

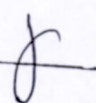
Office of the Secretary

SENATE

'18 JAN -9 AM 11:47

COMMITTEE REPORT NO. 220

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Submitted Jointly by the Committees on Civil Service, Government Reorganization and Professional Regulation and Finance on **JAN - 9 2018**

Re: Senate Bill No. 1642

Recommending its approval in substitution of Senate Bill No. 345

Sponsor: Senator Antonio "Sonny" F. Trillanes IV

MR. PRESIDENT:

The Committees on Civil Service, Government Reorganization and Professional Regulation; and Finance to which was referred Senate Bill No. 345, introduced by Senator Grace Poe, entitled:

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

have considered the same and have the honor to report it back to the Senate with the recommendation that the attached bill, Senate Bill No. 1642, prepared by the Committees, entitled:

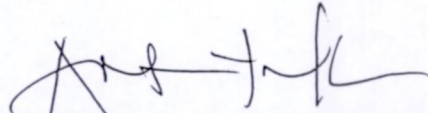
"AN ACT INSTITUTIONALIZING THE IMPLEMENTATION OF THE GOVERNMENT INTERNSHIP PROGRAM, PROVIDING FUNDS FOR ITS IMPLEMENTATION AND FOR OTHER PURPOSES"

be approved in substitution of Senate Bill No. SBN 345 with Senators Grace Poe, Antonio "Sonny" F. Trillanes IV, and Loren B. Legarda as authors thereof.

RESPECTFULLY SUBMITTED:

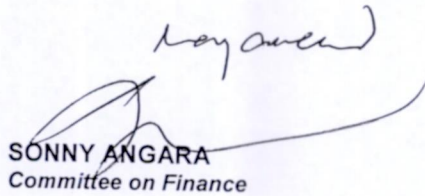
Chairpersons

LOREN B. LEGARDA
Committee on Finance
Member, Committees on Civil Service, Government
Reorganization and Professional Regulation

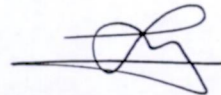


ANTONIO "SONNY" F. TRILLANES IV
*Committee on Civil Service, Government
Reorganization and Professional Regulation;*
Member, Committee on Finance

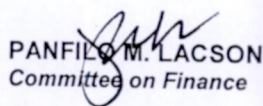
Vice-Chairpersons



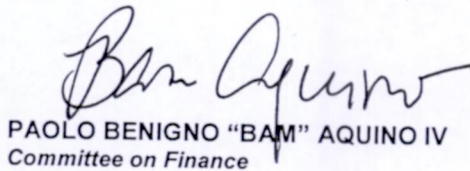
SONNY ANGARA
Committee on Finance



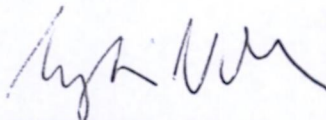
FRANCIS "CHIZ" G. ESCUDERO
*Committee on Civil Service, Government
Reorganization and Professional Regulation;*
Member, Committee on Finance



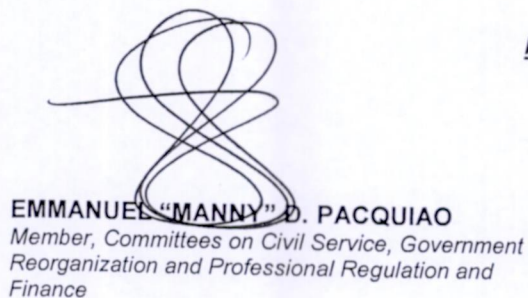
PANFILO M. LACSON
Committee on Finance



PAOLO BENIGNO "BAM" AQUINO IV
Committee on Finance

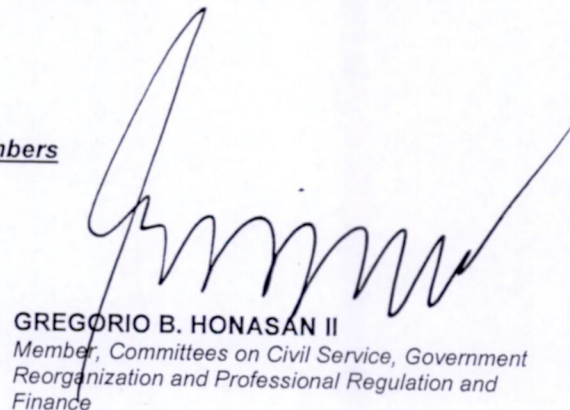


CYNTHIA A. VILLAR
*Committee on Finance, Member, Committee on Civil
Service, Government Reorganization and Professional
Regulation*

