



## Availing of the Government Internship Program

### ABOUT THE SERVICES

THE GOVERNMENT Internship Program (GIP) is summer training cum employment program that seeks to engage the youth in constructive and productive public service to draw their support and understanding of government programs and projects.

It is open to the youth between ages 18 to 25 years under these categories:

- High school students
- College/Vocational students to be recruited on the basis of their field of study
- Out-of-school youth who are poor but deserving
- College graduates with interest in working in government

A GIP trainee is entitled to an incentive of 100% of the existing minimum wage rate. The training period is a minimum of 3 month and a maximum of 6 months.

<b>Department / Office:</b>		<b>METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Students		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Duly filled-out GIP Form with 2x2 picture</li> </ul>				
<ul style="list-style-type: none"> <li>• Duly filled-up Form 212 (bio-data) or Curriculum Vitae</li> </ul>		<ul style="list-style-type: none"> <li>• Department of Labor and Employment (DOLE)</li> <li>• Metro Naga Public Employment Service Office (Metro PESO)</li> </ul>		
<ul style="list-style-type: none"> <li>• Other requirements of the government agency where the participant will undergo training</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out GIP Form 1  Secure GIP Form 1 and Fill-in the necessary information		P	3 minutes	EPHRAIM D. CALLEJA Administrative Aide VI
	2. Interview  Applicant will undergo for an interview with the CEC Staff to assess the qualification and do job matching.		5 minutes	FLORENCIO T. MONGOSO JR. CGDH II (Metro PESO Manager II)  EPHRAIM D. CALLEJA Administrative Aide VI
	3. Internship Agreement  If the applicant is qualified an Internship agreement will be issued for a minimum of 3 months		2 minutes	EPHRAIM D. CALLEJA Administrative Aide VI  ANGELICA L GUTIERREZ Administrative



	and maximum of 6 months			Aide II (Casual)
4. Accomplishment Report  Daily time Record and accomplishment Report 3 copies each must be submitted to Metro PESO every 15 days of the month for processing of payroll				ANGELICA L GUTIERREZ Administrative Aide II (Casual)  EMELITA B. CLAVO Administrative Aide IV
<b>TOTAL</b>		P	10 minutes	

**METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE**

G/F DOLE Bldg., J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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