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SENATE
S.B. 2946

RECEIVED BY: 

Introduced by Senator Poe

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

Explanatory Note

The 1987 Philippine Constitution is explicit in affirming the protection to labor and equal employment opportunities for all.

- Article II, Section 18: "The State affirms labor as a primary social economic force. It shall protect the rights of workers and promote their welfare."
- Article XIII, Section 3: "The State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.

It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work, and a living wage. They shall also participate in policy and decision-making processes affecting their rights and benefits as may be provided by law.

The State shall promote the principle of shared responsibility between workers and employers and the preferential use of voluntary modes in settling disputes, including conciliation, and shall enforce their mutual compliance therewith to foster industrial peace.

The State shall regulate the relations between workers and employers, recognizing the right of labor to its just share in the fruits of production and the right of enterprises to reasonable returns on investments, and to expansion and growth."

To fulfill this constitutional objective, the Government Internship Program (GIP) was conceptualized as a major component of Executive Order No. 139 or the "Kabataan 2000" in November 1993. The program aimed to provide opportunities for young workers to serve the public through the services of government agencies and offices in both local and national level.

The Department of Labor and Employment is the primary agency tasked with ensuring the meaningful implementation of the GIP.

The State recognizes its responsibility to enable the youth to fulfill their vital role in nation-building and hereby establishes the GIP, creates implementing structures to implement the program and appropriates adequate funds to provide support for the implementation of the program on a continuing, sustained basis.

The State, through Republic Act No. 8044 or the Youth in Nation Building Act of 1995 declares that "Youth" is the critical period in a person's growth and development from the onset of adolescence towards the peak of mature, self-reliant and responsible adulthood comprising the considerable sector of the population from the age of fifteen (15) to thirty (30) years.

The State further declares that youth development shall be based on the following principles:

- a. Promotion and protection of the physical, moral, spiritual, intellectual and social well-being of the youth to the end that the youth realize their potential for improving the quality of life;
- b. Inculcation in the youth of patriotism, nationalism, and other basic desirable values to *infuse them faith in the Creator, belief in the sanctity of life and dignity of the human person, conviction for the strength and unity of the family and adherence to truth and justice;*
- c. Encouragement of youth involvement in character-building and development activities for civic efficiency, stewardship of natural resources, agricultural and industrial productivity, and an understanding of world economic commitments on tariffs and trade, and participation in structures for policy-making and program implementation to reduce the incidence of poverty and accelerate socio-economic development; and
- d. Mobilization of youth's abilities, talents and skills and redirecting their creativity, inventive genius and well-spring of enthusiasm and hope for the freedom of our people from fear, hunger and injustice.

The Filipino youth is considered the backbone of the nation and future pillars of the country. The Philippine population remains young, with Filipinos under the age of 25 making up 54 percent of the population¹.

To further attain the objectives underlined in the Constitution as regards labor and to empower the youth toward attaining the goals of the nation, approval of this measure is sought.


GRACE POE

¹ United Nations Population Fund, 2011 State of World Population Report.



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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 Program
2 (GIP) Act.”
3

4 SECTION 2. *Principle.* The State recognizes the vital responsibility to enable the youth
5 to fulfill their vital role in nation-building. It is the governing principle of this Act, that the youth
6 be accorded opportunities through a Government Internship Program with implementing structures
7 to implement the program and appropriates adequate funds to for its sustained implementation .
8

9 SECTION 3. *Creation of the Government Internship Program, Objectives.* – In order to
10 attain the declared policy, a “Government Internship Program” is hereby established and
11 hereinafter referred to as the “GIP.”
12

13 The objectives of the GIP are the following:
14

- 15 a. To provide wider training and development opportunities among the youth geared towards
16 acquisition and/or application of knowledge and skills;
17
18 b. To contribute in addressing for the financial needs of the youth for their possible
19 educational needs; and
20
21 c. To involve and acquaint the youth on government programs, projects and activities and
22 instill in them appreciation of public service and spirit of volunteerism.
23

24 SECTION 4. *Definition of Terms.* – For purposes of this Act, the following terms are
25 defined:
26

- 27 a. “CSC” shall refer to the Civil Service Commission.
28
29 b. “GIP Certificate” refers to a certification that shall be jointly issued by the CSC, NYC
30 and the institution after program completion and assessment of the GIP trainee’s
31 competencies to attest their acquired skills.
32

