



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

ADMINISTRATIVE ORDER

No. 12
Series of 2021

SUBJECT : INTERNSHIP IMPLEMENTING GUIDELINES FOR THE "MENTORING AND ATTRACTING YOUTH IN AGRIBUSINESS (MAYA)" PROGRAM


I. ABOUT THE PROGRAM

A. Rationale

As the Department of Agriculture (DA) intensifies its campaign towards a food secure and resilient Philippines with empowered and prosperous farmers and fisherfolk, part of the reboot strategy is to mobilize, capacitate, and develop the next generation to become the country's agriculture and fisheries frontliners.

It is through this context and initiative that the **Mentoring and Attracting Youth in Agribusiness (MAYA)** program is conceptualized. It is a six (6)-month internship program aimed to develop a young cadre of highly skilled, committed workers, and future officials in the government, and innovative and highly-competitive agribusiness entrepreneurs. Through experiential learning, the MAYA program seeks to level-up the agriculture sector beyond its production-focused orientation and progressively expand the entire gamut of input production, farm operations and management, equipment and supplies manufacturing, food and non-food processing, marketing, trading, and retailing.

The program is expected to capacitate, train through learning-by-doing and ensure a continuing pool of human resource for the following: (1) as understudy for DA's succession planning and be deployed at the central and regional offices; (2) as support personnel to cooperatives and small enterprises to augment workforce with skilled interns; and (3) as future agribusiness entrepreneurs to create competitive products and services that are successfully integrated to food value chain. Collectively, the program shall be operationally directed to realize the agency's vision and objectives, considering the aging population besetting the sector.

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B. Program Objectives

The MAYA Program generally aims to address the increasing gap in the agricultural sector, improving matches between labor supply and demand, and ensuring that the skill sets required meet industry standards and global competitiveness. Specifically, it intends to:

1. To develop a young cadre of youth agribusiness leaders that are market-ready, have the necessary skill sets capabilities and commitment to excellence with the right attitude to ensure success that will ultimately benefit the stakeholders, especially the farmers, fishers, and the consuming public;
2. To advance the agency's youth in agriculture strategy through two tracks: Employment track (DA Succession Planning) and Entrepreneurship track (Inclusive Agribusiness and Entrepreneurship) to provide a steady pool of competent manpower and technically-abled workforce;
3. To develop and deploy a young cadre of abled, competent, committed, and job-ready human resource pool that matches industry requirements;
4. To provide equal opportunities to poor but deserving students by creating career pathways and economic opportunities based on freedom of initiative and self-reliance;
5. To support growth and institutional development of farmers' cooperatives and associations (FCA) as well as micro and small enterprises in realizing food security, resiliency, and economic prosperity; and

C. Coverage

The program shall be implemented in the DA Central Office, Regional Field Offices (RFOs), Bureaus, and Attached Agencies and Corporations.

D. Duration

The program will be implemented for six (6) months and shall adopt the regular working hours of 8:00 AM to 5:00 PM from Mondays to Fridays except the Entrepreneurial track where flexibility in attendance/reporting may be more observed.

E. Tracks

1. *Employment Track.* Deployment will be done to DA Offices for office work assignment. This aims to put graduates into the formal economy.

2. *Entrepreneurship Track*. Interns to undergo hands-on training and deployment to a field assignment to perform agribusiness activities from the following agribusiness employment areas:

- i. Inputs and Primary Production
Employment activities range from buying, selling, transporting of inputs, land preparation, and financing activities.
- ii. Actual Farming and Agro-processing
Farmers and professionals engage in efficient production and value-adding innovations.
- iii. Agribusiness Activities
Activities that employ people with various skills such as biotechnology, logistics, finance, e-commerce, and retailing.

F. Expected Output(s)

1. Highly skilled manpower that can serve as the DA and its regional offices or as support personnel to cooperatives and small enterprises, and
2. Future agribusiness entrepreneurs that are highly capable of creating competitive products and services that can be successfully integrated to the food value chain.

II. ROLES AND RESPONSIBILITIES

A. MAYA Coordinating Unit (MCU)

The MCU will be the overall lead in the administration of the program by providing guidance in the policy making, planning, implementation, and post implementation.

1. Develop implementing guidelines, evaluation instruments, documentation mechanisms, and monitoring plan.
2. Spearhead the setting of qualifications for the screening and selection process of MAYA applicants.
3. Submit the list of qualified MAYA applicants to the DA Office of the Secretary (OSEC).
4. Endorse DA-OSEC-approved/selected applicants to the Handling Offices (HOs).
5. Spearhead the mid-implementation and end of internship evaluation.

B. MAYA Technical Working Group (TWG)

1. Assist the MCU in the preparatory stages.
2. Assist in setting of general qualifications for screening and selecting applicants for the internship.
3. Assist during the mid-implementation and end of internship evaluation.
4. Provide secretariat support to the MCU.
 - i. Plan, organize, and instigate all necessary administrative activities to ensure timely conduct of MAYA Program meetings.
 - ii. Analyze and prepare technical documents relevant for the use of MCU and TWG to guarantee accuracy of all information needed for decision making.
 - iii. Record pertinent discussions every conduct of MAYA Program meetings through audio recording and preparation of the official minutes of meeting.
 - iv. Maintain the list of interns and their respective assigned offices.
 - v. Compile bi-monthly reports, mid-implementation reports, and end of internship reports of the work supervisors.

