



**Availing of Special Program for Employment of Students (SPES) (for Applicants)**

**ABOUT THE SERVICES**

**THE SPECIAL Program for Employment of Students (SPES)** aims to provide temporary employment to 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.

Every year, SPES is implemented by the City Government of Naga through Metro PESO; beneficiaries will work for a minimum of 20 days, but not more than 52 days, 60% of the wages shall be shouldered by the employer and the remaining 40% will be paid by the Department of Labor and Employment (DOLE).

<b>Department / Office:</b>	<b>METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE</b>
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail</b>	Students, Out-of-School Youth, dependents of displaced or to be displaced workers.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
(Original and other documents, when applicable, should be presented for validation)	
1) Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30).	Local Civil Registrar / Phil. Statistic Office
2) Photocopy of the latest Income Tax Return (ITR) of parents/legal guardian <b>OR</b> certification issued by BIR that the Parents/guardians are exempted from payment of tax <b>OR</b> original Certificate of Indigence <b>OR</b> original Certificate of Low Income issued by the Barangay /DSWD or CSWD where the applicant resides; and	Metro Naga Public Employment Service Office (Metro PESO)
3) For <b>students</b> , any of the following, in addition to requirements no. 1 and 2: <b>a)</b> Photocopy of proof of average 85 and above such as (1) class card or (2) Form 138 of the previous semester or year immediately preceding the application; <b>OR</b> <b>b)</b> Original copy of Certification by the School Registrar as to passing grade immediately preceding semester/year if grades are not yet available	
4) For <b>Out of School Youth (OSY)</b> , 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 2.				
<b>5. Voters ID of Parents / Guardian</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Fill-out applicants Registry Forms</p> <p>Secure SPES Application Form 2 and fill-out the necessary information. See to it that the information given are true and correct</p> <p>Submit the SPES form 2, with passport size (3.5 cm x 4.5 cm) pictures with complete requirements within 1 or 2 days.</p> <p>Requirements will be evaluated upon submission of applicants.</p>		P	10 minutes	<p>EMELITA B. CLAVO Administrative Aide IV</p> <p>MARIE JOY A. FLORES Administrative Aide I (Casual)</p> <p>QUEENY D. DARIA (Job Order)</p>
	<p>2. Assessment of Manpower Requirements</p> <p>CEC staff will evaluate the application and other supporting documents if qualified in the program.</p>		10 minutes per applicant's documents	<p>EPHRAIM D, CALLEJA Administrative Aide VI</p> <p>EMELITA B. CLAVO Administrative Aide IV</p> <p>ANGELICA L. GUTIERREZ Administrative Aide II (Casual)</p>
<p>3. SPES Orientation</p> <p>Students are required to attend the SPES orientation for the information on the details and guidelines of the program.</p>			3 hours	CEC Personnel



	<p>4. Evaluation</p> <p>Qualified applicants shall be posted on the Metro PESO Bulletin after evaluation is done.</p>		<p>7 days</p>	<p>EPHRAIM D. CALLEJA Administrative Aide VI</p> <p>EMELITA B. CLAVO Administrative Aide IV</p> <p>ANGELICA L. GUTIERREZ Administrative Aide II (Casual)</p>
	<p>5. Publication of Line-up</p> <p>Metro PESO CEC staff shall issue an office assignment referral to SPES beneficiaries.</p>		<p>5 minutes</p>	<p>EPHRAIM D. CALLEJA Administrative Aide VI</p> <p>EMELITA B. CLAVO Administrative Aide IV</p> <p>ANGELICA L. GUTIERREZ Administrative Aide II (Casual)</p>
<p>6. Work Assignment</p> <p>SPES beneficiaries should present the office assignment referral to departments/ establishments where they assigned.</p> <p>CEC staff will monitor the SPES beneficiaries regarding their performance in work.</p>			<p>2 days</p>	<p>EMELITA B. CLAVO Administrative Aide IV</p> <p>ANGELICA L. GUTIERREZ Administrative Aide II (Casual)</p>
<p>7. Signing of SPES Documents:</p> <ul style="list-style-type: none"> <li>• Employment Contract</li> <li>• Oath of Undertaking</li> </ul>			<p>5 minutes per applicant</p>	<p>ANGELICA L. GUTIERREZ Administrative Aide II (Casual)</p> <p>MARIE JOY F. RELLAMA Administrative Aide I (Casual)</p>



				QUEENY D. DARIA (Job Order)
8. Signing of Termination Report  After 20 working day period SPES beneficiaries should sign a Termination Report; assisted by the CEC Staff of Metro PESO and it will be submitted also to DOLE as part of the 40% wages requirements.			1 day	ANGELICA L. GUTIERREZ Administrative Aide II (Casual)  MARIE JOY F. RELLEMA Administrative Aide I (Casual)
9. Payroll Preparation and Processing  SPES beneficiaries should submit to Metro PESO the Daily Time Record (DTR) and Accomplishment Report signed by the office Head. The 60% of wages will be shoulder by the LGU thru Metro PESO and the remaining 40% will be paid by DOLE.			1 day	MARIE JOY F. RELLEMA Administrative Aide I (Casual)  ANGELICA L. GUTIERREZ Administrative Aide II (Casual)  FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II)
<b>TOTAL</b>		P	11 days, 3 hours and 30 minutes	

**METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE**

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

For more information, please contact:

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