

Special Program for Employment of Students (SPES)

The Special Program for Employment of Student (SPES) aims to help the poor but deserving students and out-of-school youth in pursuing their education by encouraging them through employments during summer vacation. It was created under R.A. 7323, enacted on March 30 1992. The program is conducted every year. Participants are assigned to work in the office as Office Clerk/Helper and others on field as workers for beautifications and other related works. Work duration has a minimum of 20 working days but not more than 45 working days.

SPES Applicants must meet the following criteria:

- At least 15 years old but not more than 30 years old.
- Open to Students and out-of-school youth.

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Constituent of Reina Mercedes
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30)	Municipal Civil Registrar Office Philippine Statistics Authority
Photocopy of the latest Income Tax Return (ITR) of parents \legal guardian OR certification issue by BIR that the Parents/Guardians are exempted from payments of tax OR original Certificate of Indigence OR original Certificate of Low Income issue by the barangay/DSWD or CSWD where the applicant resides; and	BIR
For Students, any of the following, in addition to requirements no. 1 and 2: 1. Photocopy of proof of Average passing Grade such as (1) class card or (2) Form 138 of the previous semester or year immediately preceding the application; OR 2. Original copy of Certificate by the school registrar as to passing grade immediately preceding semester /year if grades are not yet available.	School
For Out of School Youth (OSY), original copy of Certification as OSY issued by DSWD/CSWD or the authorized Barangay Official where the OSY resides, in addition to requirements no. 1 and no. 2.	
Original Copy of Certification by the school registrar as to passing grade immediately preceding semester/year if grades are not yet available.	
For Out of School Youth (OSY), original copy of Certification as OSY issued by DSWD/MSWD or	



authorized Barangay Official where the OSY resides

Form 138

Certification by the school Registrar that the student has passed during the previous semester or school year

Certified true copy of the student's class card where the passing grade could be determined.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PRE-EMPLOYMENT PHASE Secure from public Employment Service Office (PESO) 1.1 Form 1 Registration Form ADMINISTRATION of EXAMINATION	1. Provides clients with appropriate forms. 1.1 Administers Qualifying Exam, Interview and Skills Test	None	10 minutes	Planning Officer I / PESO Designee Office of the Municipal Mayor
2. ORIENTATION ON SPES 2.1 Attend SPES Orientation for information on the details and guidelines of the program as scheduled. 2.2 Submit to PESO Filled up Forms - Form 2- Registration Form - Documentary Requirements	2. Orient applicants for information on the details and guidelines of the program 2.1 Receives and evaluate filled-up forms 2.2 Inform the applicants to wait for the ADVISORY coming from the PESO	None	5 Minutes	Planning Officer I / PESO Designee Office of the Municipal Mayor
3. Screening of Qualified Applicants	3. Conduct Office/work orientation and deploy SPES beneficiaries to their office /work assignment.		5 Minutes	



5. Signing of Employment Contract	5. Receives, evaluates and certifies DTR's for the processing of payroll. 5.1 Prepares and provides Certificate of Employment. 5.2 Submits to DOLE the SPES requirements together with the pertinent reports for further evaluation and processing of SPES payroll.			
6. EMPLOYMENT PERIOD Work Assignment Attend On-Boarding Activity and proceed to respective office/work assignment. POST EMPLOYMENT PHASE Signing of Termination Contract At the end of the work assignment, report to PESO for the signing of Termination Report. Payroll Processing Submission of DTR's and Accomplishment reports Daily Time Record (DTR) Secure Certification of Employment Request for Certification of Employment Submission Reports to DOLE				



SPES employee must present his/her enrolment form, official receipts and school ID to process the counterpart from DOLE.				
TOTAL:		None	20 Minutes	