C. Handling Offices (HOs)

1. Coordinate closely with the MCU through the MAYA TWG for smooth program implementation.
2. Screen, evaluate, and endorse the shortlisted applicants to the MCU.
3. Assign a work supervisor(s) who will help mentor and monitor the skills development of the interns.
4. Assist to implement of the program by helping to:
 - i. promote the program;
 - ii. set qualifications for the intern's recruitment;
 - iii. engage FCAs as partners for the *Entrepreneurship Track*;
 - iv. organize and coordinate the conduct of orientation activities; and
 - v. monitor the progress of the interns through their assigned work supervisors.
5. Provide ample support including provision for transportation and meal for meetings and other ancillary support to ensure successful implementation of the program.

D. Work Supervisor

The interns are to be supervised by a regular staff employed by the HO. The work supervisor preferably should have the experience and expertise in the area where the intern will be assigned.

1. Help the intern learn about the business/service culture and adjust to the workplace.
2. Inform the intern about the regulations regarding confidentiality and public access to information.
3. Serve as a mentor—sharing the pros and cons of a career in the field.

4. Meet with the intern on a regular basis to guide performance, answer questions, and provide background information and resources related to the intern's work. A worksite supervisor may also help by recommending ways to enhance the intern's learning.
5. Submit both a MAYA mid-program evaluation and final evaluation of the internship experience to the MCU.

E. Intern

1. Must participate in all orientations and preparatory trainings.
2. Work the required number of hours.
3. Must fulfill the work required stated in their terms of reference.
4. Maintain high standards of professionalism while at the internship site.
5. Submit the bi-monthly report, mid-program report, and post-program report and evaluation.

III. BUDGETARY REQUIREMENTS

The total estimated budget for the MAYA Program in its first year of implementation is One Hundred Million Pesos (Php 100,000,000.00)¹.

Interns' Monthly Allowance	96,960,000
Administrative Cost	3,040,000
TOTAL	100,000,000.00

A. Interns' Monthly Allowance

An amount of Twenty Thousand Pesos (Php 20,000.00) will be paid-out on a bi-monthly basis (15th and 30th day of each month) by the Handling Offices. Inclusive to this is a communication allowance and travel insurance to be availed of by the intern from a reputable company offering such services.

A total of Ninety-Six Million Nine Hundred Sixty Thousand Pesos (Php 96,960,000) shall be expended within six (6) months for the first batch of interns.

B. Administration and Operating Expenses

This shall cover overhead expenses for communication allowance, to the amount of three million forty thousand pesos (Php 3,040,000.00) by the MCU and HOs, travel and conduct of mid-program assessment and end-of-program evaluation, subject to government accounting and auditing rules and regulations.

¹ Amount is based on DA Memorandum Circular 14 series of 2020: Mentoring and Attracting Youth in Agribusiness (MAYA) Program 2020.

C. Fund Management and Continuity

Upon finalization of the Memorandum of Agreement (MOA) between DA-BAR and Handling Offices, the corresponding amount for the internship allowance and program management cost shall be transferred to the agency's account. The DA National and RFOs are encouraged to provide ample support including provision for transportation and meals of meetings, assigning supervisors for interns, and other ancillary support to ensure successful implementation of the MAYA Program.

IV. GENERAL MAYA PROCESSES

General Processes and Activities		Responsibility Centers	2020	2021									Remarks
			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
1	Drafting Issuances/ Administrative instrument	DA-BAR											- Supplementary Implementation Guidelines - MAYA Internship Manual
2	Meeting with ATI and MAYA TWG	DA-BAR											
3	Enhancements based on the Meeting with ATI and MAYA TWG	DA-BAR											
4	Meeting across all DA HOs for orientation and leveling off	DA-BAR											
5	Meeting with MCU to discuss all issuance and administrative instruments	DA-BAR											
6	Enhancements based on the MCU Meeting	DA-BAR											
7	Endorsement of MCU and DA-OSEC approval of all issuances	MCU											
8	Program updates and official MAYA Documents circulated to DA HOs	DA-BAR											
9	Module development	DA-ATI											
10	Public call for application	MCU											

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General Processes and Activities		Responsibility Centers	2020	2021									Remarks
			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
11	Review and selection of applicants	MCU											
12	Endorsement of qualified applicants to DA-OSEC	MCU											
13	DA-OSEC referral of applicants to HOs	MCU											
14	Public announcement if accepted applicants	MCU											
15	DA-BAR-HO MOA Processing and Transfer of Funds	DA-BAR											
16	Internship contract signing between HO and interns	HO											
18	Deployment and actual internship	HO											
19	Mid-program implementation evaluation	HO											
20	End of internship evaluation	HO											

V. APPLICATION DETAILS

A. Eligibility Requirements

1. MAYA Program Requirements

- i. The applicants must be Filipino citizens of 20-30 years of age.
- ii. They must be graduates of any four-year degree course, preferably of agriculture and/or agriculture-related programs.

