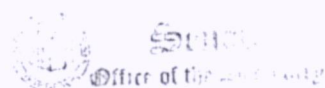


EIGHTEENTH CONGRESS OF THE
REPUBLIC OF THE PHILIPPINES
First Regular Session

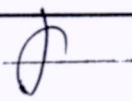
)
)
)



SENATE
S. No. 321

'19 JUL 10 A9:48

Introduced by Senator Grace Poe

RECEIVED BY: 

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

Explanatory Note

Article II, Section 13 of the 1987 Philippine Constitution recognizes the vital role of the youth in nation-building, and thereby directs the State to "promote and protect their physical, moral, spiritual, intellectual, and social well-being". Further, the same article also directs the State to "patriotism and nationalism" among the youth, and encourage their involvement in public and civic affairs.

To fulfill the above constitutional mandate, 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 present measure seeks to institutionalize the GIP in all levels of government. 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.


GRACE POE



SENATE
S. No. 321

'19 JUL 10 A9:48

Introduced by Senator Grace Poe 

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. *Short Title.* – This Act shall be known as the "Government
2 *Internship Program (GIP) Act of 2019.*"

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

8 Sec. 3. *Creation of the Government Internship Program, Objectives.* – In
9 order to attain the declared policy, a "Government Internship Program" is hereby
10 established and hereinafter referred to as the "GIP."

11 The objectives of the GIP are the following:

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

1 Sec. 4. *Definition of Terms.* – For purposes of this Act, the following terms are
2 defined:

3 a) *CSC* shall refer to the Civil Service Commission.

4 b) *GIP Certificate* refers to a certification that shall be jointly issued by the
5 CSC, NYC and the involved institution after program completion and assessment of
6 the GIP trainee's competencies to attest their acquired skills.

7 c) *GIP Graduate* refers to an intern who has completed the program
8 services and has undergone the full duration of the program.

9 d) *Intern* refers to an eligible beneficiary selected to participate in the
10 GIP.

11 e) *Internship* refers to the practical learning or a job training of a GIP
12 Trainee in a regular work environment in an institution for a period of three (3) to
13 six (6) months, as determined by the institution.

14 f) *Institution* refers to Philippine government institutions, state
15 universities and colleges, local government units, or any other legal entity registered
16 under relevant laws that may provide a venue for internship of GIP trainees.

17 g) *Mentor* refers to the intern's direct supervisor.

18 h) *NYC* shall refer to the National Youth Commission.

19 i) *Youth* shall refer to persons whose age ranges from fifteen (15) to
20 thirty (30) years old.

21 Sec. 5. *Internship Guidelines.* – The following shall be the guidelines for the
22 implementation of the GIP:

23 a) Interns shall be Filipino citizens and are of 18 to 25 years of age at the
24 time of the application period;

25 b) Institutions shall provide consideration to Persons with Disabilities (PWDs),
26 Indigenous Peoples, and other applicants who belong to minorities and the
27 marginalized;

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

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

- 1 e) Upon entry into the internship, interns shall be provided with a stipend
2 amounting to 75% of the existing rate of step 1, Salary Grade 1 of the
3 government salary standardization law and shall be non-taxable. The
4 amount of the stipend shall be based on the trainee's actual attendance,
5 absences, tardiness incurred. It shall be paid in accordance with existing
6 labor laws and civil service laws, rules and regulations;
- 7 f) The institutions, as provided by law, and subject to budgeting, accounting
8 and auditing rules and regulations, shall provide additional entitlements
9 such as:
- 10 a. Transportation and meal provisions during activities that are held
11 outside of the day to day office trainings;
- 12 b. Compensatory time off in case of activities held during
13 weekends/holidays and/or beyond office hours; and
- 14 c. Incentives and rewards in acknowledgement of remarkable
15 achievements (i.e.; punctuality, perfect attendance);
- 16
- 17 g) An intern shall be a beneficiary of the program only once. As such, the
18 Civil Service Commission (CSC) in coordination with the National Youth
19 Commission (NYC), shall create and maintain a database, which shall
20 serve as monitoring tool for all institutions;
- 21 h) GIP shall not be considered as employment. Thus, there is no employer-
22 employee relationship between the beneficiary and the institution. GIP
23 graduates shall be given preference in the hiring of workers in the
24 institutions. After career coaching, the institution shall assess and
25 determine whether the GIP graduate is ready to be placed for contractual
26 or regular work;
- 27 i) Interns are hired for official purposes only. Institutions are prohibited from
28 assigning tasks which go beyond official duties;
- 29 j) Institutions shall conduct trainings, seminars and other developmental
30 interventions for the interns including, but not limited to mentoring,
31 coaching and performance evaluation; and

1 k) Social protection incentives shall be provided to the interns and are
2 encouraged for consideration by the institutions such as accident
3 insurance, as they may be applicable. The process can be facilitated with
4 either public or private insurance entities and public insurance entities like
5 GSIS, subject to budgetary requirements of the institution.

