



Availing of Special Program for Employment of Students (SPES) (for Employers)

ABOUT THE SERVICES

THE SPECIAL Program for Employment of Students (SPES) provides government agencies and participating private establishments the opportunity to help poor but deserving students, out-of-school youth, and dependents of displaced or would –be displaced workers during summer and /or Christmas vacation or any time of the year to augment the family’s income to help ensure that beneficiaries are able to pursue their education. The program was created under Republic Act 7323 as amended by Republic Act 9457 and further amended by Republic Act 10917.

SPES wages for government agencies shall be based on the current hiring rate as authorized by the Department of Budget and Management (DBM) for entry level position in the government agency or local government unit (LGU) regardless of his/her place of assignment. While, private companies shall follow the prevailing minimum wage in the area. The 60% of the SPES salary will be should by the employer while the remaining 40% will be paid by DOLE.

Department / Office:		METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
Who may avail		Government and Private Firms		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Pledge of Commitment – a document specifying the number of students to be hired, their desired qualifications and wage rate. 		Department of Labor and Employment (DOLE) Metro Naga Public Employment Service Office (Metro PESO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pre-Employment Phase Coordinate with Metro PESO and submit the Pledge of Commitment. This must be signed by the Manager and Finance/Budget Officer of the company.			1 day	EPHRAIM D. CALLEJA Administrative Aide VI ANGELICA L. GUTIERREZ Administrative Aide II (Casual)
	2. Employment Phase Metro PESO will refer student-applicants to employer and Immediately notify the office if student-applicants are accepted.		3 days	



	Submit a Placement Report not later than 5 days after the start of employment.			
	<p>3. Post-Employment Phase</p> <p>Termination / Payroll Report Form 6 as prescribed by DOLE should be submitted to Metro PESO by the employer within 3 days, number of days worked, wage rate, overtime pay and other incentives received must be specified. This shall be the basis for the computation of the 40% share of the DOLE.</p> <p>Employer should submit a copy of payroll for DOLE's verification.</p>		3 days	<p>FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II)</p> <p>EPHRAIM D. CALLEJA Administrative Aide VI</p> <p>ANGELICA GUTTIERREZ Administrative Aide II (Casual)</p>
TOTAL		P	10 days	

METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE

G/F DOLE Bldg., J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Florencio T. Mongoso, Jr., CSEE, City Government Department Head II / City PESO Manager

Tel No. (054) 205- 2980 local 3050

E-mail: metropeso@naga.gov.ph