

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. XI

DOLE-GIP_Form B

INTERNSHIP AGREEMENT

THIS AGREEMENT is made by and between the Department of Labor and Employment as represented by **Director OFELIA B. DOMINGO** of the DOLE Regional Office No. XI with office address at 4F Armando M. Quibod (AMQ) Bldg., cor. Dacudao Ave. & Lakandula St., Agdao, Davao City.

- and -

ALGIEN D. SUBITO, of legal age and with address at P6 SAN ROQUE, New Cortez, NEW CORELLA, DAVAO DEL NORTE

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 enroll 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.

Effective start date: _____

Effective end date: _____

Office and Place of Assignment: _____

Work/Details of Assignment: _____

Work Contact Person: _____

DOLE-GIP_Form B

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 _____, at Davao City, Philippines.

Signed:

Signed:

OFELIA B. DOMINGO, CESO III
Regional Director, DOLE XI

ALGIEN D. SUBITO
The Intern

Date

Date

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____)
S. S.

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

NAME	ID TYPE/NUMBER	DATE/PLACE ISSUED/EXPIRY DATE
OFELIA B. DOMINGO, CESO III	Employee ID / OBD790101	Davao City
ALGIEN D. SUBITO	_____	_____

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 _____ at Davao City, Philippines.

NOTARY PUBLIC