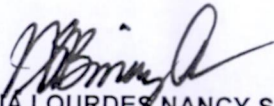



EMMANUEL "MANNY" D. PACQUIAO
*Member, Committees on Civil Service, Government
Reorganization and Professional Regulation and
Finance*

Members



GREGORIO B. HONASAN II
*Member, Committees on Civil Service, Government
Reorganization and Professional Regulation and
Finance*


MARIA LOURDES NANCY S. BINAY
Member, Committee on Finance


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Member, Committee on Finance


WIN GATCHALIAN
Member, Committee on Finance

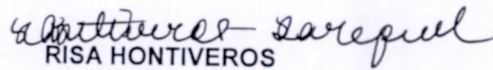

JOSEPH VICTOR G. EJERCITO
Member, Committee on Finance


RICHARD J. GORDON
Member, Committee on Finance



JUAN MIGUEL "MIGZ" F. ZUBIRI
Member, Committee on Finance

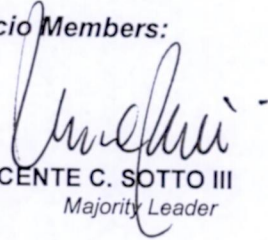

FRANCIS "KIKO" PANGILINAN
Member, Committee on Finance

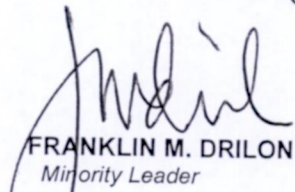
JOEL VILLANUEVA
Member, Committee on Finance


RISA HONTIVEROS
Member, Committee on Finance *will interpellate*

Ex-Officio Members:


RALPH G. RECTO
Senate President-Pro Tempore


VICENTE C. SOTTO III
Majority Leader


FRANKLIN M. DRILON
Minority Leader

HON. AQUILINO "KOKO" PIMENTEL III
President
Senate of the Philippines

SEVENTEENTH CONGRESS OF THE REPUBLIC
OF THE PHILIPPINES
Second Regular Session

SENATE
S.B. 1642

(In Substitution of Senate Bill No. 345)

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OFFICE OF THE CLERK
'18 JAN -9 AM 11:47

Prepared jointly by the Committees on Civil Service, Government Reorganization and Professional Regulation and Finance with Senators Grace Poe, Antonio "Sonny" F. Trillanes IV and Loren B. Legarda as authors

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:

1 **SECTION 1. Title.** – This Act shall be known as the “*Government Internship*
2 *Program (GIP) Act of 2017.*”

3
4 **SECTION 2. Declaration of Principles.** The State recognizes its vital responsibility
5 to enable the youth to fulfill its vital role in nation-building. It is the governing 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 **SECTION 3. Creation of the Government Internship Program; Objectives.** – In
11 order to attain the declared policy, a “*Government Internship Program*” is hereby
12 established, 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
17 geared towards acquisition and/or application of knowledge and skills;

18

1 b. To contribute in addressing the financial needs of the youth, for their personal,
2 extra-curricular and/or educational needs; and

3
4 c. To involve and acquaint the youth with government programs, projects and/or
5 activities and instill in them an appreciation of public service and spirit of volunteerism.

6
7
8 **SECTION 4. *Definition of Terms.*** – For purposes of this Act, the following terms
9 are defined:

10
11 a. “*CSC*” shall refer to the Civil Service Commission.

12
13 b. “*GIP Certificate*” refers to a certification that shall be jointly issued by the
14 CSC, National Youth Commission (“*NYC*”) and other involved institution(s) after program
15 completion and the assessment of the GIP trainee’s competencies, to attest the skills,
16 knowledge and experience they acquired.

17
18 c. “*GIP Graduate*” refers to an intern who has completed the program services
19 and has undergone the full duration of the program.

20
21 d. “*Intern*” refers to an eligible beneficiary selected to participate in the GIP.

22
23 e. “*Internship*” refers to the practical learning or a job training of a GIP Trainee
24 in a regular work environment in an institution or institutions for a period of three (3) to six
25 (6) months, as prescribed by the program.

26
27 f. “*Institution*” refers to Philippine government institutions, state universities
28 and colleges, local government units, or any other legal entity registered under relevant laws
29 that may participate and/or provide a venue for internship of GIP trainees.

