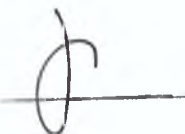


'22 NOV 21 P1:14

SENATE
S. No. 1525

RECEIVED BY: 

Introduced by Senator MARK A. VILLAR

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

EXPLANATORY NOTE

"The state recognizes the vital role of the youth in nation building.... It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs". This is a policy of the state that is enshrined in Section 13 Article II of the 1987 Philippine Constitution. For this very purpose, the government should motivate every student to enter into public service upon their graduation. A sound internship program would provide the youth as early as possible the needed training for entering civil service.

This is consistent with Section 3 of Article IX-B of the 1987 Philippine Constitution, which provides that:

"SECTION 3. The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. **It shall strengthen the merit and rewards system,** integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. It shall submit to the President and the Congress an annual report on its personnel programs."

As internship program bridges the gap between the academe and the workplace, it shall be beneficial both to the government as well as to the students to have an enticing program to encourage them to enter civil service. This bill seeks to mandate all government agencies to provide compensation to internship program that would complement its current recruitment efforts in order to ensure that our prospective civil servants, the youth, are well-motivated, properly trained and the deserving ones promptly recruited.

For this reason, early passage of this bill is earnestly sought.



MARK A. VILLAR

NINETEENTH CONGRESS OF THE)
REPUBLIC OF THE PHILIPPINES)
First Regular Session)



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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 of 2022”.

3 Sec. 2. *Declaration of Principles.* – The State recognized 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 Government
6 Internship Program (GIP), with implementing structures to implement the program
7 and the necessary funds for its sustained implementation.

8 Sec. 3. *Creation of the Government Internship Programs.* – In order to attain
9 the declared policy, a “Government Internship Program” is hereby established and
10 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 toward acquisition and/or application of knowledge and
14 skills;
15 b) To contribute in addressing the financial needs of the youth for their
16 possible education needs; and

- 1 c) To involve and acquaint the youth on government programs, projects
2 and activities and instill in them appreciation of public service and spirit
3 of volunteerism.

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

- 6 a) CSC – shall refer to the Civil Service Commission.
7 b) GIP Certificate – refers to a certification that shall be jointly issued by
8 the CSC, NYC and the involved institution after program completion
9 and assessment of the GIP trainees’ competencies to attest their
10 acquired skills.
11 c) GIP Graduate – refers to an intern who has completed the program
12 services and has undergone the full duration of the program.
13 d) Intern – refers to an eligible beneficiary selected to participate in the
14 GIP.
15 e) Internship – refers to the practical learning or a job training of a GIP
16 Trainee in a regular work environment in an institution for a period of
17 three (3) to six (6) months, as determined by the institution.
18 f) Institution – refers to Philippine government institutions, state
19 universities and colleges, local government units, or any other legal
20 entity registered under relevant laws that may provide a venue for
21 internship of GIP trainees.
22 g) Mentor – refers to the intern’s direct supervisor.
23 h) NYC’s – refers to the National Youth Commission.
24 i) Youth – shall refer to persons whose age rangers from fifteen (15) to
25 thirty (30) years old.

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

- 28 a) Interns shall be Filipino citizens and are of 18 to 25 years of age at the
29 time of the application period;
30 b) Institutions shall designate an employee who will serve as GIP Desk
31 Officer who will oversee the implementation of GIP within the
32 institution;

- 1 c) Institutions shall designate an employee who will serve as GIP Desk
2 Office who will oversee the implementation of GIP within the
3 institution;
- 4 d) Internship period shall be for a period of at least three (3) months to
5 six (6) months at most and must be implemented on a year-round
6 basis;
- 7 e) Upon entry into the internship, interns shall be provided with a stipend
8 amounting to 75% of the existing rate of step 1, Salary Grade 1 of the
9 government salary standardization law and shall be non-taxable. The
10 amount of the stipend shall be based on the trainee's actual
11 attendance, absences, tardiness incurred. It shall be paid in
12 accordance with existing labor laws and civil service laws, rules and
13 regulations;
- 14 f) The institutions, as provided by law, and subject to budgeting,
15 accounting and auditing rules and regulations, shall provide additional
16 entitlements such as:
- 17 a. Transportation and meal provisions during activities that are
18 held outside of the day to day office trainings;
- 19 b. Compensatory time off in case of activities held during
20 weekends/holidays and/or beyond office hours; and
- 21 c. Incentives and rewards in acknowledgment of remarkable
22 achievements (i.e., punctuality, perfect attendance);
- 23 g) An intern shall be a beneficiary of the program only once. As such, the
24 Civil Service Commission (CSC) in coordination with the National Youth
25 Commission (NYC), shall create and maintain a database, which shall
26 serve as monitoring tool for all institutions;
- 27 h) GIP shall not be considered as employment. Thus, there is no
28 employer-employee relationship between the beneficiary and the
29 institution. GIP graduates shall be given preference in the hiring of
30 workers in the institutions. After career coaching, the institution shall
31 assess and determine whether the GIP graduate is ready to be placed
32 for contractual or regular work;

- 1 i) Interns are hired for official purposes only. Institutions are prohibited
2 from assigning tasks which go beyond official duties;
- 3 j) Institutions shall conduct trainings, seminars and other developmental
4 interventions for the interns including, but not limited to mentoring,
5 coaching and performance evaluation; and
- 6 k) Social protection incentives shall be provided to the interns and are
7 encouraged for consideration by the institutions such as accident
8 insurance, as they may be applicable. The process can be facilitated
9 with either public or private insurance entities, and public insurance
10 entities like GSIS, subject to budgetary requirements of the institution.

