingly.
13

14 **SEC. 14. *Effectivity.*** - This Act shall take effect after fifteen (15) days from its
15 publication in the Official Gazette or in two (2) newspaper of general circulation.

Approved,