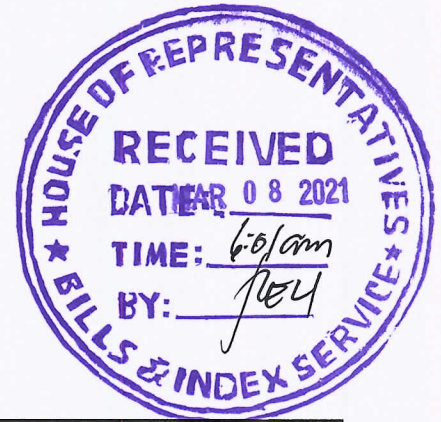


Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

EIGHTEENTH CONGRESS
Second Regular Session

HOUSE BILL NO. 8919



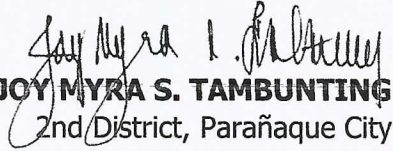
Introduced by **HON. JOY MYRA S. TAMBUNTING**

EXPLANATORY NOTE

This proposal seeks to institutionalize the Government Internship Program which was primarily conceptualized as a major component of Kabataan 2000 under the Executive Order No. 139 in 1993. The Government Internship Program which is presently managed by the Department of Labor and Employment, aims to provide young individuals the opportunity to demonstrate and likewise, improve their talents and skills in the field of public service. Ultimately, the goal of GIP is to attract the brightest individuals to pursue a career in government service.

This measure aims to strengthen the current program by transferring the management of the same to the Civil Service Commission (CSC). The CSC shall provide necessary technical and administrative assistance to the institutions providing internship programs. This measure shall also establish a GIP Unit in the Central, Regional and Field Offices of the Civil Service Commission, which shall provide partner institutions with training costs, administrative costs, and other fees concerning the conduct of the program.

On behalf of the people of Parañaque City's Second District, and for the common good of the Filipino people, the approval of the said measure is earnestly sought.


REP. JOY MYRA S. TAMBUNTING
2nd District, Parañaque City

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EIGHTEENTH CONGRESS
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HOUSE BILL NO. 8919

Introduced by **HON. JOY MYRA S. TAMBUNTING**

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 House of Representatives of the Philippines in Congress assembled:

Section 1. Short Title. – This Act shall be known as the "Government Internship Program (GIP) Act."

Section. 2. Principle. – The State recognizes the vital responsibility to enable the youth to fulfil their vital role in nation-building. It is the governing principle of this Act, that the youth be accorded opportunities through a Government Internship Program with implementing structures to implement the program and appropriate adequate funds for its sustained implementation.

Section 3. Objectives. –

- a) To provide wider training and development opportunities among the youth geared towards acquisition and/ or application of knowledge and skills;
- b) To contribute in addressing the financial needs of the youth for their possible educational needs; and
- c) To involve and introduce the youth in government programs, projects and activities and instill in them appreciation of public service and the spirit of volunteerism.

Section 4. Definition of Terms. – For purposes of this Act, the following terms are defined:

- a) CSC - shall refer to the Civil Service Commission.
- b) GIP Certificate - refers to a certification that shall be jointly issued by the CSC, NYC and the institution after program completion and assessment of the GIP trainee's competencies to attest their acquired skills.
- c) GIP Graduate - refers to an intern who has completed the program services and has undergone the full duration of the program.

- d) Intern - refers to an eligible beneficiary selected to participate in the GIP.
- e) Internship - refers to the practical learning of a job training of a GIP Trainee in a regular institution for a period of three (3) to six (6) months, as determined by the institution.
- f) Institution - refers to Philippine government institutions, state universities and colleges, local government units, or any other legal entity registered under relevant laws that any provide a venue for internship of GIP trainees.
- g) Mentor- refers to the intern's direct supervisor.
- h) NYC - shall refer to the National Youth Commission.
- i) Youth - shall refer to persons whose ages range from fifteen (15) to thirty (30) years old.

