



Republic of the Philippines
Province of Negros Occidental
CITY OF HIMAMAYLAN
OFFICE OF THE CITY MAYOR



June 24, 2025

The HONORABLE MEMBERS
Sangguniang Panlungsod
Himamaylan City

THRU: HON. JUSTIN DOMINIC S. GATUSLAO
Vice-Mayor/Presiding Officer

Gentlemen/Mesdames:

The undersigned respectfully endorses to the Honorable Sangguniang Panlungsod the hereto attached draft *Memorandum of Agreement* by and between the Department of Labor and Employment Regional Office No. 6 and the LGU-Himamaylan City of Negros Occidental, relative to the implementation of Government Internship Program (GIP), and hereby requests that a resolution be passed by the Honorable Body authorizing the undersigned to sign the said Memorandum of Agreement in behalf of the city.

I am looking forward for your favorable response on this request.

Thank you.

Very truly yours,


ROGELIO RAYMUND I. TONGSON, JR.
City Mayor



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into by and between:

The **DEPARTMENT OF LABOR AND EMPLOYMENT REGIONAL OFFICE No. 6**, a government office existing by virtue of the laws of the Republic of the Philippines with principal office address at Kuang Da Bldg., I. dela Rama St., Brgy. Zamora-Melliza, Iloilo City, represented herein by its **REGIONAL DIRECTOR, ATTY SIXTO T. RODRIGUEZ, JR.**, and herein referred to as **"DOLE RO6"**; and

The **LGU-HIMAMAYLAN CITY OF NEGROS OCCIDENTAL**, with principal address at Rizal Street, Brgy. Talaban, Himamaylan City, Negros Occidental, 6108, represented herein by its **City Mayor, ROGELIO RAYMUND I. TONGSON JR.**, herein referred to as **"GIP PARTNER AGENCY"**.

WITNESSETH-

WHEREAS, the Department of Labor and Employment (DOLE) is mandated to engage Government Internship Program (GIP) interns in public service by involving them in government programs, projects and services, through the various GIP Partner Agencies;

WHEREAS, the DOLE provide program beneficiaries particularly the poor/indigent, opportunity to demonstrate their talents and skills in the field of public service with the ultimate objective of attaining the best and brightest who want to pursue a career in government service, particularly in the fields and disciplines related to labor and employment;

WHEREAS, this partnership is vital to ensure the successful implementation of the said program and achieve their desired social outcomes;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereto have agreed to enter into this Agreement under the following terms and conditions:

I. RESPONSIBILITIES OF THE PARTIES

A. The DOLE Regional Office No. 6 shall:

1. Facilitate and supervise the implementation of the Program at the regional, field and provincial levels;
2. Assist/coordinate with the GIP Partner Agencies on the submission of requirements such as project proposal, work programs and a list of beneficiaries, and review the same prior to endorsement to Bureau of Local Employment (BLE) for endorsement to the DOLE Central Office (DOLE CO);
3. Execute with requesting and receiving GIP Partner Agencies, and/or instrumentalities, including public or institutions, a Memorandum of Agreement in the implementation of the DOLE-GIP;
4. Facilitate the enrollment of beneficiaries to Government Service Insurance System-Group Personal Accident Insurance (GSIS-GPAI);

5. Assign the interns to perform functions in DOLE and in other partner agencies/entities which has an effected MOA as enumerated in Section 7 of DO No. 204, Series of 2019;
6. Issue Identification cards to the interns for purposes of accounting them as program beneficiaries, and for purposes of claiming their allowances/stipend. The identification card may be separate from the ID to be issued by the GIP Partner Agencies;
7. Determine the process and facilitate the payment of the stipend equivalent to the highest prevailing minimum wage in the Region where the interns are assigned. The DOLE-RO6 may adopt the payroll system, or any other form or mode of payment for the intern's stipend/allowance as they deem efficient and effective within the reasonable prescribed payment period;
8. Facilitate through the LGU Public Employment Service Offices (PESOs), educational institutions base on Job Placement Office (JPO), and Network of Career Guidance Counselors and Advocates the engagement of interns in government agencies, particularly in the convergent programs run by the government agencies;
9. Explore, recommend and forge agreement with financial institutions, as far as practicable, to facilitate the payment of stipend/allowance of the interns;
10. Submit the prescribed GIP Monitoring Forms and the List of GIP beneficiaries on a quarterly basis to the Bureau of Local Employment (BLE) and post the same in their respective websites. The list of beneficiaries shall be regularly updated and made accessible to the public. No other information except the names of the beneficiaries shall be posted in the DOLE-ROs website in compliance with Republic Act 10173 or the Data Privacy Act of 2012;
11. Issue a Certificate of Completion to the intern upon fulfillment of the Agreement; and
12. Institute appropriate actions against the concerned GIP PARTNER AGENCY which may include among others, suspension or termination of the program in case of violation of any of the provisions of this MOA.

