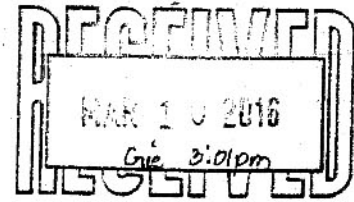




Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City, Philippines

RUSH



24 February 2016

Department Order
No. 01
Series of 2016

ALL UNITS

**SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF THE 2016
SUMMER YOUTH INTERNSHIP PROGRAM
(SYIP)/GOVERNMENT INTERNSHIP PROGRAM (GIP) IN THE
DEPARTMENT OF AGRICULTURE**

In line with Section 13 Article II of the 1987 Constitution which provides that the State shall promote and protect the physical, moral, spiritual, and social well-being of the young people and inculcate in the youth patriotism and nationalism and encourage their involvement in public and civic affairs, the Department of Agriculture is participating once again in this year's Summer Youth Internship Program (SYIP)/Government Internship Program (GIP).

The GIP is one of the components of the *Kabataan 2000* program of the government, which was created by Executive Order No. 139 dated November 28, 1993. It provides opportunity for young people, including those with special needs (differently-able) to have hands-on experience of working in various government agencies. The following are the specific objectives of the program:

1. Initiate the youth to public service. The program shall involve and acquaint the youth participants with the new programs and projects of the government and consequently, draw their support and understanding towards them;
2. Serve as a recruitment mechanism for potential public employees. Participants shall be pooled into a manpower reservoir from which participating agencies could draw recruits for its regular workforce by the time they qualify for public employment;
3. Extend possible financial assistance for the next school year enrollment. Participating agencies shall provide a stipend or any form of financial help to the GIP participants.

The following policy guidelines are hereby adopted in the implementation of the DA SYIP/GIP for CY 2016:

1. Coverage - The program shall be implemented in the DA Proper, Regional Field Offices, Bureaus, Attached Agencies and Corporations. The number of youth to be covered shall be determined by the respective heads of concerned offices subject to availability of funds. For the DA Proper, a total of 27 participants will be funded with 5 slots to be allotted to differently able individuals.
2. Period of Implementation - The program will run for a period of 45 days from April 1 to June 2, 2016. The youth participant shall render service for eight hours daily at regular office hours (8:00 am to 5:00 pm) from Monday to Friday.

Qualification of Applicants :

- Young people, 15-25 years old;
- For students, college level or high school graduate;
- For out-of-school youth, they should not have stopped school for more than two years;
- For differently able individuals, they shall be able to perform ordinary office work such as typing/encoding, sorting, machine reproduction, etc.
- Good health condition;
- ~~Must not be related by consanguinity or affinity to any official or employee in the office;~~
- Must not be a participant to SYIP/GIP in previous years (No participant to the program shall be recruited/accepted more than once)

4. ~~Selection of Participants~~ - Applicants shall be required to submit accomplished Application Form (Attached). They shall be selected based on the results of written examination and interview. The concerned Personnel Division/Office of DA Offices shall administer the process. Preference shall be given to applicants who are financially needy.

5. Deployment of Participants - Accepted participants shall be assigned to selected offices/units, considering the requirement of the office and the qualifications of the summer youth intern;

6. Schedule of Activities - each participating DA Office shall set its own schedule. The schedule for the DA Proper is as follows:

March 11, 2016 (Friday)	Distribution of Application Forms and Interview at the Personnel Division, DA. There will only be 50 application forms which will be given on a first come first served basis.
March 18, 2016 (Friday)	Written Examination.
March 22, 2016 (Tuesday)	Release of the List of Successful Applicants.
March 29, 2016 (Tuesday)	Orientation
April 1, 2016 (Friday)	Start of the Program
June 2, 2016 (Wednesday)	Closing Program/Distribution of Certificates of Completion

7. Funding - The wages of the participants at P 409.09 per day, shall be charged against the funds of respective DA offices, subject to the usual government accounting and auditing rules and regulations.

This order shall take effect immediately.

All orders and/or memoranda inconsistent herewith are deemed revoked.

PROCESO J. ALCALA
Secretary