

2. Special Program for Employment of Students (SPES) Application

Special Program for Employment of Students (SPES) is a working opportunity for students by working in any business or government institutions for 20 days with proper compensation.

Office or Division:	PAdO Employment and Workforce Development Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	15-25 Years of age In School or Out of School Youth Belongs to low income family (below PHP 119,000.00 annual income net after tax)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SPES Form 2 Birth Certificate PSA Authenticated (1 Photocopy [bring original]) Form 138 (1 Photocopy) Recent grades (1 Photocopy) Certificate of Low Income		www.spes.dole11.net Philippine Statistic Office High School Registrar College Registrar Office of the Barangay Captain		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers online in www.spes.dole11.net and print registration form; attach requirements.	1.1. Assists the client in on-line registration and secure SPES Identification (ID) Card.	None	1 Hour	<i>Administrative Aide III</i> PAdO Employment & Workforce Development Division
2. Takes qualifying exam and interview (for new applicant); updates information (for old applicant)	2.1. Facilitates the administration of qualifying exam and interview	None	1 Hour	<i>Administrative Aide III</i> Employment & Workforce Development Division
3. Attends SPES Orientation and signs Employment Contract and Certification	3.1. Facilitates the conduct of SPES Orientation Person	None	4 Hours	<i>Development Management Officer III</i> Employment & Workforce Development Division

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Reports to the assigned office and serve the 20-day employment period	4.1. Prepares deployment letter to various offices in the Government Center	None	2 Days	<i>Administrative Aide III</i> PAdO Employment & Workforce Development Division
	TOTAL:	None	2 Day, 6 Hours	