11 Sec. 6. *Mechanic of Internship*. – This process must be followed on the hiring
12 of interns:

13 a. *Recruitment and Acceptance of GIP Interns*

14 i. *Program Advertisement and Recruitment of Interns*. The
15 institutions, through its designated GIP Desk Officers, shall
16 ensure effective information dissemination of the institution
17 implementation of the GIP including the period of applications.
18 This may include, but not to the following:

- 19 a. Promotion/recruitment of interns for GIP through
20 institution website and other social networking sites;
- 21 b. Text blasts for applicable institutions;
- 22 c. Print advertisements;
- 23 d. Broadcast media; and
- 24 e. Promotion thru education institutions in coordination with
25 the Department of Education (DepEd), Commission on
26 Higher Education (CHED) and Local Government Units
27 (LGUs).

28 ii. *Applications for Internship*

- 29 a. Walk-in applicants may submit their accomplished
30 applications forms directly to the GIP Desk Officer.
- 31 b. Online applications may also be accepted through
32 necessary official channels of the institution.

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

4 *iii. Screening of GIP Trainees*

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

8 b. The screening, however, may not be limited to
9 interviews.

10 c. The institution shall provide the applicants with uniform
11 application form which shall serve as basis of the
12 screening.

13 d. No applicant must be discriminated based on his/her
14 gender, race, religion and economic status.

15 *iv. Acceptance of GIP Interns.* Once the selection process is done,
16 an Order of Acceptance shall serve as their Appointment Paper.
17 It shall be executed and signed by and between the GIP Desk
18 Officer and the intern. It shall stipulate the Terms and
19 Reference for the compliance of the one who shall be governed
20 by such document. It shall also contain that there is "No
21 Employer-Employee Relationship" between the beneficiary and
22 the hiring institution given that the program is not an
23 employment opportunity.

24 *b. Orientation of interns.* The new batch of interns shall attend a general
25 orientation on or before their first day of training which shall be
26 scheduled by the GIP Desk Officer.

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

- 28 a. Government Internship Program (GIP) Rationale;
- 29 b. Institutional mandate and organizational structure;
- 30 c. Relevant office policies and procedures;
- 31 d. Specific institutional programs and projects;
- 32 e. Telephone Etiquette/Office Decorum;

- 1 f. Interpersonal Relations;
- 2 g. Code of Conduct of Public Employees (RA 6713); and
- 3 h. Role of Interns in the Government Volunteers Program.

4 All units under the institution shall send their representatives during the
5 GIP Orientation to discuss programs, projects, undertaking and activities
6 of their respective offices.

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

11 The responsibilities assigned to them may include, but not limited to
12 the following:

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

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

23 These trainings/seminars include but are not limited to the
24 following:

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

1 ix. Cultural Awareness Training.

2 These training modules may be obtained from the National Youth
3 Commission (NYC). Each institution may choose a minimum of six (6)
4 from the suggested topics for its implementation. Other relevant topics
5 may also include in the internal trainings and seminar for the 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 participation
9 in outreach programs, film showing, volunteer works and youth
10 engagements that are often initiated private groups, socio-civic
11 associations and organizations that help the government in reaching out
12 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 for the graduation.

19 f. *Termination of GIP Contract.* Any of the following shall be a valid cause
20 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, of
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
28 internship 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:

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

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

7 In case the GIP contract has been terminated, replacement of
8 an intern in an institution shall be allowed subject to the cause of
9 termination.

10 g. The graduation day for the interns shall be conducted preferably on the
11 last day of internship.

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

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

21 In order to empower them, interns shall be given the chance to
22 plan and organize their graduation ceremonies.

23 *Sec. 7. Grievance Committee.* – The Grievance Committee shall have the
24 initial responsibility of setting differences in case of any violation of the GIP Contract
25 or upon filing of a complaint by an aggrieved party.

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

28 The Committee shall render a decision pursuant to pertinent rules and
29 regulations. In case of failure by the Grievance Committee to settle the issue or
30 render a decision, or in case the complaint is against members of the Grievance
31 Committee, the case shall be referred to the Civil Service Commission (CSC) for
32 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 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
8 field offices shall supervise and monitor the implementation of the GIP in
9 their respective jurisdiction. CSC shall conduct training for GIP Desk
10 Officers prior to the implementation of the GIP.

11 b) The CSC shall establish a GIP Unit in its Central, Regional and Field
12 Offices. The unit shall provide training costs, administrative costs, or
13 other fees, if any, as specified under a memorandum of agreement
14 between CSC and 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
17 (NYC). The Committee shall be composed of representatives from the
18 Civil 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
21 representatives from the youth, employer and labor sectors. A report
22 shall be transmitted to both Houses of Congress through the CSC.

23 d) All institutions shall be designate a GIP Desk Officer, who shall be lodged
24 under the HR/Personnel Unit or any Special Unit of the Institution. The
25 GIP 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 of
6 the Government Internship Program fifteen (15) days after the end of every term.

7 Sec. 11. *Appropriations.* – It 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 percent (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 or provisions thereof not
17 affected 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,