

PUBLIC EMPLOYMENT SERVICE OFFICE

SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

The Public Employment Service Office process the applications of the SPES candidates. The SPES is an employment bridging program during summer or Christmas vacation that aims to augment the family income of poor but deserving students, out-of-school youth (OSY) and dependents of displaced or would-be displaced workers who intend to finish their education.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	Students or Out-of-School Youth (OSY) at least 15 but not more than 30 years of age			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished SPES application form (SPES Form 2)			PESO	
2. Copy of birth certificate or any official document			PSA	
showing student/OSY's date of birth				
3. Copy of parent's latest income tax return (ITR) or			BIR/Barangay or CSWDO	
Certificate of Tax Exemption (CTE) issued by the				
BIR or Certificate of Low Income or Certificate of				
Indigency issued by the Barangay of CSWDO				
4. A. For students:				
Form 138 report card or Certification of Passing			School	
B. For OSY:			Barangay or CSWDO	
Certification as OSY				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Orient the SPES on the office policies.			

1. Submit the requirements to PESO.	1.1 Accept the requirements.	None	1 minute	PESO staff
	1.2 Evaluate the submitted requirements.		5 minutes	Technical staff
	1.3 Interview the applicant.		5 minutes	Technical staff
	1.4 Assessment of the application.		5 minutes	Technical staff
	1.5 Inform the applicant if passed or failed.		1 minute	PESO staff
2. Attend orientation.	2.1 Prepare the assignments (office) of the SPES.		3 minutes	PESO staff
			20 minutes	Technical staff

END OF TRANSACTION: TOTAL TRANSACTION TIME: 40 minutes