



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



TWENTIETH CONGRESS
First Regular Session

HOUSE BILL NO. 801

Introduced by **Representative EDUARDO R. RAMA JR.**

EXPLANATORY NOTE

Article II, Section 13 of the 1987 Constitution recognizes the vital role of the youth in nation-building. Further, it provides that the State shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs. The institutionalization of a Government Internship Program (GIP) is in line with the said policy of the state.

The Government Internship Program aims to provide opportunities and engage the youth to serve the general public in government agencies and offices, both in national and local levels. It provides an opportunity to demonstrate their talents and skills in public service and encourages them to pursue a career in government service which in turn will result in possibly attracting some of the best talents to the civil service.

This legislative measure seeks to institutionalize the aforementioned program, which began as an initiative of the Department of Labor and Employment, as it will contribute to the employability of qualified participants likewise preparing them to enter the workforce. Further, the program will introduce the Filipino youth to gainful experience that will instill in them great appreciation for public service and volunteerism.

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


REP. EDUARDO R. RAMA JR.
2nd District, City of Cebu



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

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

CHAPTER 1
GENERAL PROVISIONS

1 **SECTION 1. *Title.*** - This Act shall be known as the "Government Internship Program
2 of 2025."

3 **SECTION 2. *Declaration of Policy.*** – It is the policy of the State to enable the youth to
4 fulfill its vital role in nation-building. It is the governing principle of this Act that the youth be
5 accorded opportunities through a Government Internship Program (GIP), by establishing the
6 necessary structures for its proper implementation and providing for the necessary funds for its
7 successful execution.

8 **SECTION 3. *Scope and coverage.*** – This act shall apply to qualified beneficiaries in
9 Local Government Units with any of the following conditions:

- 10 a. Priority areas for intervention as identified by the Joint Human Development and
11 Poverty Reduction Cluster and NEDA-Social Development Committee;

- b. Implementing National Skills Registry Program (NSRP);
- c. Implementing Child Labor Prevention and Elimination Program (CLPEP) and other related initiatives;
- d. LGUs hit by natural disasters, man-made calamities, or affected by armed conflict;
- e. Localities where government initiatives have caused displacements, as determined by the local government unit; or
- f. Other areas as identified by the Regional Offices of the Department of Labor, where beneficiaries are entitled to avail of the GIP provided that they meet the qualifications.

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

- a) CSC - shall refer to the Civil Service Commission.
- b) DOLE – Department of Labor and Employment who shall manage and supervise the implementation of the program.
- c) GIP – Government Internship Program, a component of the KABATAAN: 2000 under Executive Order 139, series of 1993.
- d) GIP Certificate - refers to a certification that shall be jointly issued by the CSC, NYC and the involved institution after program completion and assessment of the GIP trainees' competencies to attest their acquired skills.
- e) GIP Graduate - refers to an intern who has completed the program services and has undergone the full duration of the program.
- f) Intern - refers to an eligible beneficiary selected to participate in the GIP.
- g) Internship - refers to the practical learning or a 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.
- h) Institution - refers to Philippine government institutions, state universities and colleges, local government units, or any other legal entity registered under relevant laws that may provide a venue for internship of GIP trainees.
- i) Mentor - refers to the intern's direct supervisor.
- j) NYC's - refers to the National Youth Commission.
- k) Stipend – refers to the monetary remuneration, in the form of an allowance, received by the GIP beneficiaries.
- l) Youth - shall refer to persons whose age rangers from fifteen (15) to thirty (30) years old.

1 **SECTION 5. *Establishment of the Government Internship Program.*** – In order to attain
2 the declared policy, a “Government Internship Program” is hereby established and hereinafter
3 referred to as the “GIP.”

4 **SECTION 6. *Objectives of the Government Internship Program.*** – The objectives of the
5 GIP are the following:

- 6 a) To provide wider training and development opportunities among the youth geared
7 toward acquisition and/or application of knowledge and skills;
- 8 b) To provide program beneficiaries, particularly the poor/indigent, opportunity to
9 demonstrate their talents and skills in the field of public service with the ultimate
10 objective of attracting the best and the brightest who want to pursue a career in
11 government service;
- 12 c) To contribute in addressing the financial needs of the youth for their possible
13 education needs; and
- 14 d) To involve and acquaint the youth on government programs, projects and activities
15 and instill in them appreciation of public service and spirit of volunteerism.