2. Documentary Requirements

Duly accomplished MAYA Application Form with the following attachments:

- i. Transcript of Records (TOR) certified by the university
- ii. (RT-PCR) Swab test results*
- iii. Barangay/Police Clearance*

**to be submitted to HO once Notice of Award is received*

B. Application Process


1. The applicants will fill out the MAYA Program Application Form online and attach the required documentary requirements.
2. Applicants will be selected by the HO from the pool of applicants in the MAYA Program website. The applications will be screened by the HOs and the MCU.
3. Qualified applicants will be notified regarding their application results.
4. Interns will need to report to their assigned worksite and complete a MAYA Internship Contract with their employer.

C. Application Form

(Annex 1)

D. Acceptance Announcement

When all applications have been evaluated by the MCU, the successful applicants will receive an official communication of Notice of Award (*Annex 2*) from MAYA Secretariat through the email address they provided in their application form. Moreover, a list of qualified interns will be posted in the official Facebook page of DA-BAR.

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VI. INTERNSHIP DETAILS

A. Internship Contract (*Annex 3*)

B. Internship Design

Internship Design



Program Introductory Orientation= internship component to make the interns acquainted with the program and the Department of Agriculture

Basic Skills Training = internship component where qualified Filipino students is accepted to the MAYA Program as part of their post-graduation curriculum

C. Places of Assignment

The place of assignment depends on the intern's assigned track. The interns in the *Employment Track* will be assigned to different DA National and Regional Operating Units. Meanwhile, those who are in the *Entrepreneurial Track* will be assigned to different partner FCAs or private sector.

D. Deliverables

1. Intern

- i. MAYA Pre-Implementation Survey (*Annex 4*)
 - Before attending the program orientation, interns must answer the pre-implementation survey.
- ii. Bi-Monthly Accomplishment Report (*Annex 5*)
 - The intern must submit an accomplishment report on a bi-monthly basis. This report details all of the work they have done.

- iii. Mid-Implementation Report (Annex 6)
 - After twelve (12) weeks of being an intern, one must submit a mid-implementation report which is a summative report of their work experience so far.
- iv. End of Program Report/Intern Survey (Annexes 7 and 8)
 - At the end of the MAYA Program Internship, the intern must submit an end of implementation report together with the overall feedback regarding the program.

2. Work Supervisor

The work supervisor must submit the following to the HO (see Annexes 9, 10, and 11):

- i. copy of the consolidated reports of the interns from both tracks
- ii. work supervisor's mid-implementation report
- iii. end of implementation report regarding the MAYA Program

The HO shall then forward these documents to the MAYA TWG.


VII. ANNEXES

The annexes are attached in this document and may be revised as deemed necessary for the successful implementation of the activities under the MAYA Program.

VIII. EFFECTIVITY

This Administrative Order shall take effect immediately upon signing and shall supersede other issuances that are inconsistent herewith.

Done in this 23 of March, 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

In replying pls cite this code :
For Signature: S-03-21-0218
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Elliptical Road, Diliman
1100 Quezon City

Mentoring and Attracting Youth in Agribusiness (MAYA) Program

VII. ANNEXES

1	Application Form
2	Notice of Award
3	Contract of Internship
4	MAYA Pre-Implementation Survey
5	Bi-Monthly Activity/Accomplishment report
6	Mid-Program Report (for Intern)
7	End of Program Evaluation Report
8	Intern Survey
9	Intern Evaluation Form
10	Mid-program report (for Work Supervisor)
11	End of Program Evaluation Report
12	Proposed Internship Syllabus
13	MOA between DA-BAR and DA-Handling Offices
14	Attachments to the MOA between DA-BAR and DA-Handling Offices

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Mentoring and Attracting Youth
in Agribusiness (MAYA) Program

Application Form

Annex 1



I. PERSONAL INFORMATION

Last Name		Given Name		Middle Name
NAME:				
DATE OF BIRTH:		AGE:	SEX:	
RESIDENTIAL ADDRESS:				
PLACE OF BIRTH:				
CIVIL STATUS:		CITIZENSHIP:		
TELEPHONE NO.:		CELLPHONE NO.:		
EMAIL ADDRESS:				

II. FAMILY BACKGROUND

Last Name		Given Name		Middle Name
FATHER'S NAME:				
OCCUPATION:				
ANNUAL GROSS INCOME:				
Last Name		Given Name		Middle Name
MOTHER'S NAME:				
OCCUPATION:				
ANNUAL GROSS INCOME:				
(if both parents are unemployed, state source of income/livelihood):				

III. EDUCATIONAL BACKGROUND

	NAME OF SCHOOL	YEAR GRADUATED/ HIGHEST LEVEL ATTAINED	SCHOLARSHIP/ACADEMIC HONORS RECEIVED
COLLEGE			

IV. SKILLS/INTERESTS

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OTHER INFORMATION

1.

