

71. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)***DESCRIPTION of the SERVICE:***

The Special Program for Employment of Students (SPES) is mandated under Act No. 7323 otherwise known as "An Act to Help Poor but deserving students pursue their education by encouraging their employment during and/or Christmas vacation. The SPES is a component of the President's Kabataan 2000 Program along with Work Appreciation Program (WAP) of the department.

REQUIREMENTS:

- * Must be 15-25 years old
- * Birth/Baptismal certificate
- * Form 138 for HS students
- * Certificate of School Registration for college students
- * Certified True Copy of the latest Income Tax Return
- * Certification from Bureau of Internal Revenue (BIR) stating that the net income tax of parents is not more than P36,000.00 per annum
- * Photocopy of the latest grades and proof of student's or parent or guardian that he/she is still studying
- * Requirements # 1 & 4 and certification from CSWDO with a clause stating the intention to continue his/her education for OSY

FEE:

- * No Fee

PROCEDURE:

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN-CHARGE
1. Accepts application forms with complete requirements for local screening	5 minutes	JOHN TOLEDO <i>Labor Employment Officer III</i> ANABEL dC DIHAN <i>Labor Employment Officer II</i>
2. Screening of SPES applicants by DOLE	10 minutes	DOLE representative
3. Coordinates with the local departments for possible assignment of SPES (thru letters)	1 day	JOHN TOLEDO <i>Labor Employment Officer III</i> ANABEL dC DIHAN <i>Labor Employment Officer II</i>
4. Submits SPES requirements and Employment Contract to DOLE and GSIS for insurance coverage	4 hours	JOHN TOLEDO <i>Labor Employment Officer III</i> ANABEL dC DIHAN <i>Labor Employment Officer II</i>
5. Selected beneficiaries of SPES work for 25 days in the department they are assigned		
6. Prepares and Processes Payroll charged to the City Government (60%)	5 days	ANABEL dC DIHAN <i>Labor Employment Officer II</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
7. Distributes salary to the SPES beneficiaries	1 day	JOHN TOLEDO <i>Labor Employment Officer III</i>
8. Processes payroll charged to DOLE fund (40%)	5 days	JOHN TOLEDO <i>Labor Employment Officer III</i> ANABEL dC DIHAN <i>Labor Employment Officer II</i>