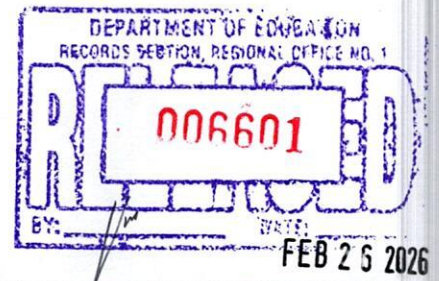




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 277 s. 2026

SUBMISSION OF LIST OF RECOMMENDED GOVERNMENT INTERNSHIP PROGRAM (GIP) BENEFICIARIES FOR DEPLOYMENT UNDER THE ARAL PROGRAM

To: Schools Division Superintendents

1. In support of the implementation of the ARAL Program and pursuant to the continuing coordination between the Department of Education (DepEd) and the Department of Labor and Employment (DOLE), this Office hereby informs the Schools Division Offices (SDOs) of the approved allocation of Government Internship Program (GIP) beneficiaries to serve as tutors under the ARAL Program.

2. The approved number of GIPs per Schools Division Office is reflected in the table below:

SDO	No. of Approved GIPs
SDO Alaminos City	22
SDO Batac City	6
SDO Candon City	5
SDO Dagupan City	32
SDO Ilocos Sur	29
SDO La Union	30
SDO Laoag City	32
SDO Pangasinan I	32
SDO Pangasinan II	30
SDO San Carlos City	9
SDO San Fernando City	14
SDO Vigan City	9

3. The submission of recommended beneficiaries forms part of the regional consolidation and validation process to ensure the appropriate matching of GIP deployment with program needs across schools and divisions.

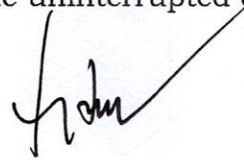


4. Anent this , each SDO is requested to prepare and submit a consolidated list containing the following information:

1. List of schools where ARAL GIPs will be deployed;
2. Number of GIPs assigned per school; and
3. Names of recommended GIP beneficiaries per school.

5. Enclosed in this Memorandum are the forms to be accomplished by the GIP beneficiaries and the list of documentary requirements to be submitted. The consolidated list of recommended beneficiaries, together with the accomplished forms and documentary requirements, shall be submitted to the Regional on or before March 3, 2026.

6. Immediate dissemination of and compliance with this Memorandum are requested to ensure the timely deployment of tutors and the uninterrupted delivery of learner support interventions.



TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

SCHOLARSHIP. HIRING TUTOR

CLMD-jps/RM/2026DOLEGIP
February 25, 2026



**DEPARTMENT OF LABOR AND EMPLOYMENT
GOVERNMENT INTERNSHIP PROGRAM
(DOLE-GIP)**

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. 1**, a government office existing by virtue of the laws of the Republic of the Philippines with principal office address at RSRK Building, Diversion Road, Biday, San Fernando City, La Union, represented herein by its Regional Director, **EXEQUIEL RONIE A GUZMAN**, and herein referred to as "**DOLE-RO 1**"; and

The _____ with principal addresses at _____ represented herein by its _____, herein referred to as "**GIP PARTNER AGENCY**".

WITNESSETH-

WHEREAS, the Department of Labor and Employment (DOLE) is mandated to engage GIP Interns into 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 attracting 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. 1 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 program, and a profiled list of beneficiaries, and review the same prior to endorsement to 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 GSIS-GPAI;
5. Assign the interns to perform functions in DOLE and other partner agencies/entities where the DOLE has an effected MOA as enumerated in Section 7 of Department Order 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-ROs 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 based 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 tasks 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-RO the complete and accomplished Attendance Sheet, DTRs and Accomplishment Reports, and other pertinent documents of the GIP Interns two (2) days after the 15th and 30th of the month **or the cut off date set by Regional Office** to enable to process the allowances on time. **Delayed submission of DTRs to DOLE Field Office or Regional Office shall be a ground for non-approval of succeeding requests to participate in program implementation.**
4. Submit a report to the DOLE-RO, a complete and/or updated record of all the interns such as profile, office of assignment etc. Likewise, in case of intern's voluntary termination prior to the completion of the internship agreement, a **GIP Pre-Termination Report** shall be submitted to the DOLE-RO **within 2 days after the termination or resignation**, 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 this Agreement, and other relevant government rules and regulations. In no case should the partner agency engage the GIP Interns in activities such as involvement in political sorties, direct campaigning 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 based on the approved project proposal which forms as an integral part of this MOA, in accordance with the approved program objectives, standards, systems 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; and
8. Allow access to or make available all 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 the 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 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 _____, 20____.

**DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO. 1**

**DEPARTMENT OF _____
REGIONAL OFFICE NO. 1**

By:

By:

EXEQUIEL RONIE A. GUZMAN
Regional Director

Representative

Signed in the Presence of:

Witness

Witness

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BEFORE ME, in the City of _____, this _____ day of _____ 20____, personally appeared the following:

NAME	VALID IDENTIFICATION CARD/NUMBER	DATE/PLACE OF ISSUE
1.		
2.		

All 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 entities they represent.

Said instrument refers to a Memorandum of Agreement consisting of _____ pages including this page of acknowledgement, signed by the parties and their witnesses and sealed with my notarial seal.

NOTARY PUBLIC

Book No. _____;
Doc. No. _____;
Page No. _____;
Series of 20____.

**DEPARTMENT OF LABOR AND EMPLOYMENT
GOVERNMENT INTERNSHIP PROGRAM
(DOLE-GIP)**

INTERNSHIP AGREEMENT

THIS AGREEMENT is made by and between the *Department of Labor and Employment* as represented by Regional Director EXEQUIEL RONIE A. GUZMAN of the DOLE Regional Office No. 1 with office address at San Fernando City, La Union.

-and-

Name of Intern	Postal Address	Effective start date	Effective end date:	Office and Place of Assignment	Work Contact Person:

WITNESSETH:

1. This Agreement shall govern the relationship of the Intern and the Government Office where he/she will be assigned and does not create any employer-employee relationship between the DOLE and the Intern, and will not be accredited as government service for any purpose/s;

2. That the duration of this Agreement shall be for a minimum of three (3) months to a maximum of six (6) months computed from the date that the Intern reported for work in his/her office of assignment, provided that:

a) Former GIP beneficiaries may be readmitted for a minimum of three (3) months to a maximum of six (6) months upon recommendation of the partner institution, whether local or national; Provided further, that they will be designated to acquire additional competencies that would merit a potential position, whether contractual, casual or permanent in the government service; and

b) That such recommendation contains the (a) Performance rating or evaluation of the intern; (b) Needed skills of the intern for enhancement; and (c) the Intent to hire or absorb the GIP as a contractual, temporary or regular employee.

3) For purposes of computation, each month shall be equivalent to twenty-two (22) work days exclusive of special non-working holidays. In case there are non-working holidays within the duration of the GIP agreement, the period may extend beyond the end date to utilize the allocated budget for twenty-two (22) work days a month.

4) That in cases where the Intern will not be able to finish the period of six (6) months internship program, shall inform/notify the GIP Partner Agency where the internship is rendered through his/her immediate Supervisor, and report to the DOLE-RO the intention of ending this Agreement at an earlier date.

5) That the Intern shall be entitled to receive an allowance/stipend from DOLE, equivalent to the highest prevailing Regional minimum wage where the internship agreement shall be enforced, payable every 15th and 30th of each month based on the Intern's actual attendance, and that absences, tardiness or under time incurred shall be deducted accordingly; and

6) That the DOLE-RO shall enrol the Intern and pay the one-time GSIS premium in the amount prescribed by the GSIS, which shall be no **later than one (1) week** after the Intern has reported for work while this Agreement is in effect, or during the period of Internship.

Confidentiality: The Intern must maintain confidentiality, when and where appropriate, during and after the internship, of all the data and information where such information is not already within the public domain and is indicated or understood to be confidential.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____ 2025, at San Fernando City, La Union.