30
31 g. “*Mentor*” refers to the intern’s direct supervisor.

32
33 h. “*NYC*” shall refer to the National Youth Commission.

1 i. "Youth" shall refer to persons whose age ranges from fifteen (15) to thirty
2 (30) years old.

3
4 j. "Order of Acceptance" refers to a written document executed and signed by
5 and between the GIP Desk Officer and the intern beneficiary, containing the agreements and
6 responsibilities relative to both parties. This will serve as a GIP contract by and between the
7 parties.

8
9 **SECTION 5. Internship Guidelines.** The following shall be the guidelines for the
10 implementation of the GIP:

11
12 a. Interns shall be Filipino citizens and are of 18 to 25 years of age at the time of
13 the application period;

14
15 b. Institutions shall give preference and priority for Persons with Disabilities
16 (PWDs), Indigenous Peoples, and other applicants who belong to cultural minorities and/or
17 the marginalized sectors;

18
19 c. Institutions shall designate an employee who will serve as GIP Desk Officer of
20 the Institution, who will oversee the implementation of GIP within the institution;

21
22 d. Internship period shall be for a period of at least three (3) months to six (6)
23 months at most, and must be implemented on a year-round basis;

24
25 e. Upon entry into the internship program, interns shall be provided with a
26 stipend amounting to seventy-five percent (75%) of the existing salary rate of Step 1, Salary
27 Grade 1 of the current government salary standardization law and shall be non-taxable. The
28 amount of the stipend shall be based on the trainee's actual attendance, absences and/or
29 tardiness incurred. It shall be paid in accordance with existing labor laws and civil service
30 laws, rules and regulations;

31
32 f. The institutions, as provided by law, and subject to budgeting, accounting and
33 auditing rules and regulations, shall provide additional benefits and entitlements such as:

- 1 i. Transportation and meal provisions during activities that are held outside
2 of the normal day to day office trainings;
- 3
- 4 ii. Compensatory time off in case of activities held during
5 weekends/holidays and/or beyond regular office hours; and
- 6
- 7 iii. Incentives and rewards in acknowledgement of remarkable
8 achievements (i.e.; punctuality, perfect attendance);
- 9

10

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

14

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

20

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

23

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

27

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

32

33 **SECTION 6. *Mechanics of Internship.*** – The following process must be followed in
34 the hiring of interns:

35

36 a. *Recruitment and Acceptance of GIP Interns*

37

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

- 6 1. Promotion/recruitment of interns for GIP through the
7 institution's website and other social networking sites;
- 8 2. Text blasts for applicable institutions;
- 9 3. Print advertisements;
- 10 4. Broadcast media; and
- 11 5. Promotion thru educational institutions, in coordination with
12 the Department of Education (DepEd), Commission on Higher
13 Education (CHED) and/or Local Government Units (LGUs).
14

15
16 *ii. Applications for Internship*
17

18 a. Walk-in applicants may submit their accomplished
19 application forms directly to the GIP Desk Officer.
20

21 b. Online applications may also be accepted through necessary
22 official channels of the institution.
23

24 c. Applicants must not be related within 3rd degree of affinity
25 and consanguinity to appointing and recommending officials
26 and employees of the institution.
27

28 *iii. Screening of GIP Trainees*
29

30 a. The screening and acceptance of interns may be initiated
31 and facilitated by the institution at least three (3) weeks
32 before the first day of service of the new batch of interns.
33

34 b. The screening, however, shall not be limited to
35 interviews only.
36

1 c. The institution shall provide the applicants with uniform
2 application forms, which shall serve as basis of the
3 screening.

4
5 d. No applicant must be discriminated against based on his/her
6 gender, race, religion and/or economic status.

7
8 *iv. Acceptance of GIP Interns.* Once the selection process is done, the
9 Order of Acceptance shall serve as the GIP Intern's Appointment
10 Paper. It shall be executed and signed by and between the GIP Desk
11 Officer and the intern. It shall stipulate the Terms of Undertaking,
12 which shall explicitly define the roles, duties, responsibilities, and
13 obligations of each party and must be strictly complied with . It shall
14 also specifically state that there is "*No Employer-Employee*
15 *Relationship*" between the beneficiary and the hiring institution, given
16 that the program is not intended to be an employment program.
17 Finally, the Order of Acceptance shall serve as the valid and binding
18 GIP contract between the parties.

