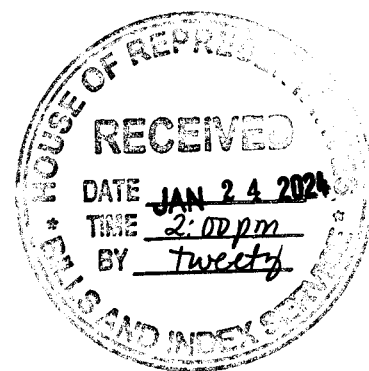


Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City, Metro Manila

NINETEENTH CONGRESS
Second Regular Session

House Bill No. **9824**



INTRODUCED BY REPRESENTATIVES RALPH WENDEL P. TULFO,
JOCELYN P. TULFO, AND ERWIN T. TULFO

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

EXPLANATORY NOTE

Article XIII, Section 3 of the 1987 Philippine Constitution mandates the State to promote full employment and equality of employment opportunities for all.

With 1.9 million civil servants working toward national development,¹ the Philippine government remains to be the largest employer in the country. Given the scale of service and demand in workforce in the government sector, vacancy in positions are often available in different government agencies across the country. Some of the advantages being offered to qualified aspirants in government service include competitive salaries, benefits packages, and security of tenure.

The Government Internship Program (GIP), a component of KABATAAN 2000 under Executive Order No. 139, s. 1993, and DOLE Administrative Order No. 260-15, is a three- to six-month internship opportunity for high school, technical-vocational, or college graduates who want to pursue a career in public service in either local or national government. Likewise, the acquired hands-on learning experience and familiarity working in a government setting will also serve as a recruitment mechanism for potential public employees.

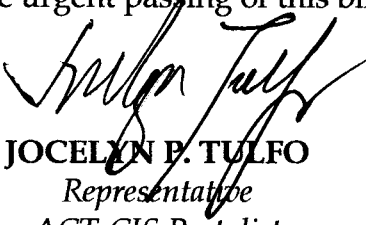
This proposed measure seeks to institutionalize the GIP to secure a wider training and development opportunity among the youth, provide financial aid, and develop a sense of commitment to public service and volunteerism. Further, institutionalizing the program will also ensure better monitoring and evaluation, proper documentation and coordination with government offices, and improved management.

¹ "CSC organizes gov't online career fair for jobseekers", *Philippine Information Agency*, 3 Sept. 2023, <https://pia.gov.ph/news/2023/09/03/csc-organizes-govt-online-career-fair-for-jobseekers>.

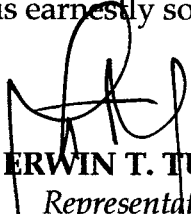
In view of the foregoing, the urgent passing of this bill is earnestly sought.



RALPH WENDEL P. TULFO
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ACT-CIS Partylist



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**AN ACT INSTITUTIONALIZING THE IMPLEMENTATION OF THE
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*Be it enacted by the Senate and the House of Representatives of the Philippines in Congress
assembled:*

SECTION 1. *Short Title.* – This Act shall be known as the “Government Internship
Program Act of 2024”.

SEC. 2. *Declaration of Policy.* – The State recognizes its vital responsibility to enable
the youth to fulfill its 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 the necessary
funds for its sustained implementation.

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

The objectives of the GIP are the following:

- (a) To provide wider training and development opportunities among the youth
geared towards acquisition and/or application of knowledge and skills;

(b) To contribute to addressing the financial needs of the youth for their possible educational needs; and

(c) To involve and acquaint the youth on government programs, projects, and activities and instill in them appreciation of public service and the spirit of volunteerism.

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

(a) *GIP Certificate* refers to a certification that shall be jointly issued by the Civil Service Commission (CSC), National Youth Commission (NYC), and the involved institution after program completion and assessment of the GIP trainee's competencies to attest their acquired skills;

(b) *GIP Graduate* refers to an intern who has completed the program services and has undergone the full duration of the program;

(c) *Intern* refers to an eligible beneficiary selected to participate in the GIP;

(d) *Internship* refers to the practical learning or job training of a GIP trainee in a regular work environment in an institution for a period of three (3) to six (6) months, as determined by the institution;

(e) *Institution* refers to Philippine government institutions, state universities and colleges, local government units (LGUs), or any other legal entity registered under relevant laws that may provide a venue for internship of GIP trainees;

(f) *Mentor* refers to the intern's direct supervisor; and

(g) *Youth* refers to persons whose age ranges from fifteen (15) to thirty (30) years old.

