

## Implementation of Government Internship Program (GIP)

The Government Internship Program is part of the Kabataan 2000 program of the government. It was developed with the end goal of providing an opportunity for both out-of-school and in-school youths to a hands-on experience of working in various government agencies, which they could later use when they later decide to be part of the government workforce. This is likewise an opportunity for them to learn life skills in the workplace at the same time earn money to augment their school needs.

<b>Office or Division:</b>	Sectoral Programs Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Filipino Youth (18 – 25 years of age)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>A. Application as participants of the program</i>				
1. Duly accomplished Application Form		DSWD Central Office and Field Offices		
2. Photocopy of PSA issued Birth Certificate of the Youth or any government issued ID indicating the date of birth – youth must be aged 18-25 years old.		Philippine Statistics Authority (PSA) Concerned Government Agencies		
3. Recent School registration form or certification from the school indicating the recent year/semester of the applicant's school attendance.		School		
4. Photocopy of income tax return (ITR) of parents/head of the family/guardian or Barangay Certificate or Indigency confirming that family is residing in the barangay.		Barangay or Concerned Office/s of the parents		
<b>Transaction</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>I. Pre-Implementation Phase</b>				
Prior to the submission of the application, a notice of acceptance of the applicant shall be cascaded with the deadline of the submission of the application form and other needed documents. A letter/ notice of Acceptance of Applications will be sent to the identified LGU recipient.				
1. Application or Registration	1.1 Issuance of Applications forms	None	10 minutes	Mr. Jeremiah Joe F. Farol SWO IV – Social Welfare Specialist for Youth
	1.1.1 Issuance service sequence number			
	1.1.2 Encoding of the client's information in Spreadsheet)			
2. Submit the required documents to the Field Office	2.1 Screen the required documents its authenticity	None	1 day	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth

3. Wait for the result of the Assessment of applications	3.1 Conduct table Assessment of the applications based on the qualifications.	None	2 days	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
4. Received the notification of qualified applicants for interview	4.1 Notify the qualified applicants for the Interview	None	1 day	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
5. Attend the interview at Field Office	5.1 Conduct actual interviews with the applicants.	None	2 days	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
6. Wait for the notification on the status of your application	6.1 Final screen the applicants (All qualified applicants shall be notified of the next steps to take while the applicants who did not qualify shall still be notified about the status of their application)	None	1 days	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
<b>II. Implementation Phase</b>				
7. Attend Orientation	7.1 Conduct orientation with the selected participants about the GIP program)	None	1 day	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
8. Render service in the area of assignment	8.1 Assist and monitor the youth in their area of assignment	None	30 working days	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
9. Attend Capacity Building Activities	9.1 Conduct capacity building activities	None	1 day	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
10. Receive stipend	10.1 Provide stipend to the youth (Stipend is 75% of the current regional minimum wage rate)	None	1 day	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
<b>III. Post-Implementation Phase</b>				
11. Attend Program Evaluation Activity	11.1 Conduct program evaluation activity	None	1 day	Mr. Jeremiah Joe F. Farol SWO IV – SWS for Youth
	<b>TOTAL</b>	<b>NONE</b>	<b>41 days</b>	