Are you related by consanguinity or affinity to any employee/official of the Department?

☐ Yes

☐ No

if Yes, give details_____
2.

Have you ever been formally charged?

☐ Yes

☐ No

if Yes, give details_____
3.

Have you ever been found guilty/convicted of any crime or violation of law?

☐ Yes

☐ No

if Yes, give details_____

VII. BRIEFLY STATE WHY YOU WANT TO PARTICIPATE IN THE MAYA PROGRAM

I hereby certify that all the statements above are true and correct:

Printed Name and Signature of Applicant

Date





Mentoring and Attracting Youth in Agribusiness (MAYA) Program



MAYA MENTORING AND ATTRACTING YOUTH IN AGRIBUSINESS



NOTICE OF AWARD

is hereby given to

as an intern under the (AGENCY) for the entire duration
of the MAYA Program.

Given this 11th day of March 2021.

WILLIAM D. DAR, Ph.D.

AGRICULTURE SECRETARY



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CONTRACT OF INTERNSHIP

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Services entered into by and between:

The **(HO)**, a duly organized and existing agency of the government with office address at **(insert address)**, represented hereafter by Director, **(insert name of director)**, hereafter referred to as the **"FIRST PARTY"**,

AND

(name of intern), of legal age, Filipino and a resident of **(insert address)**, hereafter referred to as the **"SECOND PARTY"**;

WITNESSETH:

1. That the **FIRST PARTY** as an implementer of the Mentoring and Attracting Youth in Agribusiness (MAYA) Program is in need of the participation of the **SECOND PARTY** who shall perform tasks in accordance with the requirement of the **FIRST PARTY**;
2. That the **SECOND PARTY** has signified his/her intention, to which the **FIRST PARTY** has accepted, to provide the work required by the latter;
3. That the **SECOND PARTY** possesses the education, experience and skills required to perform the job as described hereunder;
4. That the **SECOND PARTY** hereby attests that he/she is not related within the third degree of consanguinity or affinity to the **FIRST PARTY**; That he/she has not been previously dismissed from the government service by the reason of an administrative offense.
5. That in view hereof, the **SECOND PARTY** is hereby contracted to perform as an **INTERN** for the period of **6 months** and that for his/her professional services, the **FIRST PARTY** shall give the **SECOND PARTY** an allowance of **TWENTY THOUSAND PESOS (Php20,000.00)**, monthly, to given on the 15th and 30th of the month to be funded under the MAYA Program.
6. That as **INTERN**, the **SECOND PARTY** is expected to perform the following functions:
 - Must attend all orientations and preparatory trainings.
 - Work the required number of hours.
 - Must fulfill the work required stated in their terms of reference.
 - Maintain high standards of professionalism while at the internship site.
 - Submit the bi-monthly reports, mid-program report, and post-program report and evaluation.

(insert terms of reference from HO)
7. That the **SECOND PARTY** shall perform his/her work at the regular official time;

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8. That the **SECOND PARTY** shall abide with office rules and regulations of the (HO);
9. That either **PARTY** may terminate this Contract by giving notice in writing fifteen (15) days prior to the **termination**.
10. That it is understood that this Contract **does not create an employer-employee relationship** between the **FIRST PARTY** and the **SECOND PARTY**; that the service rendered hereunder are not considered and will not to be accredited as government service; and that the latter is not entitled to benefits enjoyed by the regular personnel of the **FIRST PARTY**;
11. That the **SECOND PARTY** shall be assigned to the (HO); that if in the exigency of the service so requires, the **FIRST PARTY** may authorize the **SECOND PARTY** to travel, provided, that such is duly supported by Travel Order and approved by proper authorities concerned;
12. The **SECOND PARTY** shall be authorized to travel under the following circumstances:
13. the travel is essential to the effective performance of the employee's mandates or functions;
14. the travel is required to meet the needs of the (HO) or there is substantial benefit to be derived by the government; or
15. the presence of the employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and
16. the expenses incurred during the travel are not excessive or at minimum expense;
17. The **SECOND PARTY** shall be authorized to reimburse traveling and other incidental expenses subject to the provisions of Executive Order No. 77 dated March 15, 2019, particularly Sections 05 and 06 thereof;
18. That the **SECOND PARTY** undertakes that he/she will not at any time hereafter use, or divulge, or communicate to any person any confidential information which may come to his/her knowledge;

For purposes of this contract "**confidential information**" shall mean, without limitation, all information other than information in published form or expressly designated by the **FIRST PARTY** in writing as non-confidential, which is directly or indirectly disclosed to the **SECOND PARTY** by virtue of the services performed by the latter for the former, regardless of the form in which it is disclosed.

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IN WITNESS WHEREOF both parties have unto affixed their signature this ____day of _____, _____ at Quezon City.

FIRST PARTY:
(HO)

SECOND PARTY:

Director

Intern

WITNESSES:

Head, Personnel Section

Parent/Guardian

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ACKNOWLEDGMENT

Republic of the Philippines)
) s.s.