Section 5. Internship Guidelines. –

- a) The intern must be a Filipino age 18 to 25 years old at the time of the application period.
- b) Institutions shall provide consideration to Persons With Disabilities (PWDs), Indigenous People, and other applicants who belongs to minorities and the marginalized.
- c) Institutions shall designate an employee who will serve as GIP Desk Officer who will oversee the implementation of GIP within the institution.
- d) Internship period shall be a period of at least three (3) to six (6) months at the most and must implemented on a year-round basis.
- e) Upon entry to the internship program, interns shall be provided with a stipend amounting to 75% of the existing rate of step 1, Salary Grade 1 of the government salary standardization law; and shall be non-taxable. The amount of the stipend shall be based on the trainee's actual attendance, absences and tardiness incurred shall be deducted therefrom in accordance with the internship. It shall be paid every 12th and 27th of the month at intervals not exceeding sixteen (16) days.
- f) The institutions, as provided by law, and subject to budgeting, accounting and auditing rules and regulations, shall provide additional entitlements such as:
 - i. Transportation and meal provisions during activities that are held outside of the day to day office trainings.
 - ii. Compensatory time off in case of activities held during weekends/ holidays and/or beyond office hours; and
 - iii. Incentives and rewards in acknowledgement of removable achievement (i.e.: punctuality, perfect attendance).
- g) An intern shall be a beneficiary of the program only once. As such, 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 is no employer-employee relationship between the beneficiary and the institutions. GIP graduates shall be given preference in the hiring of workers in the institutions. After career coaching, the institution shall access and determine whether a 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 the 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.
- 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 public and private insurance entities and public insurance entities like GSIS, subject to budgetary requirements of the institution.

Section 6. Mechanics of Internship. – This process must be followed on the hiring of interns:

a) Recruitment and Acceptance of GIP Interns

- i. Program Advertisement and Recruitment of Interns. – The Institutions, through their designated GIP Desk Offices, shall ensure effective information dissemination of the institution implementation of the GIP including the period of applications. This may include, but not limited to the following:

- a. Promotion/ recruitment of interns for GIP through institutions, websites and other social networking sites;
- b. Text blasts for applicable institutions;
- c. Print advertisements;
- d. Broadcast media; and
- e. Promotion through educational institutions in coordination with the Department of Education, Commission on Higher Education and Local Government Units.

- ii. Applications for Internship

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

- iii. Screening of GIP Trainee

- 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, may not be limited to interviews.
- c. The institution shall provide the applicants with a uniform application form which shall serve as basis of the screening.
- d. No applicant must be discriminated based on his/ her gender, race, religion and economic status.

- iv. Acceptance of GIP Interns. – Once the selection process is through, an Order of Acceptance shall serve as their Appointment Paper. It shall be executed and signed by and between the GIP Desk Officer and the Intern. It shall stipulate the Terms of Reference for the compliance of the one who shall be governed by such document. It shall also contain that there is "No Employer Employee Relationship" between the beneficiary and the hiring institution given that the program is not an employment opportunity.
- b) Orientation of Interns. – The 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. The orientation covers, but is not limited to the following:
 - i. Government Internship Program (GIP) rationale;
 - ii. Institutional mandate and organizational structure;
 - iii. Relevant office supplies and procedures;
 - iv. Specific institutional programs and projects;
 - v. Telephone etiquette/ office decorum;
 - vi. Interpersonal relations;
 - vii. Code of Conduct of Public Employees (RA 6713); and
 - viii. Role of Interns in the Government Volunteers Program.

All units under the institution shall send their representatives during the GIP Orientation to discuss programs, projects, undertakings and activities of their respective offices.

- c) Work Assignments/Tasks of Interns. – Institution officials and staff are considered mentors of all interns. They shall provide work assignments and 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 are not limited to the following:
 - i. Clerical/ Secretarial Work (i.e.: typing, filing, sorting, photocopying);
 - ii. Customer Service (i.e.: answering telephone calls, attending to official concerns of visitors.)
 - iii. Research Work (i.e.: data gathering, survey administration, etc.)
 - iv. Support by Staff (i.e.: logistics, assistance in staff work)
- d) Activity/Program Participation of Interns. – Intern shall be required to attend and to participate in relevant in-house trainings and seminars conducted by the institution. These trainings/ seminars include the following but are not limited to:
 - i. Good Citizenship
 - ii. Orientation on Basic Labor Rights
 - iii. Work Ethics and Professionalism
 - iv. Pre-Employment Seminar
 - v. Gender and Sensitivity Workshop

- vi. Personality Development
- vii. Youth Leadership and Empowerment
- viii. Business Writing and Grammar 101
- ix. Cultural Awareness Training

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

In response to the Public and Private Partnership Framework, interns can also be tapped as delegates during activities outside of the institutional parameters where they are hired. These may be participation in outreach programs, film showing, volunteer works and youth engagements that are often initiated by private groups, socio-civic associations and organizations that help the government in reaching out of the people.

- e) Mentoring, Coaching and Performance Evaluation. – In order to ensure that interns are given enough mentoring, the direct supervisor and the intern shall meet twice for the entire duration of internship;

The interns shall accomplish two (2) performance evaluation sheets and the supervisor shall accomplish two (2) supervisors evaluation sheets before the graduation.