19
20 *b. Orientation of Interns.* Each new batch of interns shall attend a general
21 orientation on or before their first day of training, which shall be scheduled
22 by the GIP Desk officer in consultation with the Head of Office.

23
24 The orientation shall cover, but shall not be limited to, the following:

- 25
26 a. Government Internship Program (GIP) Rationale;
27 b. The institution's mandate and organizational structure;
28 c. Relevant office policies and procedures;
29 d. Specific institutional programs and projects;
30 e. Telephone Etiquette/Office Decorum;
31 f. Discussion of the expected interpersonal relationship in the work
32 place;
33 g. A review or overview of the Code of Conduct of Public Employees
34 (RA 6713); and

1 h. A Discussion of the Role of Interns in the Government's Volunteer
2 Program.
3

4 All relevant units under the institution shall send their representatives during
5 the GIP Orientation to discuss programs, projects, undertakings and/or
6 activities of their respective offices, as may be requested by the GIP Desk
7 Officer and/or Head of Office.
8

- 9 c. *Work Assignments/Tasks of Interns.* The institution's officials and staff are
10 all considered as indirect mentors of all interns. In coordination with the
11 intern's immediate supervisor, they shall endeavor to provide work
12 assignments and/or responsibilities that will enhance and enrich the
13 experiences of the program beneficiaries and develop their knowledge and
14 skills.
15

16 The responsibilities assigned to them may include, but shall not be limited to,
17 the following:
18

- 19 i. Clerical/Administrative Work (e.g. typing, filing, sorting,
20 photocopying);
21
22 ii. Customer Service (e.g. answering telephone calls, attending to official
23 concerns of visitors);
24
25 iii. Research Work (e.g. data gathering, survey, administration, etc.); and
26
27 iv. Support to Staff (e.g. logistics, assist in staff work).
28
29 d. *Activity/Program Participation of Interns.* Interns shall be required to attend
30 and/or participate in relevant in-house trainings and seminars conducted by
31 the institution.
32

33 These trainings/seminars shall include, but shall not be limited to, the
34 following:
35

- 36 i. Good Citizenship;
37
38 ii. Orientation on Basic Labor Rights;
39
40 iii. Work Ethics and Professionalism;
41
42 iv. Pre-Employment Seminar;
43
44 v. Gender Sensitivity Workshop;
45
46 vi. Personality Development;

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

These training modules for the foregoing may be obtained from the National Youth Commission (NYC). Each institution may choose a minimum of six (6) topics 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 activities, interns can also be tapped as delegates during activities outside of the institutional parameters where they are hired. These may include participation in outreach programs, film showing, volunteer works and youth engagements that are often initiated by private groups, socio-civic associations and/or 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 guidance and mentoring, the direct supervisor and the intern shall meet at least once a month during the entire duration of internship program.

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

- f. ***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;

- 1 b. Willful disobedience by the intern of the institution's rules, or persistent
2 insubordination of the lawful orders of a supervisor;
3
4 c. Theft or malicious destruction of the institution's property by the intern;
5
6 d. Engaging in violence and/or other forms of misconduct during the
7 internship and/or inside the institution's premises by the intern; and
8
9 e. Persistent poor performance for a prolonged period despite warning duly
10 given to the intern.

11
12 By the intern:

- 13
14 a. Substandard and/or harmful working conditions within the institution's
15 premises;
16
17 b. Cruel and inhumane treatment; and
18
19 c. Prolonged or continuing illness of the intern.
20

21 Either party may furnish the other party a notice of intent to terminate
22 the GIP contract for cause as defined in this section.
23

24 In case the GIP Contract has been terminated, replacement of an intern
25 in an institution shall be allowed subject to a review of the cause of the
26 termination.
27

- 28 g. ***GIP Graduation.*** The graduation day for the interns shall be conducted
29 preferably on the last day of internship.
30

31 The mentoring forms used shall gauge the learnings, skills and/or
32 knowledge gained by the interns during their internship in the institution. It is
33 important that the interns themselves exhibit satisfactory, very good to
34 excellent ratings from their supervisors during their mentoring session, which

1 shall also be reflected in the appropriate Performance Evaluation Forms. This
2 process shall be undertaken on the 3rd or last month of their service in the
3 institution or as often as the CSC may prescribe.
4

5 The GIP Desk Officer shall likewise follow up on the mentors of
6 interns with performance evaluation rating of below the required standard, by
7 the second (2nd) month of internship.
8

