

EIGHTEENTH CONGRESS OF THE  
REPUBLIC OF THE PHILIPPINES  
*First Regular Session*

SENATE  
Office of the Secretary

SENATE '19 JUL 10 A9:48  
S. No. 321

RECEIVED BY *J*  
Introduced by Senator Grace Poe

**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.

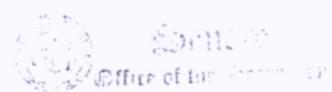
To fulfill the above constitutional mandate, the Government Internship Program (GIP) was conceptualized as a major component of Executive Order No. 139 or the "Kabataan 2000" in November 1993. The program aimed to provide opportunities for young workers to serve the public through their services in government 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*  
**GRACE POE**

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 [Signature]

**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 3<sup>rd</sup> degree of  
29                  affinity and consanguinity to officials and employees of  
30                  the institution.

31                  iii. *Screening of GIP Trainees*

- 1                   a. The screening and acceptance of interns may be  
2                   initiated and facilitated by the institution at least three  
3                   (3) weeks before the first day of service of the new  
4                   batch of interns.  
5                   b. The screening, however, may not be limited to  
6                   interviews.  
7                   c. The institution shall provide the applicants with a  
8                   uniform application form which shall serve as basis of  
9                   the screening.  
10                  d. No applicant must be discriminated based on his/her  
11                  gender, race, religion and economic status.

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

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

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

- 25                 a. Government Internship Program (GIP) Rationale;  
26                 b. Institutional mandate and organizational structure;  
27                 c. Relevant office policies and procedures;  
28                 d. Specific institutional programs and projects;  
29                 e. Telephone Etiquette/Office Decorum;  
30                 f. Interpersonal Relations;  
31                 g. Code of Conduct of Public Employees (RA 6713); and  
32                 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.

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

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

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

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

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

By the institution:

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

By the intern:

- 1           a. Substandard or harmful working conditions within the institution's  
2           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 as 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  
11           the 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 3<sup>rd</sup> 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 (2<sup>nd</sup>) 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 settling differences in case 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 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,