



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel Nos. (02) 8351-8120, 8294-9741
E-mail: bafe@da.gov.ph

AFD-HRMS-SO-23-03-001

MEMORANDUM ORDER

No. 03
Series of 2023

SUBJECT: IMPLEMENTATION OF SUMMER YOUTH PROGRAM (SYP)

In line with the Executive Order No. 139 series of 1993, the Bureau of Agricultural and Fisheries Engineering is implementing the Summer Youth Program 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 recruitment mechanism for potential public employees. Participants shall be pooled into a manpower reservoir from which 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. BAFE shall provide a stipend or any form of financial help to the SYP participants.

The following guidelines are hereby adopted in the conduct of the BAFE SYP:

I. Coverage

The program shall be implemented in the Bureau. There will be three (3) participants, subject to the availability of funds, preferably one (1) slot allotted for differently abled individuals.

II. Period of Implementation

The program will run for 45 working days and shall adopt the regular working hours of 8:00 AM to 5:00 PM from Mondays to Fridays.



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III. Qualifications of Interns

- Must be 18-25 years old;
- Must be in a good health condition;
- Must have at least 1st dose of COVID-19 vaccine booster;
- Must not be related by consanguinity or affinity to any official or employee in the office;
- For students: College level or senior high school graduate;
- For out-of-school-youth: must not have ceased schooling for more than 2 years;
- For differently abled individuals: must be able to perform office works (e.g. typing/encoding, sorting, photo copy, etc.)

IV. Application Requirements

- Application Letter
- Application Form (Annex A)
- Latest Certificate/ proof of enrollment documents showing latest attendance to school
- Photocopy of Birth Certificate
- Vaccine card or equivalent
- Two (2) 2x2 size ID picture

V. Selection of Participants

Applicants shall be required to submit accomplished Application Forms (Annex A). They shall be selected based on the results of the interview and written examination administered by Human Resource Section, but preference shall be given to applicants who are financially needy.

VI. Deployment of Participants

Accepted participants shall be assigned to selected divisions/section considering the requirement of the office and the qualifications of the summer youth intern.

VII. Funding

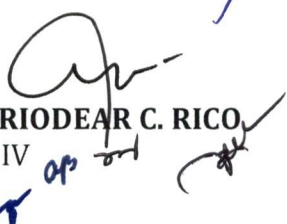
The daily wage base on minimum wage as provided by law shall be charged against BAFE funds subject to the usual government accounting and auditing rules and regulations.



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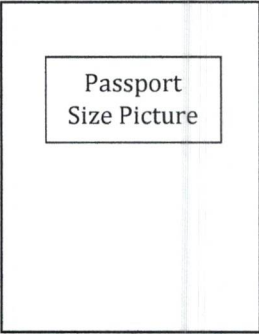
This Order shall take effect and shall remain in force until revoked in writing.

Done this 16th day of April 2023.


ENGR. ARIODEAR C. RICO
Director IV



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(For Summer Youth Program)
PERSONAL DATA SHEET
Application Form CY 2023

I. PERSONAL INFORMATION

NAME (FIRST, MIDDLE, LAST)			
RESIDENTIAL ADDRESS			
DATE OF BIRTH		SEX	
PLACE OF BIRTH		CIVIL STATUS	
CITIZENSHIP			
TELEPHONE NO.		CELLPHONE NO.	

II. FAMILY BACKGROUND

FATHER'S	
NAME (FIRST, MIDDLE, LAST)	
OCCUPATION	
BUSINESS ADDRESS	
MOTHER'S	
NAME (FIRST, MIDDLE, LAST)	
OCCUPATION	
BUSINESS ADDRESS	

III. EDUCATIONAL BACKGROUND

LEVEL	NAME OF SCHOOL	YEAR GRADUATED/ HIGHEST LEVEL ATTAINED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY			
SECONDARY			
VOCATIONAL			
COLLEGE			

IV. SKILLS / INTEREST

V. OTHER INFORMATION

1. Are you related by consanguinity or affinity to any employee/ official of the Department? YES NO
If YES, give details _____

2. Have you ever been formally charged? YES NO
If YES, give details _____

2. Have you ever been found guilty/ convicted of any crime or violation of law? YES NO
If YES, give details _____

3. Are you differently abled? YES NO
If YES, give details _____

4. Are you a solo parent? YES NO
If YES, give details _____

VI. PERSONAL REFERENCES

NAME	ADDRESS	TELEPHONE NO.

VII. STATE BRIEFLY WHY YOU WANT TO PARTICIPATE IN THE PROGRAM?

Signature over Printed Name

Date Accomplished



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Done this ____ day of _____ 2023.


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