Signed:

EXEQUIEL RONIE A. GUZMAN
Regional Director
DOLE-RO 1

Date: _____

Signed:

NAME OF INTERN	SIGNATURE

WITNESSES:

VERONICA A. CORSINO
Chief LEO, Head, LUFO

TERESA N. BONAVENTE
Chief TSSD, Head

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S. S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	IDENTIFICATION CARD/NUMBER	DATE/PLACE ISSUED
DIR. EXEQUIEL RONIE A. GUZMAN	DOLE ID/ERAG 110201	DOLE

known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of two (2) pages including this page wherein this Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ____ day of _____, 2025 at _____.

NOTARY PUBLIC

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

DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO. 1

GOVERNMENT INTERNSHIP PROGRAM

DOCUMENTARY REQUIREMENTS

Per Department Order 204 Series of 2019

Requirements		Remarks
1	GIP Work Program	Please see attached templates
2	Internship Agreement for Multiple Beneficiaries (Form C)	
3	GIP Beneficiaries Monitoring Form (Form F) signed by head of LGU/NGA	
4	Memorandum of Agreement per LGU/NGA	
5	GSIS-GPAI Enrollment Form	

Intern/Beneficiary

Requirements		Remarks
1	Application Form (Form B revised)	Please see attached template
2	Transcript of Records (College Level/College Graduate) Form 137/138 (High School Graduate) Certificate of Graduation (Voch-Tech Graduate) Or any Certification from school/institution or any document/proof equivalent to this effect	
3	For readmitted interns: 1. Performance Evaluation from the office of Assignment 2. Letter of intent to absorb	

QUALIFICATIONS (DO 204-A Series of 2019):

1. **At least** High School/Junior HS graduate or its equivalent under ALS, or voch-tech graduate;
2. **Between 18-30 years old** ; except those potential beneficiaries from areas hit by natural disasters, man-made calamities, or affected by armed conflict, and where government regulations that caused displacements were implemented.
3. **Without work experience**; except those potential beneficiaries from areas hit by natural disasters, man-made calamities, or affected by armed conflict, and where government regulation that caused displacements were implemented.

Interns shall open their LBP payroll accounts for the payment of stipend.



DOLE REGIONAL OFFICE NO. 1
GOVERNMENT INTERNSHIP PROGRAM (GIP)
APPLICATION FORM

**INSTRUCTION TO APPLICANTS:**

Please fill out all the required information in this form and attach additional documents, if necessary.

1. NAME OF APPLICANT:

Family Name First Name Middle Name

2. RESIDENTIAL ADDRESS:

**ATTACH 2x2 PHOTO WITH NAME
AND SIGNATURE TAKEN WITHIN
THE LAST THREE (3) MONTHS**

Telephone No.:

Mobile No.:

E-mail Address:

3. PLACE OF BIRTH (city/province)**4. DATE OF BIRTH (mm/dd/yyyy)** / /**5. GENDER** Male Female**6. CIVIL STATUS** Single Married Widow/Widower**7. EDUCATIONAL ATTAINMENT**

NAME OF SCHOOL	INCLUSIVE DATES		DEGREE OR DIPLOMA
	From	To	

8 .DISADVANTAGE GROUP PWDs IPs Victims of Armed Conflict Rebel Returnee
 4Ps Others _____

CERTIFICATION: Certify that all information provided in this application, including the attached documents, is complete and accurate to the best of my knowledge. I attest to the veracity of the attached requirements. I understand and agree that any misrepresentation in this document or its attachments may result in disqualification, cancellation of the service or contract, and the forfeiture of any refunds received or pay damages to DOLE or comply with any other sanctions in accordance with the law.

In case of Emergency, please notify:

Name :

Contact Details :

Address :

Signature of Applicant

Date Accomplished

FOR DOLE-RO/FO Use Only**Interviewed and validated by:****NAME and SIGNATURE/Position****DATE**

Documents Received:

- | | | |
|----------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth certificate or equivalent | <input type="checkbox"/> Form 137/138 | <input type="checkbox"/> Certification from school or any docs equivalent hereto |
| <input type="checkbox"/> Transcript of Records | <input type="checkbox"/> Diploma | |
| <input type="checkbox"/> Barangay Certification | <input type="checkbox"/> Others _____ | |