

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

TWENTIETH CONGRESS
First Regular Session

HOUSE BILL NO. 5175



Introduced by: Hon. Keith Micah "Atty. Mike" D.L. Tan

AN ACT
INSTITUTIONALIZING THE IMPLEMENTATION OF THE GOVERNMENT
INTERNSHIP PROGRAM AND PROVIDING FUNDS THEREFOR

EXPLANATORY NOTE

Article II, Section 13 of the 1987 Philippine Constitution provides that "The State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs."

Pursuant to this declared policy of the State, the Government Internship Program (GIP) was conceptualized as a major component of Executive Order No. 139 or the "Kabataan 2000" in November 1993, which recognizes that "the attainment of the people empowerment objective of the government requires the active involvement of the youth, which comprises 68% of the country's population, as driving force for advocacy and for attaining economic and political stability".

The program aims to provide opportunities for young workers to serve the public through their services in government agencies and offices in both local and national level with a minimum of 3 to 6 months employment period. Through this experience, the youth are given the opportunity to be exposed to the culture of public service, which will benefit them in their future careers.

In this light, this measure seeks to institutionalize the GIP in all levels of government where qualified 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.

Approval of this measure is earnestly sought.

Keith Micah "Atty. Mike" D.L. Tan
4th District, Quezon

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

SECTION 1. *Title.* - This Act shall be known as the "Government Internship Program (GIP) Act".

SEC. 2. *Declaration of Principles.* - The State recognizes its responsibility to enable the youth to fulfill its indispensable role in nation-building. It is the governing principle of this Act that the youth be accorded opportunities through a Government Internship Program with appropriate 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" is hereby established, hereinafter referred to as the "GIP".

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 in addressing the financial needs of the youth for their personal, extra-curricular and/or educational needs; and
- c. To involve and acquaint the youth with government programs, projects and/or activities and instill in them an appreciation of public service and spirit of volunteerism.

SEC. 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 involved 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 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;
- f. "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;
- 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 age ranges from fifteen (15) to thirty (30) years old; and
- j. "Order of Acceptance" refers to a written document executed and signed by and between the GOP Desk Officer and the intern beneficiary, containing the agreements and responsibilities relative to both parties. This will serve as a GIP contract by and between the parties.

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

- a. Interns shall be Filipino citizens and are of 18 to 25 years of age at the time of the application period;
- b. Institutions shall give preference for Persons with Disabilities (PWDs), Indigenous Peoples, and other applicants who belong 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 for a period of at least three (3) months to six (6) months at most and must be implemented on a year-round basis;
- e. Upon entry into the internship, 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. 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 entitlements such as:
 - 1. Transportation and meal provisions during activities that are held outside of the day-to-day office trainings;

2. Compensatory time off in case of activities held during weekends/holidays and/or beyond office hours; and
 3. Incentives and rewards in acknowledgement of remarkable achievements such as punctuality and perfect attendance among others.
- 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 beneficiary and the institution. GIP graduates shall be given preference in the hiring of workers in the institutions. After career coaching, the institution 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 public or private insurance entities and public insurance entities like the Government Service Insurance System, subject to budgetary requirements of the institution.

SEC. 6. *Mechanics of Internship.* - 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 implementation of the GIP including the period of applications. This may include, but not limited to the following:
 - a. Promotion and recruitment of interns for GIP through institution website 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 (DepEd), Commission on Higher Education

(CHED) and Local Government Units (LGUs).

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 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.

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, 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 done, 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 policies 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 and 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 or secretarial work such as typing, filing, sorting, and photocopying;
 - ii. Customer service like answering telephone calls and attending to official concerns of visitors;
 - iii. Research work such as data gathering, and survey administration; and
 - iv. Staff support.
- d. **Activity and Program Participation of Interns.** Interns shall be required to attend or 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; and
- 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 Partnerships 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 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 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 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 or 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.

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 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 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 second (2nd) month of internship.

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

SEC. 7. *Grievance Committee.* – A Grievance Committee shall be created in the participating institutions and 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.

The Grievance Committee shall be composed of the officials and representatives of the institution that have jurisdiction over the internship, particularly the Office of the Head of the institution, the Human Resources/Personnel Office and the Training and/or Legal Office of the concerned institution. Once a dispute arises or a complaint is filed by an aggrieved party, the Head of Office of the concerned institution shall create the Grievance Committee by appointing three (3) responsible officers from the concerned offices, designating the Chairman of the said Committee and referring the dispute and/or complaint to the said Committee.

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

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

SEC. 9. Program Management.

- a. The CSC shall be the principal office task with implementing and institutionalizing the GIP. It shall serve as program manager that shall provide necessary technical and administrative assistance to concerned institutions. The regional and field offices of the CSC 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 or designate a GIP Unit in its Central, Regional and Field offices. The unit shall provide a budget training costs, administrative costs, or other necessary expenses, 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 each year reporting on the details of the implementation of this Act.
- d. All institutions shall designate a GIP Desk Officer, who shall be lodged under the Human Resource or Personnel Unit or the Training or Special Projects Unit of the institution. The GIP Desk Officer will:
 - i. Ensure that all processes required of the Program are met; and
 - ii. Provide periodic reports to CSC, as the lead institution on GIP, as may be required by the later.

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

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 days (15) after the end of every term.

SEC. 11. *Appropriations.* - There 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 per cent (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.

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

SEC. 13. *Repealing Clause.* - Executive Order 139, series of 1993, and all other laws, decrees, rules and regulations, other issuances or parts hereof which are inconsistent with this Act are hereby repealed or modified accordingly.

Sec. 14. *Effectivity Clause.* - This Act shall take effect upon its publication in the Official Gazette or in at least one (1) national newspaper of general circulation

Approved,