1 **SEC. 5. *Internship Guidelines.*** - The following shall be the guidelines for the
2 implementation of the GIP:

3
4 (a) Interns shall be Filipino citizens and are of eighteen (18) to twenty-five (25) years
5 of age at the time of the application period;

6
7 (b) Institutions shall provide consideration to Persons with Disabilities (PWDs),
8 Indigenous Peoples, and other applicants who belong to minorities and the
9 marginalized;

10
11 (c) Institutions shall designate an employee who will serve as GIP Desk Officer
12 tasked to oversee the implementation of GIP within the institution;

13
14 (d) Internship period shall be for a period of at least three (3) months to at most six
15 (6) months and must be implemented on a year-round basis;

16
17 (e) Upon entry into the internship, interns shall be provided with a stipend
18 amounting to seventy-five percent (75%) of the existing rate of Step 1, Salary
19 Grade 1, of Republic Act No. 11466, otherwise known as the "Salary
20 Standardization Law of 2019", and shall be non-taxable. The amount of the
21 stipend shall be based on the trainee's actual attendance, absences, and tardiness
22 incurred. It shall be paid in accordance with existing labor laws and civil service
23 laws, rules, and regulations;

24
25 (f) The institutions, as provided by law and subject to budgeting, accounting, and
26 auditing rules and regulations, shall provide additional entitlements such as:

27
28 (1) Transportation and meal provisions during activities that are held outside of
29 the day-to-day office trainings;

30 (2) Compensatory time off in case of activities held during weekends/holidays
31 and/or beyond office hours; and

32 (3) Incentives and rewards in acknowledgment of remarkable achievements (*i.e.*,
33 punctuality and perfect attendance);

1
2 (g) An intern shall be a beneficiary of the program only once. As such, the CSC, in
3 coordination with the NYC, shall create and maintain a database, which shall
4 serve as a monitoring tool for all institutions;

5
6 (h) The GIP shall not be considered as employment. Thus, there exists no employer-
7 employee relationship between the beneficiary and the institution. GIP graduates
8 shall be given preference in the hiring of workers in the institutions. After career
9 coaching, the institution shall assess and determine whether the GIP graduate is
10 ready to be placed for contractual or regular work;

11
12 (i) Interns are hired for official purposes only. Institutions are prohibited from
13 assigning tasks which go beyond official duties;

14
15 (j) Institutions shall conduct trainings, seminars, and other developmental
16 interventions for the interns, including but not limited to mentoring, coaching,
17 and performance evaluation; and

18
19 (k) Social protection incentives shall be provided to the interns and are encouraged
20 for consideration by the institutions such as accident insurance, as they may be
21 applicable. The process can be facilitated with either public or private insurance
22 entities.

23
24 **SEC. 6. *Mechanics of Internship.*** – This process must be followed on the hiring of
25 interns:

26
27 (a) Recruitment and Acceptance of GIP Interns:

28 (1) *Program Advertisement and Recruitment of Interns.* – The institutions, through
29 its designated GIP Desk Officers, shall ensure effective information
30 dissemination of the institution implementation of the GIP, including the
31 period of applications.

1 This may include but not limited to the following:

- 2 i. Promotion/recruitment of interns for GIP through institution website
- 3 and other social networking sites;
- 4 ii. Text blasts for applicable institutions;
- 5 iii. Print advertisements;
- 6 iv. Broadcast media; and
- 7 v. Promotion thru educational institutions in coordination with the
- 8 Department of Education, Commission on Higher Education, and
- 9 LGUs.

10
11 (2) *Applications for Internship.* -

- 12 i. Walk-in applicants may submit their accomplished application forms
- 13 directly to the GIP Desk Officer;
- 14 ii. Online applications may also be accepted through necessary official
- 15 channels of the institution; and
- 16 iii. Applicants must not be related within the third degree of affinity or
- 17 consanguinity to officials and employees of the institution.

