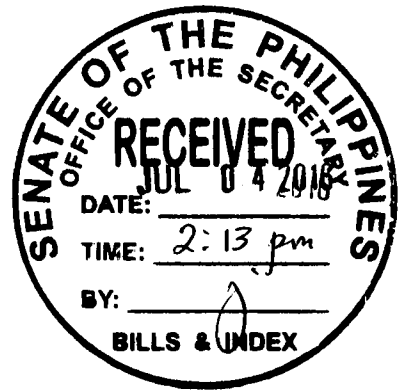


SEVENTEENTH CONGRESS OF THE REPUBLIC
OF THE PHILIPPINES
First Regular Session



SENATE
S.B. 345

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, to wit:

- 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 the above-listed constitutional objectives, 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 their services in government agencies and offices in both local and national level.

The Department of Labor and Employment (DOLE) 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.

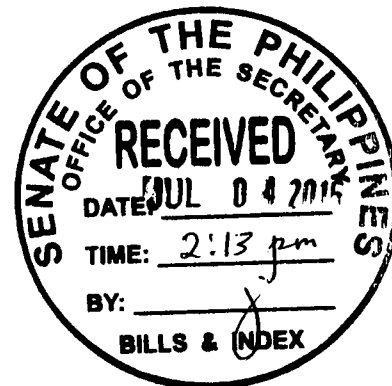
To further attain the objectives underlined in the Constitution as regards labor and to empower the youth toward attaining the goals of the nation, approval of this measure is earnestly sought.



GRACE POE

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

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AN ACT
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*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 2016.*”

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 implementing structures to implement the program and the necessary funds for its
8 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 established
12 and 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 possible
2 educational needs; and

3
4 c. To involve and acquaint the youth on government programs, projects and
5 activities and instill in them 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, NYC and the involved institution after program completion and assessment of the GIP
15 trainee’s competencies to attest their acquired skills.

16
17 c. **“GIP Graduate”** refers to an intern who has completed the program services
18 and has undergone the full duration of the program.

19
20 d. **“Intern”** refers to an eligible beneficiary selected to participate in the GIP.

21
22 e. **“Internship”** refers to the practical learning or a job training of a GIP Trainee
23 in a regular work environment in an institution for a period of three (3) to six (6) months, as
24 determined by the institution.

25
26 f. **“Institution”** refers to Philippine government institutions, state universities
27 and colleges, local government units, or any other legal entity registered under relevant laws
28 that may provide a venue for internship of GIP trainees.

29
30 g. **“Mentor”** refer to the intern’s direct supervisor.

31
32 h. **“NYC”** shall refer to the National Youth Commission.

33
34 i. **“Youth”** shall refer to persons whose age ranges from fifteen (15) to thirty
35 (30) years old.

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

4
5 a. Interns shall be Filipino citizens and are of 18 to 25 years of age at the time of
6 the application period;

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

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

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

16
17 e. Upon entry into the internship, interns shall be provided with a stipend
18 amounting to 75% of the existing rate of step 1, Salary Grade 1 of the government salary
19 standardization law and shall be non-taxable. The amount of the stipend shall be based on the
20 trainee's actual attendance, absences, tardiness incurred. It shall be paid in accordance with
21 existing labor laws and civil service laws, rules and regulations;

22
23 f. The institutions, as provided by law, and subject to budgeting, accounting and
24 auditing rules and regulations, shall provide additional entitlements such as:

25
26 a. Transportation and meal provisions during activities that are held outside of
27 the day to day office trainings;

28
29 b. Compensatory time off in case of activities held during weekends/holidays
30 and/or beyond office hours; and

31
32 c. Incentives and rewards in acknowledgement of remarkable achievements (i.e.;
33 punctuality, perfect attendance);

34
35
36 g. An intern shall be a beneficiary of the program only once. As such, the Civil
37 Service Commission (CSC) in coordination with the National Youth Commission (NYC),
38 shall create and maintain a database, which shall serve as monitoring tool for all institutions;

39

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

6
7 i. Interns are hired for official purposes only. Institutions are prohibited from
8 assigning tasks which go beyond official duties;

9
10 j. Institutions shall conduct trainings, seminars and other developmental
11 interventions for the interns including, but not limited to mentoring, coaching and
12 performance evaluation; and