- 1 c. **"GIP Graduate"** refers to an intern who has completed the program services and has
2 undergone the full duration of the program.
3
4 d. **"Intern"** refers to an eligible beneficiary selected to participate in the Government
5 Internship Program.
6
7 e. **"Internship"** refers to the practical learning or a job training of a GIP Trainee in a
8 regular work environment in an institution for a period of three (3) to six (6) months, as
9 determined by the institution.
10
11 f. **"Institution"** refers to Philippine government institutions, state universities and
12 colleges, local government units, or any other legal entity registered under relevant laws
13 that may provide a venue for internship of GIP trainees.
14
15 g. **"Mentor"** refer to the intern's direct supervisor.
16
17 h. **"NYC"** shall refer to the National Youth Commission.
18
19 i. **"Youth"** shall refer to persons whose age ranges from fifteen (15) to thirty (30) years
20 old.
21

22 **SECTION 5. Internship Guidelines.** The following shall be the guidelines for the
23 implementation of the GIP:
24

- 25 a. Interns shall be a Filipino age 18 to 25 years old at the time of the application period.
26
27 b. Institutions shall provide consideration to Persons with Disabilities (PWDs), Indigenous
28 Peoples, and other applicants who belong to minorities and the marginalized.
29
30 c. Institutions shall designate an employee who will serve as GIP Desk Officer who will
31 oversee the implementation of GIP within the institution.
32
33 d. Internship period shall be for a period of at least three (3) months to six (6) months at most
34 and must be implemented on a year-round basis.
35
36 e. Upon entry to internship, interns shall be provided with a stipend amounting to 75% of the
37 existing rate of step 1, Salary Grade 1 of the government salary standardization law; and
38 shall be non-taxable. The amount of the stipend shall be based on the trainee's actual
39 attendance, absences, tardiness, incurred shall be deducted therefrom in accordance with
40 the internship. It shall be paid every 12th and 27th of the month at intervals not exceeding
41 sixteen (16) days.
42
43 f. The institutions, as provided by law, and subject to budgeting, accounting and auditing
44 rules and regulations, shall provide additional entitlements such as:
45
46 a. Transportation and meal provisions during activities that are held outside of the day
47 to day office trainings;
48
49 b. Compensatory time off in case of activities held during weekends/holidays and/or
50 beyond office hours; and
51
52 c. Incentives and rewards in acknowledgement of remarkable achievements (i.e.;
53 punctuality, perfect attendance).
54
55 g. An intern shall be a beneficiary of the program only once. As such, the Civil Service
56 Commission (CSC) in coordination with the National Youth Commission (NYC), shall
57 create and maintain a database, which shall serve as monitoring tool for all institutions.

- 1
2 h. GIP shall not be considered as employment. Thus, there is no employer-employee
3 relationship between the beneficiary and the institution. GIP graduates shall be given
4 preference in the hiring of workers in the institutions. After career coaching, the institution
5 shall assess and determine whether the GIP graduate is ready to be placed for contractual
6 or regular work.
7
8 i. Interns are hired for official purposes only. Institutions are prohibited from assigning tasks
9 which go beyond official duties.
10
11 j. Institutions shall conduct trainings, seminars and other developmental interventions for the
12 interns including, but not limited to mentoring, coaching and performance evaluation.
13
14 k. Social protection incentives shall be provided to the interns and are encouraged for
15 consideration by the institutions such as accident insurance, as they may be applicable. The
16 process can be facilitated with either public or private insurance entities and public
17 insurance entities like GSIS, subject to budgetary requirements of the institution.
18

19 **SECTION 6. *Mechanics of Internship.*** - This process must be followed on the hiring of
20 interns:
21

22 ***a. Recruitment and Acceptance of GIP Interns***
23

24 ***i. Program Advertisement and Recruitment of Interns.*** The institutions
25 through its designated GIP Desk Officer shall ensure effective information
26 dissemination of the institution implementation of the GIP including the
27 period of applications. This may include, but not limited to the following:
28

- 29 1. Promotion/recruitment of interns for GIP through institution website
30 and other social networking sites;
31 2. Text blasts for applicable institutions;
32 3. Print advertisements;
33 4. Broadcast media; and
34 5. Promotion thru educational institutions in coordination with the
35 Department of Education, Commission on Higher Education and
36 Local Government Units.
37

