

DOLE's Government Internship Program (GIP)

The DOLE-GIP is mandated by Administrative Order No. 260 series of 2015 which aims to:

1. Provide young workers, particularly the poor/indigent and young workers, opportunity to demonstrate their talents and skills in the field of public service with the ultimate objective of attracting the best and the brightest who want to pursue a career in Government Service.
2. To fast track the implementation of and monitoring of DOLE programs and projects related to employment facilitation and social protection, all of which directly to the goal of inclusive growth through massive employment generation and substantial poverty reduction.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Constituent of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume				
Application Letter				
Transcript of Records				
Diploma				
Valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PESO to be provided with necessary information about GIP.	1. Provides client/ applicant with information on GIP (after he/she logs in) 1.1Interviews the applicant and evaluate if he/she qualifies to avail the program.	None	3 Minutes	Planning Officer I / PESO Designee Office of the Municipal Mayor
2. Accomplishes NSRP form	2. Provides NSRP Form to be filled out after the step by step explanation how to do it. 2.1 Assesses duly accomplished form	None	3 Minutes	Planning Officer I / PESO Designee Office of the Municipal Mayor
	2.2 Provides Action (Referral, Contact Information and Checklist of Requirements) 2.3 Journal the clientele's transaction.			Planning Officer I/ PESO Designee Office of the Municipal Mayor



BAGONG PILIPINAS

	2.4 Submits to the Office of the Municipal Mayor the pre-qualified Applicants for perusal and/ or appropriate action, 2.5 Administers Hiring Process. 2.6 Submits the Final List of Qualified Applicants with documentary requirements to DOLE Isabela FO.			
3. Receives the Action				
TOTAL:		None	6 Minutes	