13
14 k. Social protection incentives shall be provided to the interns and are
15 encouraged for consideration by the institutions such as accident insurance, as they may be
16 applicable. The process can be facilitated with either public or private insurance entities and
17 public 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
20 of 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 Officers, shall ensure effective
26 information dissemination of the institution implementation of the GIP
27 including the period of applications. This may include, but not limited
28 to the following:

- 29
30 1. Promotion/recruitment of interns for GIP through institution
31 website and other social networking sites;
32 2. Text blasts for applicable institutions;
33 3. Print advertisements;
34 4. Broadcast media; and

1 5. Promotion thru educational institutions in coordination with the
2 Department of Education (DepEd), Commission on Higher
3 Education (CHED) and Local Government Units (LGUs).

4
5 *ii. Applications for Internship*
6

7 a. Walk-in applicants may submit their accomplished
8 application forms directly to the GIP Desk Officer.

9
10 b. Online applications may also be accepted through necessary
11 official channels of the institution.

12
13 c. Applicants must not be related within 3rd degree of affinity
14 and consanguinity to officials and employees of the institution.

15
16 *iii. Screening of GIP Trainees*
17

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

21
22 b. The screening, however, may not be limited to
23 interviews.

24
25 c. The institution shall provide the applicants with a uniform
26 application form which shall serve as basis of the screening.

27
28 d. No applicant must be discriminated based on his/her
29 gender, race, religion and economic status.

30
31 *iv. Acceptance of GIP Interns.* Once the selection process is done, an
32 Order of Acceptance shall serve as their Appointment Paper. It shall be
33 executed and signed by and between the GIP Desk Officer and the
34 intern. It shall stipulate the Terms of Reference for the compliance of
35 the one who shall be governed by such document. It shall also contain
36 that there is "No Employer-Employee Relationship" between the

1 beneficiary and the hiring institution given that the program is not an
2 employment opportunity.

- 3
4 **b. *Orientation of interns.*** The new batch of interns shall attend a general
5 orientation on or before their first day of training which shall be scheduled
6 by the GIP Desk officer.

7
8 The orientation covers, but is not limited to the following:

- 9
10 a. Government Internship Program (GIP) Rationale;
11 b. Institutional mandate and organizational structure;
12 c. Relevant office policies and procedures;
13 d. Specific institutional programs and projects;
14 e. Telephone Etiquette/Office Decorum;
15 f. Interpersonal Relations;
16 g. Code of Conduct of Public Employees (RA 6713); and
17 h. Role of Interns in the Government Volunteers Program.

18
19 All units under the institution shall send their representatives during the GIP
20 Orientation to discuss programs, projects, undertakings and activities of their
21 respective offices.

- 22
23 **c. *Work Assignments/Tasks of Interns.*** Institution officials and staff are
24 considered mentors of all interns. They shall provide work assignments and
25 responsibilities that will enhance and enrich the experiences of the program
26 beneficiaries and develop their knowledge and skills.

27
28 The responsibilities assigned to them may include, but are not limited to, the
29 following:

- 30
31 *i.* Clerical/Secretarial Work (e.g. typing, filing, sorting, photocopying);
32
33 *ii.* Customer Service (e.g. answering telephone calls, attending to official
34 concerns of visitors);
35
36 *iii.* Research Work (e.g. data gathering, survey administration, etc.); and
37
38 *iv.* Support to Staff (e.g. logistics, assist in staff work).
39

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

4
5 These trainings/seminars include the following but are not limited to:

- 6
7 *i.* Good Citizenship;
8 *ii.* Orientation on Basic Labor Rights;
9 *iii.* Work Ethics and Professionalism;
10 *iv.* Pre-Employment Seminar;
11 *v.* Gender and Sensitivity Workshop;
12 *vi.* Personality Development;
13 *vii.* Youth Leadership and Empowerment;
14 *viii.* Business Writing and Grammar 101; and
15 *ix.* Cultural Awareness Training.

16
17 These training modules may be obtained from the National Youth
18 Commission (NYC). Each institution may choose a minimum of six (6) from
19 the suggested topics for its implementation. Other relevant topics may also be
20 included in the internal trainings and seminars for the interns.

