

3. Government Internship Services

This service caters a training employment program that seeks to engage newly fresh college graduates in constructive and productive public service for a period of 6 (six) months only with a minimum daily wage salary allowed by DOLE under Kabataan 2000 Project under Executive Order no. 139 series 1993.

Office or Division:	Public Employment Service Office			
Classification:	Complex Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Fresh college graduates			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Transcript of Records (1 Photocopy)			School	
2. Barangay Clearance of Indigency (1 Original copy)			Barangay hall	
3. ID Picture 2x2 ID picture (1 Original copy)			Client	
4. Application Letter (1 Original copy)			Client	
5. Birth Certificate PSA (1 Photocopy)			Client	
6. GIP Form A with 2x2 ID picture (1 Original copy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in to logbook	1. Give logbook to applicant.	None	5 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
2. Give required documents	2. Accept and check all required documents And submit to Local Government Unit (LGU)/Human Resource (HR), Department Of Labor and Employment (DOLE) for approval thru Appointment and/or Notice to Proceed to work for 6 (six) months	None	7 days	<i>Administrative Aide 1</i> (Public Employment Service Office) <i>Public Employment Service Office Manager</i> (Public Employment Service Office) <i>Department Of Labor And Employment</i>
3. Wait for Notice to Proceed/Appointment if accepted.	3. Give work assignments for six (6) months.	None	6 months	<i>Administrative Aide 1</i> (Public Employment Service Office) <i>Public Employment Service Office Manager</i> (Public Employment Service Office) <i>Department Of Labor And Employment</i>
4. Work for 6 months	4. Payout every month	None	10 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office) <i>Public Employment Service Office Manager</i>

				(Public Employment Service Office) <i>Department Of Labor And Employment</i>
5. Received salary	Give certificate of completion	None	30 minutes	<i>Administrative Aide 1 (Public Employment Service Office)</i> <i>Public Employment Service Office Manager (Public Employment Service Office)</i> <i>Department Of Labor And Employment</i>
6. Fill up form Client Satisfaction Survey (CSS) and drop at the Feedback box.	Request clients to accomplish Client Satisfaction Survey (CSS) form	None	5 Minutes	<i>Administrative Aide 1 (Public Employment Service Office)</i>
TOTAL:			6 months 7 hours and 50 minutes	