



2. Availment of Special Program for Employment of Students (For Applicants)

The Special Program for Employment of Students aims to help the out of school youth and the poor but deserving students in pursuing their studies or education by encouraging them to be employed during summer vacation.

Office/Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application should meet the criteria of the program: A) age between 15 -25 years old B) enrolled during the present school year/semester C) parents set income after tax not exceed 36,000php D) no failing grades		Applicant		
Application Form (1 Original)		PESO Tanza		
Birth Certificate (1 Original)		PSA or LCR		
Resume (1 Original)		Applicant		
Out-of-School Youth Certification (1 Original)		MSWD		
School Registration Form (1 Original and 1 Photocopy)		School of Applicant		
Recent School record/Card (Original)		Applicant		
Income Tax Return of Parents (Original and 1 Photocopy)		BIR		
3pcs. 1X1 picture (white background) 3pcs. passport size picture (white background)		Applicant		
Brgy / MSWD Certificate of Indigency of Parent / Guardian		Barangay / MSWD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form for SPES and submit to PESO office together with the requirements	1. Give application form and collect it after filling-up together with the requirements	None	10 Minutes	<i>PESO Staff</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
2. Attend the SPES Orientation for Information on the details and guidelines of the Program	2. Conduct SPES Orientation	None	2 Hours	PESO Manager PES Office 2 nd Flr. Tanza Command Center Bldg.



3. Wait for the notification and list of qualified applicants to be posted in the PESO Bulletin Board	3. Evaluate the applicants. 3.1 Prepare the List of Qualified Applicants. 3.2 Notify the qualified applicants.	None	10 Minutes	PESO Office 2 nd Flr. Tanza Command Center Bldg.
4. If notified, go back to PESO Tanza to get the endorsement letter	4. Prepare the Endorsement Letter to the company and give to the applicant.	None	3 Minutes	<i>PESO Staff</i> PESO Office 2 nd Flr. Tanza Command Center Bldg.
5. Proceed to the company and bring the endorsement from PESO	5. Coordinate with the company for the date of contract signing	None	3 Minutes	<i>PESO Manager</i>
6. Sign the Employment Contract	6. Witness the signing of contract	None	3 Minutes	<i>PESO Manager</i>
7. At the end of the work assignment sign the termination paper in the company. (End of Contract)	7. Process the payroll for the student	None	3 Minutes	<i>PESO Staff</i> PESO Office 2 nd Flr. Tanza Command Center Bldg.
8. Wait for notification for the release of salary and once notified go back to PESO Tanza for salary releasing	8. Collect the Daily Time Record and release the salary. Make them sign to acknowledge receipt.	None	10 Minutes	<i>PESO Staff</i> <i>PESO Manager</i> <i>DOLE Focal Person</i>
TOTAL:		None	2 Hours & 32 Minutes	

(Availment of Special Program for Employment of Students) qualified for multi-stage processing.