



Republic of the Philippines
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MEMORANDUM CIRCULAR

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**TO : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, OSEC
SERVICE DIRECTORS, DIRECTORS/COORDINATORS OF BANNER
PROGRAM**

**ALL HEADS OF BUREAUS, ATTACHED AGENCIES AND
CORPORATIONS**

ALL REGIONAL EXECUTIVE DIRECTORS

**SUBJECT : DEPARTMENT OF AGRICULTURE AND DEPARTMENT OF LABOR
AND EMPLOYMENT - GOVERNMENT INTERNSHIP PROGRAM
FOR AGRICULTURAL AND BIOSYSTEMS ENGINEERING YOUTH**

I. INTRODUCTION

Section 24 of Republic Act (R.A.) No. 10601 or the Agricultural and Fisheries Mechanization (AFMech) Law mandates all Department of Agriculture (DA) regional field offices, bureaus, attached agencies and corporations to strengthen the provision of agricultural and biosystems engineering services on the implementation of agri-fishery mechanization, infrastructures and engineering programs and projects.

In support to this, the DA, through the Bureau of Agricultural and Fisheries Engineering (BAFE), is continuously collaborating with the Department of Labor and Employment – Bureau of Local Employment (DOLE-BLE) on the Government Internship Program of Agricultural and Biosystems Engineering Youth (GIP for ABE Youth). The DA has entered to a Memorandum of Agreement with the DOLE on the implementation of the GIP for ABE Youth.

II. OBJECTIVES

The GIP for ABE Youth has the following objectives:

- a. To augment the delivery of agricultural and biosystems engineering services in support to the implementation of agri-fisheries mechanization, small scale irrigation and farm-to-market roads, post-harvest facilities and other agri-fisheries infrastructure projects of DA;
- b. To enhance the competencies of young licensed Agricultural and Biosystems Engineers (ABE) and Bachelor of Science in Agricultural and Biosystems Engineering (BSABE) graduates in the implementation of agri-fisheries mechanization, irrigation, farm-to-market road projects and other agricultural and biosystems engineering projects;

- c. To provide deployment opportunities for licensed Agricultural and Biosystems Engineers and BSABE graduates, through DA-Regional Field Offices (DA-RFOs), in 4th to 6th income class municipalities and other unserved communities; and
- d. To create a pool of Agricultural and Biosystems Engineers which will later the DA will employ for regular plantilla positions, or to be employed by the private companies.

III. PROGRAM IMPLEMENTATION

A. DUTIES AND RESPONSIBILITIES

i. Bureau of Agricultural and Fisheries Engineering (BAFE)

- a. Oversee the implementation of the GIP for ABE Youth.
- b. Coordinate with the DOLE-BLE regarding the preparation and finalization of the proposal and initial list of GIP for ABE Youth interns.
- c. Coordinate with the Philippine Society of Agricultural and Biosystems Engineers (PSABE) and State Universities and Colleges (SUCs) for the supply and list of licensed ABE and BSABE graduates for GIP for ABE Youth.
- d. Coordinate with the DA regional field offices, bureaus, attached agencies and corporations on the deployment of the GIP for ABE Youth Interns.
- e. Deploy the interns to concerned DA regional field offices, bureaus, attached agencies and corporations.
- f. Provide technical assistance to the DA regional field offices, bureaus, attached agencies and corporations on the implementation of the GIP for ABE Youth.

ii. DA Regional Field Offices, Bureaus, Attached Agencies and Corporations

- a. Coordinate with BAFE and respective DOLE-ROs on the implementation of GIP for ABE Youth.
- b. Coordinate with BAFE their requirement for GIP for ABE Youth interns as well as the specific office where the interns will be deployed.
- c. Coordinate with respective DOLE – Regional Offices (DOLE-ROs) on the screening of the GIP for ABE Youth based on the preference of the DA offices.
- d. Coordinate with DOLE-ROs on the conduct of orientation to the interns as to their role, rights, duties, and responsibilities based on DOLE guidelines.
- e. Provide and facilitate orientation and training prior to the deployment of the interns and during the deployment of the interns.
- f. Provide travelling expenses and other necessary logistical requirements of the interns in the performance of their assignments.
- g. Submit complete and updated record of all the interns assigned to their offices to DOLE-ROs.



- h. Submit accomplishment reports to DOLE-ROs including assignment, tasks and training attended by the interns.
- i. Submit to DOLE-ROs the daily time record (DTR) of the interns for processing of allowance/stipend.

