

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the Memorandum) made this ____th day of _____, 2015, by and between the Department of Labor and Employment through DOLE 6 Regional Director Ponciano M. Ligutom, hereinafter referred to as DOLE-RO 6, and _____, hereinafter referred to as the Government Internship Program (GIP) Partner/Employer.

WHEREAS, the DOLE through RO 6 the GIP Partner/Employer have agreed to enter into an understanding for the purpose of achieving the goals of the Government Internship Program of the DOLE, that is, to provide opportunities and engage young workers to serve the general public in government agencies/entities' at the national and local level;

WHEREAS, the DOLE through RO 6, as the implementer of the GIP undertakes to provide and assign the interns-beneficiaries to the GIP Partner/Employer's office to perform tasks and duties within those prescribed under Administrative Order No. 39-A, series of 2014;

NOW, THEREOF, this Memorandum of Understanding is executed to set forth the duties and obligation of the parties hereto, including the terms and conditions of the MOU with respect to the implement of the DOLE-GIP.

PURPOSE:

1. To implement the DOLE-GIP in cooperation and partnership with other government agencies, and instrumentalities to promote the youth's exposure to public service.

OBLIGATIONS OF DOLE-RO:

1. To provide a number of intern/s available to handle the required tasks and duties as requested by the GIP Partner/Employer; and
2. To process and pay the stipend/allowance of the inter equivalent to 75% of the existing minimum wage for the services rendered to the GIP Partner/Employer;
3. To process and remit the one-time payment of contribution/premium of the intern to the GSIS;
4. To adopt a scheme/method in processing the payment of the intern's stipend/allowance using any mode/form of payment most efficient and/or expeditious for the intern's benefit; and
5. Issue and transmit to the GIP Partner/Employer the identification card/ID of the intern indicating that he/she is an avalee/beneficiary of the DOLE-GIP.

OBLIGATIONS OF GIP PARTNER/EMPLOYER

In addition to applicable labor rules and regulations, the GIP-Partner/Employer shall:

1. Ensure that the Inter will not be exposed to any hazardous undertaking/s specifically provided under the Anti-Child Labor Law and other pertinent laws relevant thereto;
2. Submit to the DOLE-RO the time record of the intern at least two (2) days before, the 15th and 30th of the month for the processing of payment of the intern’s allowance;
3. Submit a report to the DOLE-RO, a complete and/or updated record of all the interns assigned in their office/department. A special report shall be submitted to the DOLE-RO, in case of termination of the intern prior to the completion of the six-month internship agreement, same with the intern’s voluntary termination of the same, specifically stating the reasons for such termination. The report shall be duly signed by the immediate supervisor of the intern/s.

This **MEMORANDUM OF UNDERSTANDING** shall take effect on the date signed by the parties herein until the completion of all interns assigned to the GIP Partner/ Employer of their three-month or six-month Internship Agreement with the Department of Labor and Employment Regional Office 6 through the Regional Director Ponciano M. Ligutom.

Signed this _____ day of _____, 2015,
in _____.

PONCIANO M. LIGUTOM
Regional Director
DOLE-RO 6

(e.g.) Human Resource Department
Bureau of Plant Industry-Dept. of Agriculture
GIP Partner/Employer