

complement the need of certain offices for additional work force; and

- 3.4 Foster strong partnership between the local government of Naga and higher educational institutions in providing student interns opportunities to apply the theories, principle and ideas learned in the classrooms.

Section 4. DEFINITION OF TERMS - Terminologist used in this ordinance are as herein defined:

- 4.1 Higher Education Institutions (HEIs)- refers to an institution of higher learning with students internship programs recognized and accredited by the Commission on Higher Education;
- 4.2 Internship -refers to the application of classroom learning to actual work such as but not limited to commercial and industrial services, government, and non-government agencies;
- 4.3 Memorandum of Internship Agreement- is a written training contract wherein the local government of Naga binds itself to train the student interns and the latter, in turn, agrees to perform activities for the local government offices;
- 4.4 Internship Plan- refers to outlined goals and objectives, knowledge, skills, and competencies that student interns should acquire in each training area, assignment, and schedule of activities, among others which is formulated or developed by the HEI and the local government of Naga and duly signed by the concerned coordinators or respective heads. The internship plan shall be prepared and approved by both parties;
- 4.5 Faculty Internship Coordinator- refers to the faculty member designated by an HEI to monitor/supervise the student trainees on the whole duration of internship program.

Section 5. IDENTIFICATION OF TASKS FOR INTERNSHIP - The heads of offices of the local government of Naga shall be responsible in identifying typical tasks open for student internship and submit the same to the City Human Resource Management Office (CHRMO) for consolidation.

Section 6. ELIGIBILITY OF THE STUDENT INTERN - A student intern may only be admitted for deployment if he or she:

- 6.1 Is officially enrolled in the current school year as required by his/her program of study;
- 6.2 Is formally endorsed by the Dean;
- 6.3 Has an approved internship plan;
- 6.4 Has parental consent; and
- 6.5 Can show proof of medical/life insurance coverage.

Section 7. BASIC SKILL AND COMPETENCIES REQUIRED FOR A STUDENT INTERN - A student intern is expected to be:

- 7.1 Knowledgeable in English and Filipino language;
- 7.2 Computer literate in standard software application;
- 7.3 Demonstrating keen interest personal commitment to serve the local government of Naga; and
- 7.4 Demonstrating the ability to interact with employees and the public as well.

Section 8. FORMAL ENDORSEMENT - An interested student who wishes to be admitted as intern in any office of the local government of Naga shall be formally endorsed by the HEI together with the submission of the following documents to the CHRMO:

- 8.1 Duly approved internship application;
- 8.2 Most recent copy of a resume or curriculum vitae;
- 8.3 Copy of the approved internship plan;
- 8.4 Medical and health assessment indicating fitness for internship; and
- 8.5 Copy of medical and life insurance coverage.

Section 9. DEPLOYMENT OF STUDENT INTERN - Deployment plotting shall be done by the CHRMO and Metro PESO depending on the specialization of the student intern and officially endorsed to the heads of offices concerned. Once the deployment is arranged, the CHRMO shall inform the department concerned and provide details on where and to whom the student intern shall report on the first day.

Section 10. ADMINISTRATION - The administration of the student internship program shall be under the charge of the CHRMO in coordination with Metro PESO and the heads of the different offices. Prior to Actual deployment, the CHRMO shall coordinate with concerned offices to determine their needs and capacity to absorb student interns and come up with work program as basis for deployment.

Section 11. DURATION OF INTERNSHIP ASSIGNMENT - The duration of internship in offices shall be dependent on the requirement of a particular program of study. Internship assignments are available on a part-time (broken time) and full-time (straight duration) basis throughout the year depending on the availability of meaningful assignment and the needs and capacity of offices to receive and supervise student interns.

Section 12. DEPLOYMENT STATUS OF STUDENT INTERN - A student intern shall be trainee and shall not expect any benefit or cash, but the City Government may provide travel allowance subject to availability of funds. He or she cannot represent the office in any official capacity.

Section 13. THIRD PARTY CLAIMS - The local government of Naga or any of its office shall not be responsible for any claim by any party where the loss of or damage to his/her property, death or

personal injury caused by the action or omission of action by the student during internship.