BEFORE ME, a Notary Public for and in above jurisdiction, personally appeared the following

NAME DATE & PLACE OF ISSUE

NAME OF DIRECTOR ID NO. 2020, QUEZON CITY

NAME OF INTERN

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this Acknowledgement is written and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2021 in _____, Philippines.

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2021

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Mentoring and Attracting Youth
in Agribusiness (MAYA) Program

MAYA PRE-IMPLEMENTATION INTERN SURVEY

Name of Intern: _____
Assigned Office: _____

Please respond to each item by checking the box corresponding to the appropriate answer.

- 1) I joined the MAYA Program because I wanted to take the
☐ Employment Track ☐ Entrepreneurship Track

Please briefly explain your choice, _____

- 2) What are your expectations in the MAYA Program

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Mentoring and Attracting Youth in Agribusiness (MAYA) Program

MAYA PROGRAM

Bi-Monthly Activity/Accomplishment Report
(insert inclusive dates)

DATE	ACTIVITIES UNDERTAKEN	LEARNINGS	PROBLEMS ENCOUNTERED/ AREAS FOR IMPROVEMENT	RECOMMENDATION
Week 1				
Week 2				

Prepared by:

Noted by:

[signature]
[NAME]
Intern

[signature]
[NAME]
Work Supervisor

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Mentoring and Attracting Youth in Agribusiness (MAYA) Program

MID-PROGRAM REPORT (for Intern)

Date (Month Day, Year)

*Summative write-up focusing on the following questions:

- 1) What were the different activities you enjoyed the most during the total hours spent on the MAYA Internship?
- 2) What were your learning experiences during the 12 weeks Internship Program?
- 3) What were the challenges you have encountered during the 12 weeks Internship Program? Briefly narrate how you were able to surpass these challenges.
- 4) What were your notable insights gained during the 12 weeks Internship Program? Please briefly discuss.

*Discuss and share this with your immediate supervisor.

Prepared by:

[signature]

[NAME]

Intern

Noted by:

[signature]

[NAME]

Work Supervisor

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Mentoring and Attracting Youth
in Agribusiness (MAYA) Program

MAYA END OF PROGRAM EVALUATION REPORT

On a scale of 1-10 where 10 is the highest score, what is the degree of your satisfaction to the MAYA Program.

Outcome to be Measured	Pre-Implementation	Implementation Proper	Post-Implementation
Intern Satisfaction with the Assigned Work Supervisor			
Intern Satisfaction with Co-Workers			
Intern Satisfaction with Workplace			
Intern Satisfaction with the Handling Office			
Intern Satisfaction with the Program			

Note: Pre-implementation refers to the duration from application to contract signing; Post-implementation refers to the internship proper from its beginning to the end.

Suggestions to Improve MAYA Pre-Implementation

Suggestions to Improve MAYA During-Implementation

Suggestions to Improve MAYA Post-Implementation





Mentoring and Attracting Youth in Agribusiness (MAYA) Program

MAYA INTERN SURVEY

Name of Intern: _____

Assigned Office: _____

Please respond to each item by checking the box corresponding to the appropriate answer.

- 1) Overall, I believe the MAYA Program was a positive experience.

☐

Yes

☐

No

Please briefly explain your choice, _____

- 2) I feel that the time at the worksite should be longer.

☐

Yes

☐

No

Please briefly explain your choice, _____

- 3) I feel that this program is valuable and helpful to building my career.

☐

Yes

☐

No

Please briefly explain your choice, _____

- 4) What on-the-job experience was most valuable for you?

- 5) After being part of the MAYA Program, what I want to pursue is

☐

Employment Track

☐

Entrepreneurship Track

Please briefly explain your choice, _____

- 6) Were your expectations met by the Program? Yes or No. Discuss briefly.

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Mentoring and Attracting Youth in Agribusiness (MAYA) Program

INTERN EVALUATION FORM

Name of Intern: _____
 Place of Assignment: _____
 Inclusive Dates: _____

Please indicate your satisfaction by placing a check (✓) on the listed criteria below using the following rating scheme:

1 – Poor, 2 – Average, 3 – Satisfactory, 4 – Very Satisfactory, 5 – Outstanding

PERFORMANCE CRITERIA	1	2	3	4	5	REMARKS
Outputs						
1. Quantity						
2. Quality						
3. Timeliness						
Behavioral Dimensions						
4. Dedication						
5. Attitude to learn						
6. courtesy						
7. Human Relations						
8. Punctuality and Attendance						
9. Initiative						
10. Potential for further improvement						

Recommendations:

Prepared by:

[signature]

[NAME]

Work Supervisor

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Mentoring and Attracting Youth in Agribusiness (MAYA) Program

MID-PROGRAM REPORT (for Work Supervisor)

Date (Month Day, Year)

*Summative write-up focusing on the following questions:

- 1) What were the total hours spent on the MAYA experience?
- 2) What were at least two of the biggest problems you encountered during the duration of the MAYA Program?
- 3) What personal satisfaction was gained during the MAYA Program?
- 4) Briefly describe the “risks” you took as work supervisor of the interns. Include what you consider to be the “stretch” in the program for you.
- 5) Assess the success of your MAYA Program experience.