16 **SECTION 7. *Qualifications.*** – Beneficiaries must be:

- 17 a) Individuals aged 18-30 years old, except as those as may be determined by DOLE
18 Regional Offices. Individuals aged 31 years and above may qualify as beneficiaries on
19 the following conditions:
 - 20 1. Those with no work experience or intermittent work experience;
 - 21 2. Those who are unemployed due to laid off or terminated due to closure of
22 establishments; and
 - 23 3. Those who were displaced or to be displaced due to natural or manmade disasters.
- 24 b) At least a graduate of High School/Senior High School, or its equivalent level under
25 the Alternative Learning System, or technical-vocational graduate; and
- 26 c) Without work experience except those identified under Section 2(d) and (e).

27 The program may also be extended to the following groups of disadvantaged persons
28 provided that they meet the qualifications:

1. Victims of armed conflict;
2. Rebel returnees;
3. Persons with Disabilities (PDWs); and
4. Indigenous peoples.

SECTION 7. *Guidelines for the Implementation of the GIP.* – The following shall be the guidelines for the implementation of the GIP:

a) Applicants must submit any of the following whichever is applicable:

1. Transcript of records (TOR); or
2. Form 137/Form 138; or
3. Diploma or Certificate of Graduation; or
4. Certification from the school/institution or any document/proof equivalent to this effect.

For beneficiaries under Section 2(d) and (e), a Certificate of Indigency shall be prioritized to avail the program.

b) Institutions shall designate an employee who will serve as GIP Desk Officer who will oversee the implementation of GIP within the institution;

c) Internship period shall be for a period of at least three (3) months to six (6) months computed from the date that the Intern reported for work in his/her office provided that:

a. Former GIP beneficiaries may be re-admitted for a minimum of three (3) months to a maximum of 6 months upon recommendation of the partner agencies, whether local or national; Provided further, that they will be designated to perform tasks that would enable them to acquire additional competencies that would merit a potential position, whether contractual, casual, or permanent in the government service;

b. That such recommendation contains: (a) Performance rating or evaluation of the intern; (b) needed skills of the intern for enhancement; and (c) the intent to hire or absorb the GIP as a contractual, temporary or regular employee, subject to the willingness of the intern and applicable Civil Service Rules and Regulations.

d) For purposes of computation, each month shall be equivalent to twenty two (22) work days exclusive of special non-working holidays. In case there are non-working holidays

- 1 within the duration of the GIP agreement, the period may extend beyond the end date
2 to utilize the allocated budget for twenty two (22) work days a month.
3 Policies on compensatory time off (CTO) shall not be applied to GIP. However,
4 overtime services rendered and accumulated for eight (8) hours shall be computed as
5 one (1) working day. The same shall be applied to the services rendered during holidays
6 which shall form part of the three (3) or six (6) months period of engagement;
- 7 e) Existing minimum wage shall be construed and understood as the highest or maximum
8 of the regional minimum wage rates;
- 9 f) The Intern shall also be entitled to an insurance coverage of not less than P50,000 but
10 not more than P100,000.00 based on the premium agreed up by the DOLE and the
11 GSIS. The insurance premium shall not be deducted from the beneficiary's allowance
12 but from the general supplemental budget for DOLE-GIP;
- 13 g) In case where the intern voluntarily terminated the Internship Agreement prior to the
14 expiration of the Agreement, a substitute may be provided who shall cover only the
15 unexpired term of the Agreement.
- 16 h) Upon entry into the internship, interns shall be provided with a stipend amounting to
17 75% of the existing rate of Step 1, Salary Grade 1 of the government salary
18 standardization law and shall be non-taxable. The amount of the stipend shall be based
19 on the trainee's actual attendance, and shall take into consideration the absences and
20 tardiness incurred. It shall be paid in accordance with existing labor laws and civil
21 service laws, rules and regulations;
- 22 i) The institutions, as provided by law, and subject to budgeting, accounting and auditing
23 rules and regulations, shall provide additional entitlements such as:
- 24 a. Transportation and meal provisions during activities that are held outside of
25 the day to day office trainings;
- 26 b. Compensatory time off in case of activities held during weekends/holidays
27 and/or beyond office hours; and
- 28 c. Incentives and rewards in acknowledgment of remarkable achievements (i.e.,
29 punctuality, perfect attendance);
- 30 j) GIP shall not be considered as employment. Thus, there is no employer-employee
31 relationship between the beneficiary and the institution. However, GIP graduates shall
32 be given preference in the hiring of workers in the respective institutions. After career
33 coaching, the institution shall assess and determine whether the GIP graduate is ready
34 to be placed for contractual or regular work;