21
22 In response to the Public and Private Partnerships Framework, interns
23 can also be tapped as delegates during activities outside of the institutional
24 parameters where they are hired. These may be participation in outreach
25 programs, film showing, volunteer works and youth engagements that are
26 often initiated by private groups, socio-civic associations and organizations
27 that help the government in reaching out to the people.

28
29 **e. Mentoring, Coaching and Performance Evaluation.** In order to ensure that
30 interns are given enough mentoring, the direct supervisor and the intern shall
31 meet twice for the entire duration of internship.
32

1 The interns shall accomplish two (2) performance evaluation sheets and the
2 supervisor shall accomplish two (2) supervisor's evaluation sheets before the
3 graduation.

4
5 *f. Termination of GIP Contract.* Any of the following shall be a valid cause to
6 terminate the training contract.

7
8 By the institution:

- 9
- 10 a. Habitual absenteeism of the intern;
 - 11
 - 12 b. Willful disobedience by the intern of the institution's rules, or
 - 13 insubordination of a lawful order of a supervisor;
 - 14
 - 15 c. Theft or malicious destruction of the institution's property by the intern;
 - 16
 - 17 d. Engaging in violence or other forms of misconduct in the internship or
 - 18 institution's premises by the intern; and
 - 19
 - 20 e. Poor performance for a prolonged period despite warning duly given to
 - 21 the intern.

22
23 By the intern:

- 24
- 25 a. Substandard or harmful working conditions within the institution's
 - 26 premises;
 - 27
 - 28 b. Cruel and inhumane treatment; and
 - 29
 - 30 c. Prolonged or continuing illness.

31
32 Either party may furnish the other party a notice of intent to terminate
33 the GIP contract for cause as defined in this section.

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

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

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

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

17
18 In order to empower them, interns shall be given the chance to plan
19 and 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
23 of a complaint by an aggrieved party.

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

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

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

4
5 **SECTION 9. *Program Management.***
6

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

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

16
17 c. The Oversight Committee shall oversee the implementation of the GIP. The
18 Committee shall be chaired by the National Youth Commission (NYC).

19
20 The Committee shall be composed of representatives from the Civil Service
21 Commission (CSC), Department of Social Welfare and Development (DSWD), Department
22 of Labor and Employment (DOLE), Department of Interior and Local Government (DILG),
23 and representatives from the youth, employer and labor sectors. A report shall be transmitted
24 to both Houses of Congress through the Civil Service Commission.

25
26 d. All institutions shall designate a GIP Desk Officer, who shall be lodged under
27 the HR/Personnel Unit or any Special Unit of the institution. The GIP Desk Officer will:

28
29 i. Ensure that all processes required of the Program are met; and

30
31 ii. Provide reports to CSC as the lead institution on GIP.

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

1
2 This will also be a processing venue for all units under the institution to suggest
3 mechanisms to further enhance the internal processes of the program as they may apply
4 within their institutional parameters.

5
6 This endeavor shall be undertaken at least twice a year.

7
8 All institutions should submit a report and database of their implementation of the
9 Government Internship Program fifteen days (15) after the end of every term.

10
11 **SECTION 11. *Appropriations.*** - There is hereby authorized to be appropriated the
12 amount of One Hundred Million Pesos (Php100,000,000.00) as funding for the program and
13 shall be provided to the Civil Service Commission's budget for the current fiscal year.

14
15 Further, at least one per cent (1%) shall be appropriated under the Maintenance and
16 Other Operating Expenses (MOOE) of institutions for the implementation of GIP in their
17 respective jurisdictions, and shall be included in the annual General Appropriations Act.

18
19 **SECTION 12. *Separability Clause.*** - If for any reason, any part or provision of this
20 Act shall be held unconstitutional or invalid, other parts of provisions thereof not affect
21 thereby shall continue to be in full force and effect.

22
23 **SECTION 13. *Repealing Clause.*** - Executive Order 139, series of 1993, and all other
24 laws, decrees, rules and regulations, other issuances or parts thereof which are inconsistent
25 with this Act are hereby repealed or modified accordingly.

26
27 **SECTION 14. *Effectivity Clause.*** - This Act shall take effect upon its publication in
28 the *Official Gazette* or in at least one (1) national newspaper of general circulation.

29
30 Approved.