



7. Government Internship Program (GIP)

Government Internship Program (GIP) provides three to six (3-6) month's internship opportunity for high school, technical-vocational, or college graduates who wants to pursue a career in public service in either local or national government

Office or Division: Office of the Provincial Public Employment Service Manager /Referral and Placement Division

Classification: Simple

Type of Transaction: G2C - Government to Citizen

Who may avail: At least High School Graduate or Voc-Tech Graduate between 18-30 years old;
No work experience; and
Individuals up to 35 years old may be accommodated as beneficiaries under exceptional circumstances, specifically in areas that are hardly-hit or stricken by disasters and natural calamities, such as typhoon, earthquake, and the like, including those man-made calamities.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1) photocopy of Transcript of Records (TOR) or Diploma for college students or Certificate of Graduation in case of voc-tech graduates		College/University		
(1) Original copy of Certificate of Indigency from the Barangay		Barangay Hall		
(1) GIP Application Form		PESO/DOLE		
(2 pcs) 2x2 recently taken pictures		Client		
(1) Photocopy of valid ID		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Inquires at the front desk, states intention to apply in GIP and signs on the Visitors' Logsheet	1. Receives the client and asks the client to fill-out the GIP application form	NONE	2 minutes	<i>Clerk II Referral and Placement Division</i>
2. Fills-out and submits the GIP application form together with the other requirements listed above	2. Evaluates submitted documents and determines if the applicant is qualified ➤ If the client is qualified, matches the education to the municipal/provincial/national offices or agencies and encodes the information provided on the GIP Form	NONE	10 minutes	<i>Clerk II/ Administrative Aide IV Referral and Placement Division</i>
3. Attends GIP Orientation and signs the internship agreement	3. Conducts GIP Orientation and distributes referral letters to interns and municipal/provincial/national offices or agencies	NONE	3 hours	<i>Clerk II Senior Labor and Employment Officer Referral and Placement Division</i>



4. Fulfills the total number of days stated on the contract (at least 66 days or 3 months), submits DTRs and accomplishment reports every cut-off and receives salary after 10 days from submission of DTR	4. Validates Daily Time Records (DTRs) and accomplishment reports and coordinates with DOLE for the preparation and processing of payroll every cut-off	NONE	3 days	<i>Clerk II/ Administrative Aide IV Referral and Placement Division</i>
5. Attends GIP Commencement Exercises and receives certificate of completion	5. Conducts GIP Commencement Exercises, recognizes outstanding interns and distributes certificates of completion	NONE	3 hours	<i>Clerk II/ Administrative Aide IV Senior Labor and Employment Officer Referral and</i>
TOTAL:			3 days, 6 hours, 12 minutes	