

Internal/External

12. SERVICENAME: GOVERNMENT INTERNSHIP PROGRAM

Description of the Service: The Government Internship Program provides young individuals with temporary work experience in government offices to develop skills and gain exposure to public service.

Office or Division:	CITY PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	GOVT TO GOVT (G2G)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Resume - Photocopy of Landbank ATM card - Photocopy of Senior High School Diploma / College Diploma or Photocopy of Form 138 (SHS) / TOR (College Graduate) - DOLE Forms 		<p>Applicant</p> <p>DOLE – IFO</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resume to the Mayor's or Vice Mayor's Office.	Assist and give list of requirements in availing the assistance.	NONE	1 minutes	<p>Josemarie L. Diaz <i>City Mayor</i></p> <p>Jay Eveson C. Diaz</p>

					City Vice Mayor
2. Wait for notification if selected.	Issue notification to selected applicants.	NONE	1 week		Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
3. Wait for notification for the orientation for selected applicants.	Issue notice to selected applicants for orientation.	NONE	5 minutes		Allan Paul J. Foronda <i>PESO Staff</i>
4. Accomplish the target requirements issued by the DOLE.	Provide assistance and accommodate queries.	NONE	1 day		Allan Paul J. Foronda <i>PESO Staff</i>
5. Submit the prescribed requirements for verification and evaluation.	Verify and evaluate DOLE Forms to be submitted at DOLE – IFO.	NONE	1 day		Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
6. Submit the masterlist to the DOLE – IFO for evaluation and verification.	Prepare and submit the requirements to DOLE – IFO.	NONE	1 day		Allan Paul J. Foronda <i>PESO Staff</i>
7. Wait for notification for the deployment.	Issue notification to selected applicants.	NONE	1 week		Allan Paul J. Foronda <i>PESO Staff</i>
	TOTAL		2 weeks, 3 days, and 6 minutes		