18
19 (3) *Screening of GIP Trainees.* -

- 20 i. The screening and acceptance of interns may be initiated and
- 21 facilitated by the institution at least three (3) weeks before the first day
- 22 of service of the new batch of interns;
- 23 ii. The screening, however, may not be limited to interviews;
- 24 iii. The institution shall provide the applicants with a uniform application
- 25 form which shall serve as basis of the screening; and
- 26 iv. No applicant must be discriminated based on his/her gender, race,
- 27 religion, and economic status; and

28
29 (4) *Acceptance of GIP Interns.* - Once the selection process is done, an Order of
30 Acceptance shall serve as their Appointment Paper. It shall be executed and
31 signed by and between the GIP Desk Officer and the intern. It shall stipulate

1 the Terms of Reference for the compliance of the one who shall be governed
2 by such document. It shall also contain a provision stating that there is no
3 employer-employee relationship between the beneficiary and the hiring
4 institution given that the program is not an employment opportunity.

5
6 (b) *Orientation of Interns.* – The new batch of interns shall attend a general orientation
7 on or before their first day of training which shall be scheduled by the GIP Desk
8 Officer.

9
10 The orientation covers, but is not limited to, the following:

- 11 (1) GIP Rationale;
- 12 (2) Institutional mandate and organizational structure;
- 13 (3) Relevant office policies and procedures;
- 14 (4) Specific institutional programs and projects;
- 15 (5) Telephone etiquette/office decorum;
- 16 (6) Interpersonal relations;
- 17 (7) Code of Conduct and Ethical Standards for Public Officials and Employees
18 (Republic Act No. 6713); and
- 19 (8) Role of interns in the Government Volunteers Program.

20
21 All units under the hiring institution shall send their representatives during the GIP
22 Orientation to discuss programs, projects, undertakings, and activities of their
23 respective offices.

24
25 (c) *Work Assignments/Tasks of Interns.* – Institution officials and staff are considered
26 mentors of all interns. They shall provide work assignments and responsibilities
27 that will enhance and enrich the experiences of the program beneficiaries and
28 develop their knowledge and skills.

29
30 The responsibilities assigned to them may include, but are not limited to, the
31 following:

- (1) Clerical/Secretarial work (e.g., typing, filing, sorting, photocopying);
- (2) Customer service (e.g., answering telephone calls, attending to official concerns of visitors);
- (3) Research work (e.g., data gathering, survey administration, etc.); and
- (4) Support to staff (e.g., logistics, assistance in staff work).

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

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

- (1) Good citizenship;
- (2) Orientation on basic labor rights;
- (3) Work ethics and professionalism;
- (4) Pre-employment seminar;
- (5) Gender and sensitivity workshop;
- (6) Personality development;
- (7) Youth leadership and empowerment;
- (8) Business writing and grammar 101; and
- (9) Cultural awareness training.

These training modules may be obtained from the 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 Partnerships Framework, interns can also be tapped as delegates during activities outside of the institutional parameters in which they are hired. Such activities may include 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 to the people.

(e) *Mentoring, Coaching, and Performance Evaluation.* – 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) supervisor's evaluation sheets before the graduation.

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

(1) By the hiring institution:

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

(2) By the intern:

- i. Substandard or harmful working conditions within the institution's premises;
- ii. Cruel and inhumane treatment; and
- iii. Prolonged or continuing illness.

Either party may furnish the other party a notice of intent to terminate the GIP contract for cause as defined in this section. In case the GIP contract has been

1 terminated, replacement of an intern in an institution shall be allowed subject to
2 the cause of termination.

3
4 (g) The graduation day for the interns shall be conducted preferably on the last day
5 of internship.

6
7 The mentoring forms shall gauge the learnings of the interns during their
8 internship in the institution. It is important that the interns themselves exhibit
9 satisfactory, very good or excellent ratings from their supervisors during their
10 last mentoring session which shall also reflect in the Performance Evaluation
11 Form. This process shall be undertaken on the third or last month of their service
12 in the institution.