- f) Termination of GIP-Contract. – Any of the following shall be a valid cause to terminate the training contract.

By the institution:

- i. Habitual absenteeism of the intern;
- ii. Willful disobedience by the intern of the institution's rules, or insubordination of a lawful order of a supervisor;
- iii. Theft of malicious destruction of the institution's property by the intern;
- iv. Engaging in violence or other forms of misconduct in the internship or institution's premises by the intern; and
- v. Poor performance for a prolonged period despite warning duly given to the intern.

By the intern:

- i. Substandard of harmful working conditions within the institution's premises;
- ii. Cruel and inhumane treatment; and
- iii. Prolonged or continuing illness.
- iii. Either party may furnish the other party a notice of intent to terminate the GIP contract for cause as defined in this section.
- iv. In case the GIP Contract has been terminated, replacement of an intern in an institution shall be allowed subject to the cause of termination.

- g) **GIP Graduation.** – The graduation day for the interns shall be conducted preferably on the last day of the internship.

The mentoring forms used shall gauge the learnings of the interns during their internship in the institution. It is important that the interns themselves exhibit satisfactory, very good to excellent ratings from their supervisors during their last mentoring session which shall also effect in the Performance Evaluation Form. The process shall be undertaken on the 3rd or last month of their service in the institution.

The GIP Desk Officer shall likewise follow up mentors of interns with performance evaluation rating of below three (3) by the second (2nd) month of internship.

In order to empower them, interns shall be given the chance to plan and organize their graduation ceremonies.

Section 7. Grievance Committee. – The committee shall have the initial responsibility of settling differences in case any violation of the GIP Contract or upon filing of a complaint by an aggrieved party.

It shall be composed of the officials and representatives of the institution which have jurisdiction over the internship.

The committee shall render a decision pursuant to pertinent rules and regulations. In case failure by the Grievance Committee to settle the issue or render a decision, or in case the complaint is against members of the Grievance Committee, the case shall be referred to the Civil Service Commission for appropriate action.

Section 8. Civil Service Eligibility. – All GIP applicants are mandated to take Civil Service Eligibility (CSE) examinations in order to fulfil basic requirements to be able to pursue a career in government service, should they wish to work for the government after their internship.

Section 9. Program Management. –

- a) CSC shall be the executing institution of the GIP. It shall serve a program manager that shall provide necessary technical and administrative assistance to concerned institutions. The regional and field offices shall supervise and monitor the implementation of the GIP in their respective jurisdiction. CSC shall conduct training for GIP Desk Officers prior to the implementation of GIP.
- b) CSC shall establish a GIP Unit in the Central, Regional and Field Offices. The unit shall provide training costs, administrative costs, or other fees, if any, as specified under a memorandum of agreement between the CSC and the institution.
- c) The Oversight Committee shall oversee the implementation of the GIP. The Committee shall be chaired by the National Youth Commission (NYC).

- d) The Committee shall be composed of representatives from the Civil Service Commission (CSC), Department of Social Welfare and Development (DSWD), Department of Labor and Employment (DOLEJ), Department of Interior and Local Government (DILG) and representatives from the youth, employer and labor sectors. A report shall be transmitted to both Houses of Congress through the CSC.
- e) All institution shall designate a GIP Desk Officer, who shall be lodged under the HR/Personnel Unit or any-Special Unit of-the institution. The GIP Desk Officer will:
 - i. Ensure that all processes required of the Program are met; and ii. Provide reports to CSC as the lead institution of the GIP.

Section 10. Program Assessment. – To determine the necessary innovations improvements and rationalization needed for integration in the program, a periodic review and assessment on the delivery of the GIP services must be undertaken by each institution.

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

This endeavor shall be undertaken at least twice a year. All institution should submit a report and database of their implementation of the GIP fifteen (15) days after the end of every fiscal year.

Section 11. Appropriations. – There is hereby authorized to be appropriated the amount of One Hundred Million Pesos. (Php 100,000,000.00) as funding for the program and shall be provided to the Civil Service Commission's budget for the current fiscal year.

Further, at least one percent (1%) shall be appropriated under the Maintenance and Other Operating Expenses (MOOE) of institutions for the implementation of the GIP in their respective jurisdictions, and shall be included in the annual General Appropriations Act.

Section 12. Separability Clause. - If any part or provision of this Act is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in force and effect.

Section 13. Repealing Clause. - Executive Order 139, series of 1993 and all laws, decrees, executive orders and other administrative issuances and parts thereof, which are inconsistent with the provisions of this Act, is hereby amended, repealed or modified accordingly.

Section 14. Effectivity. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in two (2) newspapers of general circulation.

Approved,