For interns who will be deployed to Local Government Units (LGUs), DA-RFOs shall:

- j. Coordinate with respective LGUs for the provision of the travelling expenses and logistical requirements and submission of complete and updated records, accomplishment reports, and DTRs to DOLE-ROs.
- k. Consolidate and submit the complete and updated records, accomplishment reports and DTRs of the interns deployed in LGUs to DOLE-ROs.

B. PROGRAM BENEFICIARIES

The GIP for ABE Youth interns shall meet the following minimum requirements:

- i. Must be a licensed Agricultural and Biosystems Engineer (ABE) or BS Agricultural and Biosystems Engineering (BSABE) graduate.
- ii. No work experience; and
- iii. Must be 21-30 years old.

The following documents shall be submitted by interested licensed ABEs and BSABE graduates for the application for GIP to respective DOLE-RO where their preferred DA Regional Field Offices, bureaus, attached agencies or corporations are under:

- i. For BSABE Graduates:
 - DOLE GIP Application Form
 - Copy of Transcript of Records/Diploma/Certificate of Graduation or any proof of graduation
- ii. For Licensed ABE
 - DOLE GIP Application Form
 - Copy of Transcript of Records/Diploma/Certificate of Graduation or any proof of graduation
 - Copy of PRC ID license

The nature of work of GIP for ABE Youth interns shall be limited to the provision of agricultural and biosystems engineering services on the implementation of agri-fishery mechanization, infrastructures and engineering programs and projects of DA such as:

- i. Assist on the formulation and updating of the National Agricultural and Fishery Mechanization Program (NAFMechP) / Regional Agricultural and Fishery Mechanization Program (RAFMechP) as well as the national/regional plans and road maps for Farm-to-Market Roads (FMR) and other agricultural and fisheries infrastructures.



- ii. Assist on the coordination on the formulation of guidelines in the planning, implementation, and regulations of agricultural and fisheries mechanization, Farm-to-Market Roads, contiguous farming, use of renewable energy and other agricultural and fisheries infrastructure projects.
- iii. Assist on the coordination, monitoring, assessment, and integration of the implementation of the NAFMechP/RAFMechP, mechanization, FMR, irrigation and other agricultural and fisheries engineering projects of DA.
- iv. Assist on the development, establishment and maintenance of the national/regional Agricultural and Biosystems Engineering Management Information System (ABEMIS) which facilitates information exchange as well as provide timely status, analysis and recommendation relative to mechanization, FMR, irrigation and other agricultural and fisheries engineering projects of DA and other agencies;
- v. Assist on the preparation of general agricultural and fisheries engineering designs, plans, specifications, and cost estimates based on Philippine Agricultural and Biosystem Engineering Standards (PABES) or any acceptable standards in coordination with other concerned agencies;
- vi. Assist on the conduct field surveys, site inspections and validation of proposed agricultural and fisheries mechanization and infrastructure projects submitted at the national;
- vii. Assist on the monitoring and enforcement of standards, issue Certificate of Conformity and Permit-to-Operate, and implementation of registration of ownership of agricultural and fishery machineries and other regulatory policies on mechanization, irrigation, farm-to-market roads and other agricultural and fisheries engineering;
- viii. Assist on the provision of technical assistance to RFOs/LGUs in establishing and implementing mechanisms including issuance of ordinances that will ensure effective and efficient delivery of agricultural engineering services;
- ix. Assist DA-Bureau of Agricultural and Fisheries Standards (BAFS) on the development of the Philippine Agricultural and Biosystem Engineering Standards (PABES); and
- x. Assist the DA attached agencies, attached corporations and bureaus on their implementation of the agricultural and fisheries mechanization and infrastructure projects.

The internship period shall be for a minimum of three (3) months to maximum of six (6) months computed from the date that the intern reported for work in his/her office of assignment. The stipend of the interns will be the highest prevailing minimum wage in the Region where the interns are assigned.

C. FUNDING

The DOLE will provide the allocation for the stipend and insurance of the GIP for ABE Youth interns while DA regional field offices, bureaus, attached agencies and corporations and LGUs where interns will be deployed shall provide the travelling expenses and other logistical requirements of the interns. All expenses related to the implementation of the GIP for ABE Youth shall be subjected to existing accounting and auditing rules and regulations.