38 ***ii. Applications for Internship***
39

40 a. Walk-in applicants may submit their accomplished application
41 forms directly to the GIP Desk Officer.
42

43 b. Online applications may also be accepted through necessary
44 official channels of the institution.
45

46 c. Applicants must not be related within 3rd degree of affinity and
47 consanguinity to officials and employees of the institution.
48

49 ***iii. Screening of GIP Trainees***
50

51 a. The screening and acceptance of interns may be initiated and
52 facilitated by the institution at least three (3) weeks before the
53 first day of service of the new batch of interns.
54

55 b. The screening, however, may not be limited to interviews.
56

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

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

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

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

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

- 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; and
- 26 f. Interpersonal Relations;
- 27 g. Code of Conduct of Public Employees (RA 6713)
- 28 h. Role of Interns in the Government Volunteers Program.
29

30 All units under the institution shall send their representatives during the GIP
31 Orientation to discuss programs, projects, undertakings and activities of their
32 respective offices.
33

34 *c. Work Assignments/Tasks of Interns.* Institution officials and staff are considered
35 mentors of all interns. They shall provide work assignments and responsibilities
36 that will enhance and enrich the experiences of the program beneficiaries and
37 develop their knowledge and skills.
38

39 The responsibilities assigned to them may include but are not limited to the
40 following:
41

- 42 *i.* Clerical/Secretarial Work (e.g. typing, filing, sorting, photocopying.)
- 43
- 44 *ii.* Customer Service (e.g. answering telephone calls, attending to official
45 concerns of visitors.)
- 46
- 47 *iii.* Research Work (e.g. Data gathering, survey administration, etc.)
- 48
- 49 *iv.* Support to Staff (e.g. logistics, assist in staff work)
50

51 *d. Activity/Program Participation of Interns.* Interns shall be required to attend or
52 participate in relevant in-house trainings and seminars conducted by the institution.
53

54 These trainings/seminars include the following but are not limited to:
55

- 56 *i.* Good Citizenship
- 57 *ii.* Orientation on Basic Labor Rights

- 1 iii. Work Ethics and Professionalism
- 2 iv. Pre-Employment Seminar
- 3 v. Gender and Sensitivity Workshop
- 4 vi. Personality Development
- 5 vii. Youth Leadership and Empowerment
- 6 viii. Business Writing and Grammar 101
- 7 ix. Cultural Awareness Training.
- 8

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

13
14 In response to the Public and Private Partnerships Framework, interns can
15 also be tapped as delegates during activities outside of the institutional parameters
16 where they are hired. These may be participation in outreach programs, film
17 showing, volunteer works and youth engagements that are often initiated by private
18 groups, socio-civic associations and organizations that help the government in
19 reaching out to the people.

- 20
21 **e. *Mentoring, Coaching and Performance Evaluation.*** In order to ensure that interns
22 are given enough mentoring, the direct supervisor and the intern shall meet twice
23 for the entire duration of internship.

24
25 The interns shall accomplish two (2) performance evaluation sheets and the
26 supervisor shall accomplish two (2) supervisor's evaluation sheets before the
27 graduation.

- 28
29 **f. *Termination of GIP Contract.*** Any of the following shall be a valid cause to
30 terminate the training contract.

31
32 By the institution:

- 33
- 34 a. Habitual absenteeism of the intern;
- 35
- 36 b. Willful disobedience by the intern of the institution's rules, or insubordination
37 of a lawful order of a supervisor;
- 38
- 39 c. Theft or malicious destruction of the institution's property by the intern;
- 40
- 41 d. Engaging in violence or other forms of misconduct in the internship or
42 institution's premises by the intern; and
- 43
- 44 e. Poor performance for a prolonged period despite warning duly given to the
45 intern.

46
47 By the intern:

- 48
- 49 a. Substandard or harmful working conditions within the institution's premises;
- 50
- 51 b. Cruel and inhumane treatment; and
- 52
- 53 c. Prolonged or continuing illness.
- 54

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

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

- 3
4 g. **GIP Graduation.** The graduation day for the interns shall be conducted preferably
5 on the last day of internship.

6
7 The mentoring forms used shall gauge the learnings of the interns during
8 their internship in the institution. It is important that the interns themselves exhibit
9 satisfactory, very good to excellent ratings from their supervisors during their last
10 mentoring session which shall also reflect in the Performance Evaluation Form.
11 This process shall be undertaken on the 3rd or last month of their service in the
12 institution.

