



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
City of Naga



ADMINISTRATIVE ORDER NO. 2017- 007

RATIONALIZING THE IMPLEMENTATION OF ON-THE-JOB TRAINING, WORK IMMERSION AND OTHER PROGRAMS INVOLVING EXPOSURE OF STUDENTS TO A WORK ENVIRONMENT WITHIN THE CITY GOVERNMENT, AND CREATING THE NAGA CITY STUDENT-TRAINEE COORDINATING TEAM, AND DEFINING ITS COMPOSITION AND FUNCTIONS.

WHEREAS, various departments and offices of the City Government of Naga have been accommodating numerous requests from education institutions—in the city, the province of Camarines Sur and even other parts of the country—to allow their students to undergo on-the-job training or internship;

WHEREAS, the number of these requests is expected to increase especially with the implementation of Republic Act 10533 otherwise known as the Enhanced Basic Education Act of 2013 which mandates the introduction of the K-to-12 Basic Education Program by the Department of Education (DepEd) with the major objective of ensuring that graduates of basic education are ready for employment, entrepreneurship and/or higher learning;

WHEREAS, part of DepEd's K-to-12 Basic Education Program is a Work Immersion Program for senior high school students which aims to hone competencies learned in the classroom through practical, on-the-job and enterprise-based hands-on training;

WHEREAS, aside from requests for on-the-job training from educational institutions, the City Government, in partnership with national government agencies such as the Department of Labor and Employment (DOLE), regularly implements other student-trainee programs such as the Special Program for the Employment of Students (SPES) and Government Internship Program (GIP) which place hundreds of students in the city government workplace every year;

WHEREAS, while the City Government manifests its support to on-the-job training, work immersion or similar programs providing exposure to students to a work environment as these provide relevant learning experiences that hone the knowledge and skills of the youth, there is also a need to rationalize and streamline its implementation within the City Government structure to ensure that all parties—students, schools and the city government—get the most benefit out of these programs, and that student-trainees are afforded the protection in the workplace mandated by law;

NOW, THEREFORE, I, JOHN G. BONGAT, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. **General Guidelines.** The implementation of on-the-job training, work immersion or other similar programs in the City Government of Naga, including SPES and GIP—all of which shall be referred to as “student-trainee program” in this Administrative Order-- is to be guided by the following:

a. All requests from educational institutions for access to the city government workplace for student-trainees shall be coursed only to the Office of the City Mayor through the Naga City Student-Trainee Coordinating Team (NCSCT) created for this purpose. The request shall contain the following minimum information:

- Student Name
- Year/Grade Level
- Course Being Taken
- Special Skills
- Desired Exposure in the City Government
- Minimum Number of OJT/Work Immersion/Internship Hours

As much as possible, the resumes of prospective student-trainees must be included in the request.

b. Similarly, all requests by city government departments and offices for student-trainees shall be coursed through the NCSCT. The request shall contain at least the following information:

- Tasks to be Assigned
- Preferred Course(s)
- Desired Skills
- Number of Student-Trainees Requested

c. Preference shall be given to student-trainees currently enrolled in an educational institution based in Naga.

d. A student-trainee shall be admitted into the city government workplace only upon recommendation of the NCSCT and approval by the City Mayor.

e. Before deployment to a department or office, a student-trainee shall secure a Health Card or Medical Certificate from the City Health Office; and undergo an orientation to be conducted by the NCSCT and the relevant department or office concerned. This orientation shall include a backgrounder on the city of Naga, and discussions on the city's

development thrusts/priorities; city government officials; departments/offices and their functions and location; work policies and rules; and the specific tasks to be done in the department/office where the trainee will be assigned.

- f. Educational institutions shall designate a Student-Trainee Coordinator who shall be the authorized person to assist students during pre-deployment, deployment and post-deployment. This shall also apply to student-trainee programs organized by other government agencies, such as DOLE's SPES and GIP.
- g. The concerned department head or chief of office shall evaluate each student-trainee's performance at the end of the training period using either the evaluation tool provided by the NCSCT or the partner educational institution/government agency. This shall be submitted to the NCSCT for transmittal to the partner institution.
- h. All student-trainees who have satisfactorily complied with program requirements shall be issued a Certificate of Completion. Only the NCSCT is authorized to issue such a certificate or any other certification referring to a student's on-the-job training, work immersion or exposure to the City Government work environment.
- i. The NCSCT, through its Secretariat, shall maintain records of all student-trainees including their resumes and evaluation results.



Section 2. The Naga City Student-Trainee Coordinating Team.

a. Composition

The NCSCT shall be composed of:

- Chairman - City Human Resource Management Officer
- Members - Acting Metro PESO Manager
- Chief of Office - Education, Scholarships & Sports Office

They shall designate permanent representative(s) who shall handle the day-to-day operations of the NCSCT.

The City Human Resource Management Office shall serve as the NCSCT Secretariat.

- b. Functions.** Aside from ensuring that the guidelines on implementation the City Government's student-trainee program are complied with, the NCSCT shall have the following functions:

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