13
14 The GIP Desk Officer shall likewise follow up on mentors of interns with
15 performance evaluation rating of below three by the second month of internship.

16
17 To empower them, interns shall be given the chance to plan and organize their
18 graduation ceremonies.

19
20 **SEC. 7. *Grievance Committee.*** – The Grievance Committee shall have the initial
21 responsibility of settling differences in case any violation of the GIP Contract or upon
22 filing of a complaint by an aggrieved party. The Grievance Committee shall be
23 composed of the officials and representatives of the institution that have jurisdiction
24 over the internship. The Committee shall render a decision pursuant to pertinent rules
25 and regulations. In case of failure by the Grievance Committee to settle the issue or
26 render a decision, or in case the complaint is against members of the Grievance
27 Committee, the case shall be referred to the CSC for appropriate action.

28
29 **SEC. 8. *Civil Service Eligibility.*** – All beneficiaries are mandated to take Civil Service
30 Eligibility (CSE) examinations to keep an open mind set on government service after
31 their internship period.

1
2 **SEC. 9. *Program Management.* -**
3

4 (a) The CSC shall be the executing institution of the GIP. It shall serve as the program
5 manager that will provide necessary technical and administrative assistance to
6 concerned institutions. The regional and field offices shall supervise and monitor
7 the implementation of the GIP in their respective jurisdiction. The CSC shall
8 conduct training for GIP Desk Officers prior to the implementation of the GIP.
9

10 (b) The CSC shall establish a GIP Unit in its Central, Regional, and Field Offices. The
11 unit shall provide training costs, administrative costs, or other fees, if any, as
12 specified under a memorandum of agreement between the CSC and the hiring
13 institution.
14

15 (c) The Oversight Committee shall oversee the implementation of the GIP. The said
16 Committee shall be chaired by the NYC and shall be composed of representatives
17 from the CSC, Department of Social Welfare and Development, Department of
18 Labor and Employment, Department of Interior and Local Government, youth,
19 employer, and labor sectors. A report shall be transmitted to both Houses of
20 Congress through the CSC.
21

22 (d) All institutions shall designate a GIP Desk Officer, who shall be lodged under the
23 Human Resource (HR)/Personnel Unit or any Special Unit of the hiring
24 institution. The GIP Desk Officer will:

- 25 (1) Ensure that all processes required of the Program are met; and
26 (2) Provide reports to CSC as the lead institution on GIP.
27

28 **SEC. 10. *Program Assessment.* -** To determine the necessary innovations,
29 improvements, and rationalization needed for integration in the program, a periodic
30 review and assessment on the delivery of the GIP services must be undertaken by each
31 institution.
32

1 This will also be a processing venue for all units under the hiring institution to
2 suggest mechanisms to further enhance the internal processes of the program as they
3 may apply within their institutional parameters. This endeavor shall be undertaken at
4 least twice a year. All institutions should submit a report and database of their
5 implementation of the GIP fifteen (15) days after the end of every term.

6
7 **SEC. 11. Appropriations.** – There is hereby authorized to be appropriated the amount
8 of Eight Hundred Million Pesos (PhP800,000,000.00) as funding for the program and
9 shall be provided to the CSC's budget for the current fiscal year.

10
11 Further, at least one percent (1%) shall be appropriated under the Maintenance and
12 Other Operating Expenses (MOOE) of institutions for the implementation of GIP in
13 their respective jurisdictions and shall be included in the annual General
14 Appropriations Act.

15
16 **SEC. 12. Separability Clause.** – If any provision or part of this Act is held
17 unconstitutional or invalid, the other provisions or parts thereof not affected thereby
18 shall continue to be in full force and effect.

19
20 **SEC. 13. Repealing Clause.** – All other laws, decrees, rules and regulations, issuances,
21 or parts thereof, which are inconsistent with this Act are hereby repealed or modified
22 accordingly.

23
24 **SEC. 14. Effectivity.** – This Act shall take effect fifteen (15) days after its publication
25 in the Official Gazette or in a newspaper of general circulation.

26
27 *Approved,*