Section 14. STUDENTS INTERN'S EXPENSE - A student intern shall not be financially remunerated. But cost incurred by a student intern undertaking official travel at the request of the local government of Naga in the discharge of functions related to the internship activities shall be paid by the local government of Naga subject to existing accounting rules and regulations.

Section 15. INSURANCE COVERAGE - As a condition for admission of a student intern in any office of the local government of Naga, proof of a valid medical/life insurance coverage shall be shown. It must include adequate coverage in the event of injury or illness during internship.

Section 16. WORKING CONDITION - During internship assignment, a student intern shall be provided with a workstation/desk and chair and shall be allowed access to the work area, phone, and computer facility of the local government of Naga. The exact number of days previously determined in the internship contract may be shortened if an intern has performed duties outside of the time allotted, in which said duties may be considered in the computation of the required number of hours as employed.

Section 17. SUBSEQUENT EMPLOYMENT - Should there be an opportunity for employment in the local government of Naga, a student intern can only be considered after the termination of internship.

Section 18. ROLES AND RESPONSIBILITIES - The roles and responsibilities of parties are herein defined:

18.1 Receiving Office - The Receiving Office shall seek to create a working environment conducive to student intern's substantive learning and professional development. It shall be important to emphasize that the student intern will not be allowed access to sensitive information about the local government of Naga.

Internship Focal Person who also gain access to sensitive or classified information shall be held responsible should the student intern misuse such information.

The Receiving Office Shall:

- a. Prepares the terms of reference describing the task of student interns in the office;
- b. Seek to ensure that student intern's assignment is related to his/her field of study that is meaningful for the office and the student intern, and at appropriate level of complexity and variety; and
- c. At the end of the internship period, prepares an evaluation of intern's performance and organize a

meeting with the student intern to provide constructive feedback.

18.2 Internship Focal Person - Each office shall have an Internship Focal Person, preferably one of the staff in the office who will carry out the following responsibilities in relation to internship assignments;

- a. Ensure that colleagues in the office are aware of the guidelines and procedures to be followed when supervising an intern;
- b. Monitor and track the internship activities of the students;
- c. Keep the records of interns shall;
- d. Maintain a database of student interns who have good potentials for short and long-term assignments in the offices.

The list/rooster of Internship focal persons shall be forwarded to the Metro Peso and CHRMO for coordination purposes, especially those involving lateral coordination.

18.3 Student Interns - The student interns shall:

- a. Observe all applicable rules, regulations, instructions, procedures and directives of the local government of Naga;
- b. Not communicate at any time, unless otherwise authorize, to the media or to any institution, person, government or any other external source any information which has become known to him/her or ought to have known and has not been made public and may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with the local government of Naga ;
- c. Refrain from any conduct that would adversely reflect on the local government of Naga or on the receiving office and will not engage in any activity which is incompatible with the goals and objectives of the local government of Naga.

18.4 Faculty Internship Coordinator - The designated Faculty Internship Coordinator shall:

- a. Act a liaison between the HEI and the CHRMO of the local government of Naga;
- b. Mediate or settle in the first instance differences between the receiving office and the student intern arising out of an internship plan;
- c. Coordinate with the respective office all activities relating to students internship;
- d. Maintain a consistent follow up on the technical progress of the students intern; and

- e. Recommend to the Dean concerned the issuance of Certificate of Completion to the student intern.

Section 19. ACCOUNTABILITY - Unsatisfactory performance or failure to conform to the standards of conduct set out in this ordinance may lead to the termination of the internship, for cause, at the initiative of the receiving office in coordination with the CHRMO.

Any serious breach of the duties and obligation which, in the view of the receiving office, can justify separation before the end of the period to notify.

The student intern shall reimburse the local government of Naga for the financial loss or for damage to its property or equipment caused by him/her if such loss or damage arose or resulted from gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies by the student intern.

Section 20. SUPERVISION, ORIENTATION, TRAINING AND EVALUATION
- The local government of Naga shall make every effort to maintain the highest standard with regards to the supervision, orientation, and training of the student interns in order to make their time at any of its offices a valuable experience.