- k) Interns are hired for official purposes only. Institutions are prohibited from assigning tasks which are beyond official duties;
- l) Institutions shall conduct trainings, seminars, and other developmental interventions for the interns including, but not limited to mentoring, coaching and performance evaluation; and
- m) Social protection incentives shall be provided to the interns and are encouraged for consideration by the institutions such as accident insurance, as may be applicable. The process can be facilitated with either public or private insurance entities, and public insurance entities such as GSIS, subject to budgetary requirements of the institution.

SECTION 9. *Mechanics of the GIP.* – This process must be followed on the hiring of interns:

a. Recruitment and Acceptance of GIF Interns

i. Program Advertisement and Recruitment of Interns. The institutions, through its designated GIP Desk Officers, shall ensure effective information dissemination of the institution implementation of the GIP including the period of applications.

This may include, but not to the following:

- a. Promotion/recruitment of interns for GIP through the institution website and other social networking sites;
- b. Text blasts for applicable institutions;
- c. Print advertisements;
- d. Broadcast media; and
- e. Promotion thru education institutions in coordination with the Department of Education (DepEd), Commission on Higher Education (CHED) and Local Government Units (LGUs).

ii. Applications 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 officials and employees of the institution.

1 iii. Screening of GIP Trainees

2 a. The screening and acceptance of interns may be initiated and facilitated
3 by the institution at least three (3) weeks before the first day of service of
4 the new batch of interns.

5 b. The screening, however, may not be limited to interviews.

6 c. The institution shall provide the applicants with uniform application
7 form which shall serve as basis of the screening.

8 d. No applicant must be discriminated based on his/her gender, race,
9 religion and economic status

10 iv. Acceptance of GIP Interns.

11 a. Once the selection process is done, an Order of Acceptance shall serve as their
12 Appointment Paper. It shall be executed and signed by and between the GIP
13 Desk Officer and the intern. It shall stipulate the Terms and Reference for the
14 compliance of the one who shall be governed by such document. It shall also
15 contain that there is "No Employer-Employee Relationship" between the
16 beneficiary and the hiring institution given that the program is not an
17 employment opportunity

18 **b. Orientation of interns.** The new batch of interns shall attend a general orientation on
19 or before their first day of training which shall be scheduled by the GIP Desk Officer.

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

21 a. Government Internship Program (GIP) Rationale;

22 b. Institutional mandate and organizational structure;

23 c. Relevant office policies and procedures;

24 d. Specific institutional programs and projects;

25 e. Telephone Etiquette/Office Decorum

26 f. Interpersonal Relations;

27 g. Code of Conduct of Public Employees (RA 6713); and

28 h. Role of Interns in the Government Volunteers Program.

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

1 **c. Work Assignments/Tasks of Interns.** Institution officials and staff are considered
2 mentors of all interns. They shall provide work assignments and responsibilities that will
3 enhance and enrich the experiences of the program beneficiaries and develop their
4 knowledge and skills. The following duties and functions may be required to be performed
5 by GIP beneficiaries:

- 6 a. Assist the DOLE and its partner agencies partner agencies personnel/staff;
- 7 b. Assist in the encoding of registrants in the PESO Employment Information System
8 (PEIS);
- 9 c. Assist in profiling child laborer/s, persons with disability (PWD) and senior citizens
10 in concerned barangays;
- 11 d. Assist public school/hospital personnel/staff;
- 12 e. Assist LGU personnel/staff; and
- 13 f. Perform duties that are not highly-technical in nature assigned by the government
14 agencies or GIP partners.

