



Republic of the Philippines
Department of Agriculture

PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

Apacible Hall, Department of Agriculture Compound,
Elliptical Road, Diliman, Quezon City

Tel. Nos.: (02) 928-8751 to 65 locals 2601 to 2614; e-mail: pcaf.da@gmail.com



PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

REF ID: A12345-OM/PCAF-190020


Date/Time Released: 03/20/2019 10:34:00 AM


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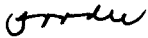
AFMD-HRDS-M-2019-025

March 18, 2019

MEMORANDUM

FOR : 
SARAH GUTIERREZ-CAYONA
Executive Director

THRU : 
ALEXANDER S. DAROYA
OIC-Deputy Executive Director

FROM : 
FIDELIA DE ASIS-ANDRES
Chief, AFMD

SUBJECT : **Request for Extension in Accepting Differently Abled Applicants for the CY 2019 Summer Youth Internship Program (SYIP)**

This refers to the recent screening of applicants by the HRDS for the CY 2019 Summer Youth Internship Program (SYIP) such that there are no differently abled applicants.

Based on our SYIP guidelines per attached Memo dated March 8, 2018, the top ten (10) successful examinees shall be accepted for the program while the first five (5) differently abled applicants shall be automatically accepted for the program. Thus, to comply with the said guidelines, may we request for an extension in accepting differently abled applicants under the Program until March 22, 2019.

For your approval.

Fn: memo.syip.requestforextension/2019HRDS folder



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Republic of the Philippines
Department of Agriculture



PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES PCAF-190016

Apacible Hall, Department of Agriculture Compound, Date/Time Released: 03/11/2019 10:06:39 AM

Elliptical Road, Diliman, Quezon City

Released by:

Tel. Nos.: (02) 928-8751 to 65 locals 2601 to 2614; e-mail: pcaf.da@gmail.com

AFMD-HRDS-M-2019-021

March 8, 2019

MEMORANDUM

FOR : *[Signature]*
SARAH GUTIERREZ-CAYONA
Executive Director

*Approved
3/8/19*

THRU : *[Signature]*
ENGR. ALEXANDER S. DAROYA
OIC-Deputy Executive Director

FROM : *[Signature]*
FIDELIA DE ASIS-ANDRES
Chief, Administrative, Financial and
Management Division

SUBJECT : **IMPLEMENTATION OF THE SUMMER YOUTH INTERNSHIP
PROGRAM (SYIP) FOR CY 2019**

Relative to the unnumbered e-mail copy of the Department Order dated February 4, 2019 signed by Secretary Emmanuel F. Piñol, re: Implementation of the Summer Youth Internship Program (SYIP) for CY 2019, hereunder are the guidelines for its implementation:

1. The program will run for 45 working days starting April 1, 2019 to June 7, 2019 and shall adopt the regular working hours from 8:00 a.m. to 5:00 p.m. from Mondays to Fridays.
2. Applicants shall be 18-25 years old and in good health condition.
 - **For students:** College level or high school graduate;
 - **For out-of-school-youth:** should not have ceased schooling for more than 2 years;
 - **For differently abled individuals:** shall be able to perform office works (e.g. typing/encoding, sorting, photocopy, ect.)
3. Applicants must not be related by consanguinity or affinity to any official/employee within the agency.
4. No applicant to the program shall be recruited/accepted more than once;
5. The applicants shall be required to submit accomplished Application Forms (please see attached) and original NSO authenticated Birth Certificate on Mar. 12, 2019 on the first-come, first served basis;
6. The HRDS shall conduct interview of the applicants. Applicants who are qualified to undergo written examinations shall be informed by the HRDS on the date, time



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Date: *3-5-19*

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and venue of the examination which will be on March 15, 2019, 8:00 a.m. at the Apacible Conference Room;

7. The top ten successful examinees shall be accepted to the program. For the differently abled applicants, the first five applicants shall be automatically accepted to the program;
8. Successful examinees shall be notified by the HRDS thru their cellphone numbers provided by them; and
9. The SYIP/GIP participants shall be given a salary wage which is equivalent to ₱ 537.00 per day chargeable against Fund 101 per Division Allocation. **Approximately ₱ 362,475.00 is needed to finance this activity for 45 working days.**

Upon approval of this Memorandum, same shall be posted on the Bulletin Board for interested parties to be informed.

The successful examinees will be informed as to their proposed place of assignment on March 26, 2019.

For your approval.

FOR HUMAN RESOURCE DEVELOPMENT SECTION *differently abled individuals, shall be able to perform office works (e.g. typing/encoding, sorting, photo copy, etc.)*

RECEIVED

By: W. J. A. J.

Date: 3-5-19

2:10 pm

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Republic of the Philippines
OFFICE OF THE SECRETARY
 Elliptical Rd., Diliman, Quezon City, 1101 Philippines
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ROUTING SLIP

To: Done Maun Del

Date: 3/8/19 3.11

Please... 500, part of

Rush Circulate memo

See me Prepare report

Check/verify Type/file

Attend/Represent me Make appropriate action

Remarks: you may start screening of applicants.

SARAH GUTIERREZ-CAYONA
 Executive Director

February 4, 2019

Department Order
 No. _____
 Series of 2019

SUBJECT : IMPLEMENTATION OF THE SUMMER YOUTH INTERNSHIP PROGRAM (SYIP) FOR CY 2019

In line with Executive Order No. 139 series of 1993, the Department of Agriculture is once again implementing the Summer Youth Internship Program or Government Internship Program for CY 2019 which is set to achieve the following objectives:

- Initiate the youth to public service. The program shall involve and acquaint the youth participants with the new programs and projects of the government and consequently, draw their support and understanding towards them;
- Serve as a recruitment mechanism for potential public employees. Participants shall be pooled into a manpower reservoir from which participating agencies could draw recruits for its regular workforce by the time they qualify for public employment;
- Extend possible financial assistance for the next school year enrollment. Participating agencies shall provide a stipend or any form of financial help to the GIP participants.

The following guidelines are hereby adopted in the conduct of the DA SYIP/GIP for CY 2019:

1. **Coverage** – The program shall be implemented in the DA Proper, Regional Field Offices, Bureaus, Attached Agencies and Corporations.

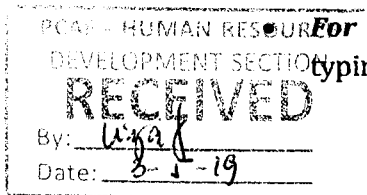
The number of participants to be hired shall be determined by the respective heads of the concerned offices subject to availability of funds. For the DA Proper, a total of 70 participants will be funded with 5 slots allotted for differently abled individuals.

2. **Period of Implementation** – The program will run for 45 days starting from April 1 to June 7, 2019 and shall adopt the regular working hours of 8:00 AM to 5:00 PM from Mondays to Fridays.

3. **Qualification of Interns:**

- Shall be 18-25 years old;
- Good health condition;
- Must not be related by consanguinity or affinity to any official or employee in the office;
- Must not be a previous participant to the DA SYIP/GIP (No participant shall be recruited/accepted more than once)
- **For students:** College level or high school graduate;
- **For out-of-school-youth:** should not have ceased schooling for more than 2 years;

For differently abled individuals: shall be able to perform office works (e.g. typing/encoding, sorting, photo copy, etc.)



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