



ADMINISTRATIVE ORDER NO. 436
Series of 2013

**REVISED GUIDELINES IN THE IMPLEMENTATION OF THE
"DOLE GOVERNMENT INTERNSHIP PROGRAM" (DOLE-GIP)
AS COMPONENT OF KABATAAN 2000 AND FOR OTHER PURPOSES**

WHEREAS, the overall thrust of President Benigno S. Aquino III's administration is inclusive growth through massive job generation and substantial poverty reduction;

WHEREAS, to make growth more inclusive, the poor/indigent and young workers, including those identified in the National Household Targeting System (NHTS) becomes a priority sector for government intervention;

WHEREAS, Executive Order No. 139, Series of 1993, particularly provides for the implementation of the Government Internship Program (GIP), as a component of Kabataan 2000, to provide opportunities and engage young workers to serve the general public in government agencies/entities' projects and programs at the national and local level;

NOW, THEREFORE, to ensure the success in the implementation of GIP at the Department, the following guidelines are set forth for the operational mechanism, monitoring, coordination and reporting of the DOLE-GIP:

Section 1. Objectives

- 1.1 To provide young workers, particularly the poor/indigent and young workers, opportunity to demonstrate their talents and skills in the field of public service with the ultimate objective of attracting the best and the brightest who want to pursue a career in government service, particularly in the fields and disciplines related to labor and employment; and
- 1.2. To fast track the implementation and monitoring of DOLE programs and projects related to employment facilitation and social protection, all of which directly contributes to the goal of inclusive growth through massive employment generation and substantial poverty reduction.

Section 2. Scope and Coverage

- 2.1. Beneficiaries shall come from but not limited to areas where the following programs are implemented:
 - 1) National Household Targeting System (NHTS);
 - 2) Local government units participating in the Bottom-Up-Budgeting (BUB),

- 3) Child Labor-Free Barangay Program
- 4) National Skills Registry Program (NSRP); and
- 5) Priority areas for intervention as identified by the Joint Human Development and Poverty Reduction Cluster and NEDA-Social Development Committee;

2.2. Qualifications

- 1) At least high school graduate or voc-tech graduate; and
- 2) Between 18-25 years old

2.3. Requirements

- 1) Transcript of Records/Form 137, or
- 2) Certificate of Graduation in case of voc-tech graduates, or
- 3) Certificate of Indigence from the Barangay

2.4. Duties and Functions

Beneficiaries of the DOLE-GIP shall perform the following duties and functions:

- 1) Profiling of child laborer/s in the barangay
- 2) Encoding of registrants in the Skills Registry System
- 3) Assisting public school personnel/staff
- 4) Assisting LGU personnel/staff
- 5) Other functions not highly-technical in nature

Section 3. Program Implementation and Management

3.1. The Bureau of Local Employment shall:

- 1) Act as Program Manager of the DOLE-GIP;
- 2) Provide technical support to other participating government agencies/entities in coordination with the National Youth Commission as needed
- 3) Establish and maintain a database of the DOLE-GIP beneficiaries;
- 4) Monitor progress of implementation of DOLE-GIP at the regional level and submit accomplishment and assessment report to the Program Secretariat and the Department of Budget and Management; and
- 5) Provide pro-forma forms and templates for the implementation of the DOLE-GIP.

3.2. The Regional Offices shall:

- 1.) Facilitate and supervise the implementation of the Program at the regional/provincial level;

- 2) Determine the distribution of manpower/interns/beneficiaries in government agencies/entities per Congressional District subject to the Department of Budget and Management (DBM) and Commission on Audit's (COA) requirements on budget allocated for this purpose;
- 3) Assign the "interns" to perform functions in DOLE and other government agencies/entities enumerated under Section 2.4;
- 4) Determine, process and facilitate the payment of the stipend/allowance of the interns equivalent to 75% of the prevailing minimum wage in the Region where the interns are assigned;
- 5) Facilitate through the LGU and school-based Public Employment Service Offices (PESOs) and Network of Career Guidance Counselors and Advocates the engagement of the interns in government agencies, particularly in convergent programs run by government agencies (i.e., HELPME, SPES, NSRP); and
- 6) Submit the GIP Monitoring Form and the List of GIP beneficiaries on a monthly basis to the Bureau of Local Employment and post the same in their respective websites. The list of beneficiaries shall be regularly updated and made accessible to BLE.

Section 4. Repealing Clause

All orders, rules, regulations and other administrative issuances or provisions thereof, which are contrary to or inconsistent herewith, are hereby repealed, amended or modified accordingly.

Section 5. Effectivity

This Administrative Order shall apply during the implementation of the DOLE-GIP, effective 01 January 2014.

DONE in the City of Manila, this 5th day of November in the year of Our Lord, Two Thousand and Thirteen.

Signed:


ROSALINDA DIMAPILIS-BALDOZ
Secretary