Prepared by:

[signature]

[NAME]

Work Supervisor

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Mentoring and Attracting Youth
in Agribusiness (MAYA) Program

END OF PROGRAM EVALUATION REPORT

On a scale of 1-10 where 10 is the highest score, what is the degree of your satisfaction to the MAYA Program.

Outcome to be Measured	Pre-Implementation	Post-Implementation
Work Supervisor's Satisfaction with the Interns		
Work Supervisor's Satisfaction with the Handling Office		
Work Supervisor's Satisfaction with the Program		

Note: Pre-implementation refers to the duration from application to contract signing; Post-implementation refers to the internship proper from its beginning to the end.

Suggestions to Improve MAYA Pre-Implementation

Suggestions to Improve MAYA Post-Implementation





Mentoring and Attracting Youth in Agribusiness (MAYA) Program

PROPOSED INTERNSHIP SYLLABUS

Mentoring and Attracting Youth in Agribusiness (MAYA) Program Internship Guide and Workplan				
Week	Activities	Methodology/ Strategy/ Scheme	Expected output from the Intern	Expected output from the Work Supervisors
1	Orientation on the DA and the MAYA Program			
	Day 1: General Orientation			
	- Introduction to the DA Mandate and Programs (Food Security Framework, 12 Key Strategies, One DA Approach)	Lecture/Provision of Issuances and Reading Materials		
	- Introduction to the ACPC Loan Program			
	- Organizational Structure and Administrative Protocols of the			
	- Introduction to the MAYA Program			
	Day 2-3: Levelling of Expectations	Discussion / Interview	Documented expectations from the interns	Documented expectations from the interns
	- Lecture on values orientation	Lecture		
	- Lecture on work ethics	Lecture		
	Day 4-5: Technical Agriculture Orientation			
	- Crop Science	Lecture		
2-4	- Crop Protection	Lecture		
	- Soil Science	Lecture		
	- Animal Science	Lecture		
	- Fisheries and Aquaculture	Lecture		
	- Agribusiness and Marketing	Lecture		
	- Agricultural Extension	Lecture		
	Understanding the Workplace/Work Environment			
5-11	Continuation of Technical Agriculture Orientation	Lecture		
	Lecture on Businesses Along the Value Chain	Lecture		
	Lecture on Appreciating FCAs	Lecture		
	Workshop on Visioning and Goal-setting	Lecture and workshop		
	Exposure to Potential FCAs	Field tour	Bi-monthly activity/Accomplishment Reports (Weeks 2 and 4)	Bi-monthly Intern's Assessment Reports (Weeks 2 and 4)
	Exposure to Different Units of the Handling Office	Tour and deployment to each unit for (1-2 days)		
	Assignment and meet-up with Intern's Work Supervisor	Discussion		
12	Assignment of Tracks (Employment or Entrepreneurial)	Discussion		
	Actual Deployment			
5-11	Immersion and deployment to area/field of choice	Lecture and hands-on activities identified by FCAs / handling offices	Bi-monthly activity/Accomplishment Reports (Weeks 6, 8, 10)	Bi-monthly Intern's Assessment Reports (Weeks 6, 8, 10)
			Mid-Program Implementation Activity/Accomplishment Report	Mid-Program Implementation Activity/Accomplishment Report
12	Mid Program Evaluation Meeting		Bi-monthly activity/Accomplishment Reports (Week 12)	Bi-monthly Intern's Assessment Reports (Week 12)
13-21	Preparing the Post-immersion Project Plan			
	Employment Track (Communication, Interpersonal Skills Development, Personality Development, Mock Interview, etc.)	Discussion, workshop, and hands-on training	Bi-monthly activity/Accomplishment Report (Weeks 14, 16, 18, 20)	Bi-monthly Intern's Assessment Report (Weeks 14, 16, 18, 20)
			Employment Track = Credential Dossier	
	Entrepreneurship Track (Product costing, Feasibility Study, Marketing, and Business Plan)	Discussion, workshop, and hands-on training	Bi-monthly activity/Accomplishment Report (Weeks 14, 16, 18, 20)	
22-23			Entrepreneurship Track = Business Plan	
	Preparing the Project and Reports			
	Workshop on Project Development and Presentation Skills	Lecture and workshop	Bi-monthly activity/Accomplishment Report (Weeks 22 and 24)	Bi-monthly Intern's Assessment Report (Weeks 22 and 24)
	Presentation of Learning Experience	Presentation and panel discussion	Project proposal ready for submission to ACPC	
	Presentation of Project Proposal/Business Plan	Presentation and panel discussion		
	Management/Office Plan Presentation	Presentation and panel discussion		
	End of Internship Evaluation	Panel discussion		
24	Preparation and Presentation of end of program report	Panel discussion	End of Program Implementation	End of Program Implementation Assessment
	End of Program Evaluation Meeting			
24	Completion of Internship and Graduation			

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MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

The **BUREAU OF AGRICULTURAL RESEARCH**,
a staff bureau of the **DEPARTMENT OF AGRICULTURE (DA)** with principal office address at the Research
Management Information Center, corner Elliptical Road, Diliman, Quezon City, represented herein by its
Director, VIVENCIO R. MAMARIL, and hereinafter referred to as **DA-BAR**,

-and-

AGENCY NAME

a government agency created under the laws of the Republic of the Philippines, with principal office address
at **Agency Address** represented herein by its **EXECUTIVE DIRECTOR, AGENCY HEAD**, and hereinafter referred
to as **AGENCY NAME**.