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

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

- 18 i. Good citizenship
- 19 ii. Orientation on Basic Labor Rights
- 20 iii. Work Ethics and Professionalism
- 21 iv. Pre-employment Seminar
- 22 v. Gender and Sensitivity Workshop
- 23 vi. Personality Development
- 24 vii. Youth Leadership and Empowerment
- 25 viii. Business Writing and Grammar 101; and
- 26 ix. Cultural Awareness Training.

27 These training modules may be obtained from the National Youth Commission (NYC).
28 Each institution may choose a minimum of six (6) from the suggested topics for its
29 implementation. Other relevant topics may also include in the internal trainings and
30 seminar for the interns. In response to the Public and Private Partnerships Framework,
31 interns can also be tapped as delegates during activities outside of the institutional
32 parameters where they are hired. These may be participation in outreach programs, film

showing, volunteer works and youth engagements that are often initiated private groups, socio-civic associations and organizations that help the government in reaching out to 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) supervisor's evaluation sheets for the graduation

f. Graduation of Interns. The graduation day for the interns shall be conducted preferably on the last day of 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 reflect in the Performance Evaluation Form. This process shall be undertaken on the 3rd or last month of their service in the institution.

The GIP Desk Officer shall likewise follow up on mentors of interns with performance evaluation rating of below three (3) by the 20 second (2nd) month of internship.

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

SECTION 10. Priority for Indigents. – Applicants who submitted a Certificate of Indigency shall be prioritized to avail the program.

SECTION 11. Termination of GIP Contract. – Any of the following shall be a valid cause to terminate the training contract.

By the institution:

- a. Habitual absenteeism of the intern;
- b. Willful disobedience by the intern of the institution's rules, of insubordination of a lawful order of a supervisor;
- c. Theft or malicious destruction of the institution's property by the intern;

d. Engaging in violence or other forms of misconduct in the internship or institution's premises by the intern; and

e. Poor performance for a prolonged period despite warning duly given to the intern.

By the intern:

a. Substandard or harmful working conditions within the institution's premises;

b. Cruel and inhumane treatment; and

c. Prolonged or continuing illness.

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

In case the GIP contract has been terminated, replacement of an intern in an institution shall be allowed subject to the cause of termination.

SECTION 12. *Creation of a Grievance Committee.* – A Grievance Committee shall be created and shall have the initial responsibility of setting differences in case of any violation of the GIP Contract, or upon the filing of a complaint by an aggrieved party.

The Grievance Committee shall be composed of officials and representatives of the institution that have jurisdiction over the internship.

The Committee shall render a decision pursuant to pertinent rules and regulations. In case of 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 (CSC) for appropriate action.

SECTION 13. *Program Management.* –

a) The CSC shall be executing institution of the GIP. It shall serve as 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 the GIP.

- b) The CSC shall establish a GIP Unit in its 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 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). 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 (DOLE), 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.
- d) All institutions shall be designate a GIP Desk Officer, who shall be lodged under the IIR/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 on GIP.

SECTION 14. *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 institutions should submit a report and database of their implementation of the Government Internship Program fifteen (15) days after the end of every term.

SECTION 15. *Appropriations*. – It is hereby authorized to be appropriated the amount of One Hundred Million Pesos (Php100,000,000.00) 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 GIP in their respective jurisdictions, and shall be included in the annual General Appropriations Act.

SECTION 16. *Separability Clause.* -- If for any reason, any part or provision of this Act shall be held unconstitutional or invalid, other parts or provisions thereof not affected thereby shall continue to be in full force and effect.

SECTION 17. *Repealing Clause.* - Executive Order 139, series of 1993, and all other laws, decrees, rules and regulations, other issuances or parts thereof which are inconsistent with this Act are hereby repealed or modified accordingly.

SECTION 18. *Effectivity.* – This Act shall take effect immediately upon its publication in the Official Gazette or in a newspaper of general circulation in the Philippines.

Approved,