B. The GIP PARTNER AGENCY shall:

1. Identify the place of assignment and engage the intern for the period of three (3) months to a maximum of six (6) months computed from the date the intern reported for work in his/her office of assignment;
2. Ensure that the task assigned to the interns would be limited only to those listed under Section 7 of the Department Order No. 204, Series of 2019;
3. Submit to DOLE-RO6 the complete and accomplished Attendance Sheet, DTRs and Accomplishment Reports, and other pertinent documents of the GIP interns in two (2) days after the 15th and 30th of the month to enable to process the allowances on time;
4. Submit a report to DOLE-RO6, a complete and/or updated record of all the interns such as profile, office assignment, etc. Likewise, a special report shall be submitted to the DOLE-RO6, in case of intern's voluntary termination prior to the completion of the internship agreement, specifically stating the reasons for such termination. The report shall be duly signed by the immediate supervisor of the intern/s;

5. Adhere to the DOLE GIP Internship guidelines and procedures as stipulated in the Agreement, and other relevant government rules and regulations. In no case should the partner agency engaged the GIP Interns in activities such as involvement in political sorties, direct campaign for the partner agency's interests, exposure to hazardous undertaking/s specifically provided under the Anti-Child Labor law, enlisting GIP without actual services rendered, unauthorized deductions on Intern's stipend, and other pertinent laws relevant thereto;
6. Implement the GIP Program base on the approved project proposal which forms as an integral part of this MOA, in accordance with the approved program objectives, standards, system and procedures for implementation, time schedule, as well as the attached approved work program;
7. Keep the DOLE informed at least three (3) working days before the actual date of implementation of the program;
8. Allow access to or make available records and facilities pertaining to the project for the visitorial audit and examination of the DOLE and/or COA authorized representative/s;
9. Allow GIPs to voluntarily help other government agencies especially during the emergency situations such as encoding of vaccination certificate due to pandemic, profiling of individuals in natural and/or man-made calamities and other similar activities;

II. MODIFICATION/AMENDMENT AND EFFECTIVITY

- a) Any modification/amendment to this MOA shall be subject to the mutual consent of the parties hereto;
- b) Any deviation from the approved project proposal shall require approval from the Regional Director. In case of unauthorized deviations based on verified information, the DOLE shall suspend or terminate the activities of the GIP Partner Agency under the MOA;
- c) This MOA takes effect upon the signing of the parties hereto and shall remain in force for the duration of the implementation of the project, unless otherwise suspended or terminated by the DOLE for deviations of the GIP Partner Agency from the provisions of MOA.

IN WITNESS WHEREOF, the parties have hereunder affixed their signatures this _____ day of _____, 2025.

**DEPARTMENT OF LABOR AND
EMPLOYMENT, REGION OFFICE 6**

**LGU- HIMAMAYLAN
GIP PARTNER AGENCY**

By:

By:

ATTY. SIXTO T. RODRIGUEZ, JR.
Regional Director

ROGELIO RAYMUND I. TONGSON JR.
City Mayor

Witness

Witness

CARMELA M. ABELLAR
Chief LEO/Head - NOFO

CYCHE G. HISONA, PhD.
City Government Department Head I
PESO Manager

REPUBLIC OF THE PHILIPPINES)
_____) S. S.

ACKNOWLEDGMENT

BEFORE ME, in the City of _____, this _____ day of _____, personally appeared the following:

NAME	VALID IDENTIFICATION CARD/NUMBER	DATE/PALCE ISSUED
1. ATTY. SIXTO T. RODRIGUEZ, JR.	DOLE – STR951004	
2. ROGELIO RAYMUND I. TONGSON JR.		

both known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged before me that the same is their free and voluntary act and deed as well as those of the entitles they represent.

This instrument refers to a Memorandum of Agreement consisting of four (4) pages including this page acknowledgement, signed by the parties and their witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL on the date and the place first above written.

Book No. _____;
Doc. No. _____;
Page No. _____;
Series of 2025

FILE: GIP MOA (per DOLE-GIP Advisory 2-2022)