WITNESSETH:

WHEREAS, the **Department of Agriculture (DA)** is the principal government agency mandated to develop the agriculture
and fisheries sectors in the country through the provision of adequate and appropriate support services;

WHEREAS, the **DA** continuously intensifies its campaign towards a food secure and resilient Philippines by mobilizing,
capacitating, and developing the next generation to become the country's frontliners through the issued Memorandum Circular 14
s.2020 to pursue a new program: the **Mentoring and Attracting Youth in Agribusiness (MAYA)**;

WHEREAS, the **MAYA Program** is strategically oriented to develop a young cadre of highly skilled, committed workers
and future officials in the government, and innovative and highly competitive agribusiness entrepreneurs. It is a service-based
function that will complement the holistic and systems-based implementation of inclusive agribusiness with the setting up of a start-
up ecosystem and agri-technology business incubation with strong research-based support, thus the program is expected to
capacitate, train through learning-by-doing and ensure a continuing pool of human resource in the agriculture sector is strategically
oriented to develop a young cadre of highly skilled, committed workers and future officials in the government, and innovative and
highly competitive agribusiness entrepreneurs;

WHEREAS, under R.A. 8435, otherwise known as the Agriculture & Fisheries Modernization Act of 1997 (AFMA) the
Bureau of Agricultural Research is tasked to plan, monitor, evaluate, integrate, manage the research and development fund and
initiate fund-sourcing activities of all agriculture and fisheries research and development activities of the government in coordination
with other agencies and the private sector;

WHEREAS, **DA-BAR**, in the pursuance of its mandate of strengthening the R4D system and stakeholders and in leading the
MAYA Program implementation, is supporting the internship program through grant funds to DA National and Regional Operating
Units under the **Stimulus Package for Agriculture of the Bayanihan Act II**. This will support the development of young cadre
of highly skilled workers and agri-preneurs towards an inclusive, innovation-enabled and market driven agro-industrial development
system;

WHEREAS, **DA-BAR** has the financial resources to support the goal of building a robust workforce with the right attitude at
the workplace, acquired experience and skillsets and competencies necessary in the social economic transformation of the
agriculture sector as contained in **Attachment A** of this Memorandum of Agreement, hereinafter referred to as the Agreement, for
brevity.

WHEREAS, **AGENCY NAME** has the experience, capability and willingness to implement the program and administer the
funds provided by DA-BAR in supporting the Mentoring and Attracting Youth in Agribusiness (MAYA) interns.

WHEREAS, **AGENCY HEAD** and **VIVENCIO R. MAMARIL** are duly empowered to enter into, sign and execute this
Memorandum of Agreement in behalf of their respective organizations.

NOW, THEREFORE, in consideration of the above premises, the parties mutually agree on the following:

Article 1

TITLE AND SCOPE OF THE PROGRAM

This program shall be known as the **Mentoring and Attracting Youth in Agribusiness (MAYA)**. The program shall be
opened to young Filipino graduates of a four-year degree course, preferably agriculture and agriculture-related courses, who are
willing to be interns that will undergo hands-on training and deployment for office work assignment (Employment Track) or to a
field assignment (Entrepreneurship Track) to perform agribusiness activities from input production, farm operation and

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VIVENCIO R. MAMARIL, Ph.D.
Director, DA-BAR

AGENCY HEAD

RAMOYND PATRICK L. CABRERA
Acting Head, BAR-RPDD

WITNESS

ROBERTO S. QUING JR.
Accountant III

WITNESS

management, food and non-food processing equipment and supplies manufacturing, trading, marketing, retailing, etc. The internship program will be implemented for six (6) months.

Article 2
PROGRAM PROVISIONS

Section 1. Objectives --- The program herein established shall provide funds that shall be mainly utilized to provide full support to **No of Interns in Words (In Figures) selected qualified interns** on its implementation in accordance with the Qualifications and Procedures set forth in **Attachment A**.

Section 2. Bases of Implementation--- **AGENCY NAME** shall strictly implement the project in accordance with the approved implementing guidelines as contained in **Attachment A** which shall form an integral part of this Agreement.

Article 3
OBLIGATIONS OF DA-BAR

Section 1. Policy and Guidelines --- In coordination with MAYA Coordinating Unit (MCU), DA-BAR shall set policy guidelines and oversee the implementation of the MAYA Program.

Section 2. Provision of funds. – The **DA-BAR** shall provide financial support to **AGENCY NAME** for this undertaking in accordance with the approved budget.

