

**DEPARTMENT OF LABOR AND EMPLOYMENT
GOVERNMENT INTERNSHIP PROGRAM
(DOLE-GIP)**

INTERNSHIP AGREEMENT

THIS AGREEMENT is made by and between the *Department of Labor and Employment* as represented by Director **HENRY JOHN S. JALBUENA** of the DOLE Regional Office No. VIII with office address at Trece Martires St., Tacloban City.

-and-

Name of Intern	Postal Address	Effective start date	Effective end date:	Office and Place of Assignment	Work Contract Person:
ALFRED P- MAKABENTA	CARIGARA, LEYTE				
		25 JUL 2023			
			31 DEC 2023		

WITNESSETH:

1. This Agreement shall govern the relationship of the Intern and the Government Office where he/she will be assigned and does not create any employer-employee relationship between the DOLE and the Intern, and will not be accredited as government service for any purpose/s;
2. That the duration of this Agreement shall be for a minimum of three (3) months to a maximum of six (6) months computed from the date that the Intern reported for work in his/her office of assignment, provided that:
 - a) Former GIP beneficiaries may be readmitted for a minimum of three (3) months to a maximum of six (6) months upon recommendation of the partner institution, whether local or national; Provided further, that they will be designated to acquire additional competencies that would merit a potential position, whether contractual, casual or permanent in the government service; and
 - b) That such recommendation contains the (a) Performance rating or evaluation of the intern; (b) Needed skills of the intern for enhancement; and (c) the Intent to hire or absorb the GIP as a contractual, temporary or regular employee.

- 3) For purposes of computation, each month shall be equivalent to twenty two (22) work days exclusive of special non-working holidays. In case there are non-working holidays within the duration of the GIP agreement, the period may extend beyond the end date to utilize the allocated budget for twenty two (22) work days a month.
- 4) That in cases where the Intern will not be able to finish the period of six (6) months internship program, shall inform/notify the GIP Partner Agency where the internship is rendered through his/her immediate Supervisor, and report to the DOLE-RO the intention of ending this Agreement at an earlier date.
- 5) That the Intern shall be entitled to receive an allowance/stipend from DOLE, equivalent to the highest prevailing Regional minimum wage where the internship agreement shall be enforced, payable every 15th and 30th of each month based on the Intern's actual attendance, and that absences, tardiness or under time incurred shall be deducted accordingly; and
- 6) That the DOLE-RO shall enrol the Intern and pay the one-time GSIS premium in the amount prescribed by the GSIS, which shall be no later than one (1) week after the Intern has reported for work while this Agreement is in effect, or during the period of Internship.

Confidentiality: The Intern must maintain confidentiality, when and where appropriate, during and after the internship, of all the data and information where such information is not already within the public domain and is indicated or understood to be confidential.

IN WITNESS WHEREOF, both parties have hereunto set their hands this _____ day 25 JUL 2023 2023, at _____.

HENRY JOHN S. JALBUENA
Regional Director
DOLE-RO VIII

Signed: _____ *Cyf*

ALFREDO P. MAKABENTA
The Intern

**BY AUTHORITY OF THE REGIONAL
DIRECTOR:**

Date: July 24, 2023

Signed: _____ *[Signature]*

VIRGILIO A. DOROJA, JR.
Chief LEO/Head TSSD

Date: 25 JUL 2023

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

) S. S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	IDENTIFICATION CARD/ NUMBER	DATE/PLACE ISSUED
1. <u>ALFRED P. MAKABANTA</u>	<u>409-18-001238</u>	<u>01-09-2023 / TACLOBAN CITY</u>
2. <u>VIRGILIO A. DOROJA, JR</u>	<u>UMID 006-0118-2829-1</u>	

known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of two (2) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this JUL 25 2023 day of July, 2023 at IN-AM.

Doc. No. 412;
Page No. 93;
Book No. 81;
Series of 2023

ATTY. EDWIN Y. CHIA
Notary Public
Until Dec. 31, 2024
Appointment No. NC-2023-01-75
PTR No. 1440307
Roll No. 35352
IBP Lifetime No. 436783