9 In order to give them the opportunity to show their skills, training
10 and/or knowledge and empower them, interns shall be given the chance to
11 plan and organize their own graduation ceremonies, with the assistance and/or
12 advice of the GIP Desk Officer and the Head of Office.
13

14 **SECTION 7. *Grievance Committee.*** A Grievance Committee shall be created in the
15 participating institutions and shall have the initial responsibility of settling differences in case
16 of any violation or transgression of the GIP Contract or upon filing of a complaint by an
17 aggrieved party.
18

19 The Grievance Committee shall be composed of the officials and representatives of
20 Offices in the institution that have jurisdiction over the internship, particularly the Office of
21 the Head of the institution, the Human Resources/Personnel Office and the Training and/or
22 Legal Office of the concerned Institution. Once a dispute arise or a complaint is filed by an
23 aggrieved party, the Head of Office of the concerned institution shall create the Grievance
24 Committee by appointing three (3) responsible officers from the concerned offices,
25 designating the Chairman of the said Committee and referring the dispute and/or complaint
26 to the said Committee.
27

28 The Committee shall render a decision after affording the concerned parties due
29 process of law. In case of failure by the Grievance Committee to settle the issue or render a
30 decision, or in case the complaint is against the Grievance Committee or any of its members,
31 the case shall be refered to the Civil Service Commission (CSC) for appropriate action.
32

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

4
5 **SECTION 9. *Program Management.***

6
7 a. The CSC shall be the principal office task with implementing and
8 institutionalizing the GIP created under this Act. It shall serve as program manager that shall
9 provide necessary technical and administrative assistance to concerned institutions. The
10 regional and field offices of the CSC shall supervise and monitor the implementation of the
11 GIP in their respective jurisdiction. CSC shall conduct training for GIP Desk Officers prior to
12 the implementation of the GIP.

13
14 b. The CSC shall establish or designate a GIP Unit in its Central, Regional and
15 Field offices. These units shall be provided a budget training costs, administrative costs, or
16 other necessary expenses, if any, as specified under a memorandum of agreement between
17 CSC and the institution.

18
19 c. An Oversight Committee shall oversee the implementation of the GIP. The
20 Committee shall be chaired by the National Youth Commission (NYC). The Committee shall
21 be composed of representatives from the Civil Service Commission (CSC), Department of
22 Social Welfare and Development (DSWD), Department of Labor and Employment (DOLE),
23 Department of Interior and Local Government (DILG), and representatives from the youth,
24 employer and labor sectors. A report shall be transmitted to both Houses of Congress through
25 the CSC each year reporting on the details of the implementation of this Act.

26
27 d. All institutions shall designate a GIP Desk Officer, who shall be attached
28 and/or lodged under the HR/Personnel Unit or the Training or Special Projects Unit of the
29 institution. The GIP Desk Officer will:

30
31 i. Ensure that all processes required of the Program are met; and

32
33 ii. Provide periodic reports to CSC, as the lead institution on GIP, as may
34 be required by the later.

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

6
7 This will also be a processing venue for all units under the institution to suggest
8 mechanisms to further enhance the internal processes of the program, as they may apply
9 within their institutional parameters.

10
11 This endeavor shall be undertaken at least two times a year.

12
13 All institutions should submit a report and database of their implementation of the
14 Government Internship Program within fifteen days (15) after the end of every term.

15
16 **SECTION 11. *Appropriations.*** - There is hereby authorized to be appropriated the
17 amount of One Hundred Million Pesos (Php100,000,000.00) as funding for the program,
18 which shall be provided to the Civil Service Commission's budget for the current fiscal year.

19
20 Further, at least five per cent (5%) of the total program funds shall be appropriated as
21 administrative cost for the implimentation of the GIP, and shall be included in the annual
22 General Appropriations Act.

23
24 **SECTION 12. *Separability Clause.*** - If for any reason, any part or provision of this
25 Act shall be held unconstitutional or invalid, other parts of provisions thereof not affect
26 thereby shall continue to be in full forece and effect.

27
28 **SECTION 13. *Repealing Clause.*** - Executive Order 139, series of 1993, and all other
29 laws, decrees, rules and regulations, other issuances or parts thereof which are inconsistent
30 with this Act are hereby repealed or modified accordingly.

31
32 **SECTION 14. *Effectivity Clause.*** - This Act shall take effect upon its publication in
33 the *Official Gazette* or in at least one (1) national newspaper of general circulation in the
34 country.

1

2

Approved.