Section 3. Monitoring. – The DA-BAR shall monitor the progress of performance of each Handling Office including **AGENCY NAME** for the entire duration of the program.

Article 4
OBLIGATIONS OF AGENCY NAME

Section 1. Receiving of Funds. – The **AGENCY NAME** shall receive funds to be released by the DA-BAR and deposit the same as support fund for the interns who qualify for the MAYA program.

Section 2. Disbursement. – All entitlements due to each intern and administration and operating expenses as provided for in the approved contract shall be disbursed by the **AGENCY NAME**.

Section 3. Designation of Work Supervisor. A work supervisor, who is a permanent staff with the experience and capability to manage the interns, shall be assigned by the **AGENCY NAME** to lead the program activities of the Handling Office and to coordinate with DA-BAR for monitoring of activities and progress of all the interns.

Section 4. Submit Reports. – Bi-monthly, mid-program, and end of program monitoring/assessment reports shall be officially submitted to the DA-BAR.

Article 5
FUNDING, FINANCIAL RECORDS & REPORTS

Section 1. Coverage. The BAR shall allocate the amount of **Amount in Words (Amount in Figures) only** to the **AGENCY NAME** to be used exclusively for the purpose of implementing the MAYA program in accordance with the provisions of this agreement.

Section 2. Transfer of Funds. – Funds for the interns' allowance and administration and operating expenses shall be drawn from DA-BAR Bayanihan Act II-Mentoring and Attracting Youth in Agribusiness (MAYA) Program. This fund shall be transferred to the **AGENCY NAME** for the financial requirements of the MAYA program. The **AGENCY NAME** shall issue a receipt for the corresponding amount transferred by DA-BAR.

Section 3. Utilization of Funds. – All disbursements made against the funds stipulated in the MOA shall be effected solely for the purpose for which it is allocated and subject to the generally accepted accounting principles and practices.

Section 4. Liquidation of Funds. – **AGENCY NAME** shall submit mid-program and end of program disbursement reports and such other reports duly certified by the Resident Accounting Manager and approved by the Executive Director of the **AGENCY NAME**.

Article 6
MISCELLANEOUS PROVISION

Section 1. Mutuality. – **AGENCY NAME** and DA-BAR hereby voluntarily submit themselves to this MOA and shall perform/discharge their respective obligations and functions consistent with the terms and stipulations contained herein.

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VIVENCIO R. MAMARIL, Ph.D.
Director, DA-BAR

RAMOYND PATRICK L. CABRERA
Acting Head, BAR-RPDD

ROBERTO S. QUING JR.
Accountant III

AGENCY HEAD

WITNESS

WITNESS

Section 2. *Attachment*. – **Attachment A** shall be considered as an integral part of this MOA. Modifications of any part of the Attachments may be made in accordance with the provisions of Article 2.

Section 3. *Amendment* – This **Agreement** may be amended upon mutual consent in writing of the contracting parties hereto.

Section 4. *Effectivity*. – This **Agreement** shall take effect after the same is duly signed and notarized, and the DA-BAR released the fund to **AGENCY NAME**

IN WITNESS WHEREOF, the parties hereto have affixed their respective signatures this _____ day of _____, 2021 in Quezon City, Philippines.

DA-BAR

AGENCY NAME

VIVENCIO R. MAMARIL, Ph.D.
Director

AGENCY HEAD
Regional Executive Director

Signed in the presence of:

RAYMOND PATRICK L. CABRERA
Acting Head, BAR-RPDD

Concerned Head

ROBERTO S. QUING, JR.
Accountant III

Accountant

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ACKNOWLEDGMENT

Republic of the Philippines)

BEFORE ME, a Notary Public for and in _____, appeared:

<u>Name</u>	<u>Date issued</u>	<u>Place issued</u>	<u>I.D. No.</u>	<u>Issuing Office</u>
VIVENCIO R. MAMARIL	_____	_____	_____	_____
AGENCY HEAD	_____	_____	_____	_____

both known to me to be the same persons who executed and signed all the pages of the foregoing instrument together with their witnesses. This Agreement consists of _____ (_____) pages including this page where the Acknowledgement is written, and the parties thereto acknowledged to me that they signed this Agreement freely and voluntarily and that they are the legal representatives and are fully authorized by law to represent the entities in whose behalf they signed this Agreement.

IN WITNESS WHEREOF, the parties hereto have affixed their respective signatures this _____ day of _____, year 2020 in _____ Philippines.

NAME OF ATTORNEY
NOTARY PUBLIC
UNTIL _____
PTR. N. – _____
ROLL OF ATTORNEYS NO. – _____
IBP LIFETIME NO. – _____
MCLE EXEMPTION NO. – _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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Mentoring and Attracting Youth in Agribusiness (MAYA) Program

Attachments to the MOA between DA-BAR and DA-Holding Offices

I. Name of Work Supervisors

Work Supervisor	Office/Unit supervised
1.	
2.	

II. List of Office/Units where interns will be deployed (Employment Track).

Intern	Office/Unit Deployed
1.	
2.	

III. List of Partner FCA's where interns will be deployed (Entrepreneurial Track)

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