



Ref. No. 2024- 90
May 13, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL BAR EMPLOYEES

**SUBJECT : INTERNAL GUIDELINES FOR DEPARTMENT OF AGRICULTURE (DA)
SUMMER YOUTH INTERNSHIP PROGRAM (SYIP) FOR CY 2024**

Pursuant to Executive Order No. 139, series of 1993, *Creating the Kabataan: 2000 Steering Committee, the Action Officers Committee and the Regional Steering Committee in Implementation of the Year-round Youth Work Program, Kabataan 2000 and for other Purposes*, and DA Department Order No. 5 series of 2024 on the *Implementation of Summer Youth Internship Program (SYIP) for CY 2024*, the Bureau of Agricultural Research (BAR), shall implement the Summer Youth Internship Program (SYIP) for CY 2024. The program aims to acquaint the youth with government processes and give them a better understanding of the overall operations in the executive branch of the government.

In view thereof, the following guidelines on the hiring of Summer Youth Interns are prescribed by the Bureau:

I. GENERAL GUIDELINES

1. Summer Youth Interns shall be paid a daily wage of Php 610.00;
2. A total of fifteen (15) participants will be accepted with five (5) slots allotted for differently abled individuals;
3. The program will run for a total of forty-five (45) working days, beginning on June 10, 2024 until August 12, 2024. Summer Youth Interns shall be required to adopt the regular working hours of 8:00 AM to 5:00 PM from Monday to Friday.

II. QUALIFICATION FOR INTERNS:

1. Must be 18-25 years old;
2. Fit to work, to be accompanied by a medical certificate, indicating such;
3. Must have received at least one (1) COVID-19 booster shot;
4. Must NOT be related by consanguinity or affinity to any official or employee of the Bureau;
5. Must NOT have been a previous recipient of the the DA SYIP/GIP;
6. **For students:** College level or High School graduate;
7. **For out-of-school youth:** should have been in school for more than two (2) years;
8. **For differently abled individuals:** must be able to perform basic office tasks such as, but not limited to typing/encoding, sorting, photocopying, etc.

III. APPLICATION PROCEDURES

1. Applicants shall be required to submit the following documents **on or before May 28, 2024** through the created Google Forms (https://bit.ly/2024BAR_SYIP) by the Human Resource Management Unit (HRMU):
 - 1.1. SYIP Application Form (Annex A);
 - 1.2. One (1) passport-size picture (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches);
 - 1.3. Photocopy of PSA Birth Certificate that bears the Birth Reference Number (BRen) on the PSA Security Paper (SECPA);
 - 1.4. Photocopy of vaccination card (with at least one (1) booster shot);
 - 1.5. Photocopy of latest registration card or report card; and
 - 1.6. Barangay Certificate of Indigency (if applicable)
2. The HRMU shall be responsible for the pre-screening of applications and notifying qualified candidates for the DA SYIP. Acceptance of qualified applicants shall be on a first come, first serve basis provided that they have submitted complete requirements;
3. Applicants who pass the initial screening shall be contacted through email to inform them of the date of pen and paper examination;
4. Applicants who garner a total score 60% or higher on the written exam shall be scheduled for interview by the HRMU to evaluate the appropriate Division/Unit to be assigned;
5. HRMU shall prepare the list of qualified interns for hiring through a memo for the Office of the Director (OD), duly noted by the Office of the Assistant Director (OAD).
6. Upon Approval by the Office of the Director, HRMU shall notify the interns via e-mail and phone call to inform them of their acceptance to the program and area of assignment.
7. All qualified interns shall undergo an orientation on **June 10, 2023** by the HRMU on basic Office Rules and Regulations before being deployed to their respective areas of assignment.

IV. EFFECTIVITY

This order shall take effect immediately and shall remain in force unless revoked in writing. All issuances inconsistent herewith are deemed revoked.


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