13
14 The GIP Desk Officer shall likewise follow up mentors of interns with
15 performance evaluation rating of below three (3) by the second (2nd) month of
16 internship.

17
18 In order to empower them, interns shall be given the chance to plan and
19 organize their graduation ceremonies.

20
21 **SECTION 7. Grievance Committee.** The Grievance Committee shall have the initial
22 responsibility of settling differences in case any violation of the GIP Contract or upon filing of a
23 complaint by an aggrieved party.

24
25 The Grievance Committee shall be composed of the officials and representatives of the institution
26 which have jurisdiction over the internship.

27
28 The Committee shall render a decision pursuant to pertinent rules and regulations. In case failure
29 by the Grievance Committee to settle the issue or render a decision, or in case the complaint is
30 against members of the Grievance Committee, the case shall be referred to the Civil Service
31 Commission for appropriate action.

32
33 **SECTION 8. Civil Service Eligibility.** All beneficiaries are mandated to take Civil Service
34 Eligibility (CSE) examinations in order to keep open mindset on government service after their
35 internship period.

36
37 **SECTION 9. Program Management.**

- 38
39 a. CSC shall be the executing institution of the GIP. It shall serve as program manager that
40 shall provide necessary technical and administrative assistance to concerned institutions.
41 The regional and field offices shall supervise and monitor the implementation of the GIP
42 in their respective jurisdiction. CSC shall conduct training for GIP Desk Officers prior to
43 the implementation of the GIP.
44
45 b. CSC shall establish a GIP Unit in the Central, Regional and Field Offices. The unit shall
46 provide training costs, administrative costs, or other fees, if any, as specified under a
47 memorandum of agreement between CSC and the institution.
48
49 c. The Oversight Committee shall oversee the implementation of the GIP. The Committee
50 shall be chaired by the National Youth Commission (NYC).

51
52 The Committee shall be composed of representatives from the Civil Service Commission
53 (CSC), Department of Social Welfare and Development (DSWD), Department of Labor
54 and Employment (DOLE), Department of Interior and Local Government (DILG), and
55 representatives from the youth, employer and labor sectors. A report shall be transmitted
56 to both Houses of Congress through the Civil Service Commission.
57

1 d. All institutions shall designate a GIP Desk Officer, who shall be lodged under the
2 HR/Personnel Unit or any Special Unit of the institution. The GIP Desk Officer will:

3
4 i. Ensure that all processes required of the Program are met; and

5
6 ii. Provide reports to CSC as the lead institution on GIP.
7

8 **SECTION 10. *Program Assessment.*** - To determine the necessary innovations,
9 improvements and rationalization needed for integration in the program, a periodic review and
10 assessment on the delivery of the GIP services must be undertaken by each institution.
11

12 This will also be a processing venue for all units under the institution to suggest
13 mechanisms to further enhance the internal processes of the program as they may apply within
14 their institutional parameters.
15

16 This endeavor shall be undertaken at least twice a year.
17

18 All institutions should submit a report and database of their implementation of the
19 Government Internship Program fifteen days (15) after the end of every term.
20

21 **SECTION 11. *Appropriations.*** - There is hereby authorized to be appropriated the
22 amount of One Hundred Million Pesos (PhP 100,000,000.00) as funding for the program and shall
23 be provided to the Civil Service Commission's budget for the current fiscal year.
24

25 Further, at least one per cent (1%) shall be appropriated under the Maintenance and Other
26 Operating Expenses (MOOE) of institutions for the implementation of GIP in their respective
27 jurisdictions, and shall be included in the annual General Appropriations Act.
28

29 **SECTION 12. *Separability Clause.*** - If for any reason or reasons, any part or provision
30 of this Act shall be held unconstitutional or invalid, other parts of provisions thereof not affect
31 thereby shall continue to be in full force and effect.
32

33 **SECTION 13. *Repealing Clause.*** - Executive Order 139, series of 1993, and all other
34 laws, decrees, rules and regulations, other issuances or parts thereof which are inconsistent with
35 this Act are hereby repealed or modified accordingly.
36

37 **SECTION 14. *Effectivity Clause.*** - This Act shall take effect upon its publication in the
38 *Official Gazette* or in at least one (1) national newspaper of general circulation.
39

40
41 Approved,
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48