6 Sec. 6. *Mechanics of Internship.* – This process must be followed on the hiring
7 of interns:

8 a. *Recruitment and Acceptance of GIP Interns*

9 i. *Program Advertisement and Recruitment of Interns.* The
10 institutions, through its designated GIP Desk Officers, shall
11 ensure effective information dissemination of the institution
12 implementation of the GIP including the period of applications.
13 This may include, but not limited to the following:

- 14 1. Promotion/recruitment of interns for GIP through
15 institution website and other social networking sites;
- 16 2. Text blasts for applicable institutions;
- 17 3. Print advertisements;
- 18 4. Broadcast media; and
- 19 5. Promotion thru educational institutions in coordination
20 with the Department of Education (DepEd), Commission
21 on Higher Education (CHED) and Local Government Units
22 (LGUs).

23 ii. *Applications for Internship*

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

26 b. Online applications may also be accepted through
27 necessary official channels of the institution.

28 c. Applicants must not be related within 3rd degree of
29 affinity and consanguinity to officials and employees of
30 the institution.

31 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:

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

1 All units under the institution shall send their representatives during the
2 GIP Orientation to discuss programs, projects, undertakings and
3 activities of their respective offices.

4 *c. Work Assignments/Tasks of Interns.* Institution officials and staff are
5 considered mentors of all interns. They shall provide work
6 assignments and responsibilities that will enhance and enrich the
7 experiences of the program beneficiaries and develop their knowledge
8 and skills.

9 The responsibilities assigned to them may include, but are not limited
10 to, the following:

- 11 *i.* Clerical/Secretarial Work (e.g. typing, filing, sorting,
12 photocopying);
- 13 *ii.* Customer Service (e.g. answering telephone calls, attending to
14 official concerns of visitors);
- 15 *iii.* Research Work (e.g. data gathering, survey administration,
16 etc.); and
- 17 *iv.* Support to Staff (e.g. logistics, assist in staff work).

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

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

- 23 *i.* Good Citizenship;
- 24 *ii.* Orientation on Basic Labor Rights;
- 25 *iii.* Work Ethics and Professionalism;
- 26 *iv.* Pre-Employment Seminar;
- 27 *v.* Gender and Sensitivity Workshop;
- 28 *vi.* Personality Development;
- 29 *vii.* Youth Leadership and Empowerment;
- 30 *viii.* Business Writing and Grammar 101; and
- 31 *ix.* Cultural Awareness Training.

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

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

13 *e. Mentoring, Coaching and Performance Evaluation.* In order to ensure
14 that interns are given enough mentoring, the direct supervisor and the
15 intern shall meet twice for the entire duration of internship.

16 The interns shall accomplish two (2) performance evaluation sheets
17 and the supervisor shall accomplish two (2) supervisor's evaluation
18 sheets before the graduation.

19 *f. Termination of GIP Contract.* Any of the following shall be a valid
20 cause to terminate the training contract.

21 By the institution:

- 22 a. Habitual absenteeism of the intern;
- 23 b. Willful disobedience by the intern of the institution's rules, or
24 insubordination of a lawful order of a supervisor;
- 25 c. Theft or malicious destruction of the institution's property by the
26 intern;
- 27 d. Engaging in violence or other forms of misconduct in the internship
28 or institution's premises by the intern; and
- 29 e. Poor performance for a prolonged period despite warning duly
30 given to the intern.

31 By the intern:

- a. Substandard or harmful working conditions within the institution's premises;
- b. Cruel and inhumane treatment; and
- c. Prolonged or continuing illness.

Either party may furnish the other party a notice of intent to terminate the GIP contract for cause 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. 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 empower them, interns shall be given the chance to plan and organize their graduation ceremonies.

Sec. 7. *Grievance Committee.* – The Grievance Committee 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.

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

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

4 Sec. 9. *Program Management.* –

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

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

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

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

- 26 i. Ensure that all processes required of the Program are met; and
27 ii. Provide reports to CSC as the lead institution on GIP.

28 Sec. 10 *Program Assessment.* – To determine the necessary innovations,
29 improvements and rationalization needed for integration in the program, a periodic
30 review and assessment on the delivery of the GIP services must be undertaken by
31 each institution.

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

4 This endeavor shall be undertaken at least twice a year.

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

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

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

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

18 Sec. 13. *Repealing Clause.* – Executive Order 139, series of 1993, and all
19 other laws, decrees, rules and regulations, other issuances or parts thereof which
20 are inconsistent with this Act are hereby repealed or modified accordingly.

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

Approved,