20.1 Supervision- Receiving offices shall be responsible in providing appropriate supervision and guidance. An Internship Focal Person shall be identified for the period of the internship. Without regular and appropriate supervision, the internship will not only be unproductive but frustrating for both the local government of Naga and the student intern. The student intern, in return, shall document his/her experiences by filling out a weekly journal of his /her work experiences.

The Internship Focal Person shall monitor the student intern on a weekly basis on the merit of work performance, competence, work attitude, compliance to submission of reports, attendance and professionalism. The result of the weekly assessment shall form part of the receiving office's assessment of performance of student intern and will then be submitted to the Faculty Internship Coordinator who will provide feedback to the student intern and act on the matter, if necessary.

20.2 Orientation - On the first day that the student intern reports to office, the Internship Focal Person shall conduct the intern's orientation/briefing which include, but not limited to, the following:

- a. The city's organization structure, operational plan, office performance targets, work instruction, relevant policies, guidelines, and procedures;

- b. Briefing on the daily routine of the office, use of officials logbooks, handling of incoming and outgoing communications;
- c. Briefing on the conduct and responsibilities of city personnel;
- d. Briefing on the project, if any, which the student intern's shall be assigned, its objectives, structures, and inputs, with emphasis on the student intern's specific roles and functions;
- e. Reviewing the specific learning objectives from the student intern's perspective that will satisfy the requirements of the internship; and
- f. Briefing on the internship program's general procedure and administrative arrangements.

20.3 Training - The receiving office shall be responsible for the development of a relevant program of learning for the student intern for the duration of the internship by referring to the approved internship plan.

20.4 Evaluation - The Internship Focal Person shall be responsible for the content assignment of the student interns which should be explained fully to them prior to the commencement of internship. Performance discussions should be held on a systematic basis during the internship assignment.

At the end of the internship, the Internship Focal Person shall prepare the internship evaluation of student intern's performance and organize a meeting with him/her to provide constructive feedback.

The student intern must submit the following documents:

- a. Student evaluation internship form duly accomplished;
- b. Copy of weekly journal report;
- c. Consolidated accomplishment report; and
- d. Official print out of daily time record.

Upon student intern's submission of the above -mention documents, the receiving office will provide the student intern with the following documents within two (2) weeks after the internship period:

- a. Certificate of completion;
- b. Duly accomplished performance evaluation sheet;
- c. Validated copies of:
 - c.1 Internship weekly journal
 - c.2 Consolidated accomplishment report; and
 - c.3 Daily time record.
- d. Duplicate copy of internship evaluation by student intern.

Section 21. IMPLEMENTING RULES AND REGULATIONS - Within thirty (30) days from approval of this Ordinance, the Implementing Rules and Regulations (IRR) to cover other details not hereunto covered or included, shall be jointly drafted by Metro Peso, CHRMO, ESSO

and such other office/s that may be added by the Mayor, and the same shall be subject to the approval of the Mayor. Said IRR shall form part of this Ordinance.

Section 22. BUDGETARY REQUIREMENT - The amount necessary for the implementation of this ordinance shall be charged against those authorized under Special Education Fund. Thereafter, the amount necessary for its continued implementation shall be included in the city's annual budget as separate line item.

Section 23. REPEALING CLAUSE - All ordinances, resolutions, local executive orders, rules, and regulation or any part thereof inconsistent herewith are deemed repealed, modified, or amended accordingly.

Section 24. SEPARABILITY CLAUSE - In case any provision of this ordinance is declared unconstitutional or invalid, the other provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 25. EFFECTIVITY - This ordinance shall take effect upon its approval.

ENACTED: May 9, 2023

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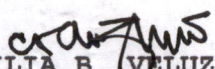
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WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

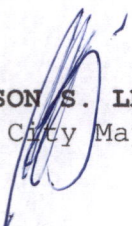


GIL A. DE LA TORRE
Secretary to the
Sangguniang Panlungsod



CECILIA B. VELUZ-DE ASIS
City Vice Mayor
& Presiding Officer

APPROVED:



NELSON S. LEGACION
City Mayor 5/12/23