INTEGRATED MANUAL OF OPERATIONS

REVISED EDITION 2017
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I. INTRODUCTION

Investing in youth and focusing on building their skills and capabilities through education is recognized as essential in facilitating their successful entry into the labor market. The students who finished their studies are more likely to have better opportunities in a more vigorous and aggressive labor market which plays a vital role in the economic development of a country. Thus, completion of education could yield a long term spin-off of the youth’s marketability and competitiveness in the labor market.

Viewed differently from other countries’ youth employment and scholarship programs, the Special Program for Employment of Student or SPES, is an employment-bridging program intended to help poor but deserving students, out-of-school youth (OSY) and dependents of displaced or would-be displaced workers to continue and finish their education.

Under the program, beneficiaries are paid for the services rendered for temporary employment, in partnership with the participating establishments, whether private or public. Their salaries or wages based on the minimum wage in the area or applicable hiring rate, are subsidized and paid by the government through the Department of Labor and Employment (DOLE).

Similarly, the program promotes public-private partnership by encouraging the participation of private establishments as employers to successful students and OSY-applicants to provide the latter with the opportunity to acquire skills and actual job exposure.

Since its implementation in 1993, SPES is considered as one of the most relevant and worthwhile youth employment programs of the government where the students and out-of-school youth (OSY) as beneficiaries are exposed in the real world of work. While gaining experience and enhancing their capabilities as future members of the workforce, the program effectively hones their skills while molding their attitude and habits towards work in a positive manner.

II. LEGAL BASES and OBJECTIVES

As enshrined in the Philippine Constitution, the right to education is a basic and fundamental right of every Filipino. Translated to a substantial legislation to this constitutional right is the Kabataan 2000 or Executive Order No. 139 s1993 or,
specifically pitching the Special Program for Employment of Students or SPES as one of the results of the government’s effort to afford each Filipino youth to attend and finish school and education.

“The State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all.” (Section 3, Art. XIV, 1987 Constitution)

To further give the program a strong foundation for implementation, Republic Act No. 7323, otherwise known as the Special Program for Employment of Students was enacted in 1992, to help poor but deserving students pursue their education by encouraging their employment during summer and/or Christmas vacations. Incentives were granted to employers by allowing them to pay only 60% of their salaries or wages, and the remaining 40% through education voucher (EV) to be paid by the government.

The program assists the youth ages 15-25 particularly those who are poor, to keep them in schools and finish their education by giving them the opportunity to work and subsidizing the 40% share in their salary for 20 to 52 days work with either private or public employers.

In 2009, RA 7323 was amended by virtue of RA No. 9547, to strengthen and expand the SPES law, providing among others, the regular increase in the annual budget allocation of the program by 20% and expand the coverage of employers’ participation by allowing employers/establishments with minimum of ten (10) employees from the previous fifty (50) to participate in the program. In addition, the program implementation in RA 9547 is already whole year round.

The SPES law was further amended by RA No. 10917 in 21 July 2016. Its Implementing Rules and Regulations or IRR was signed by the Secretary of the Department of Labor and Employment Silvestre H. Bello III on 20 March 2017.

The salient features of the amended SPES law include among others, the institutionalization of OSY and dependents of displaced or would-be displaced workers as program beneficiaries; the increase in age limit for SPES beneficiaries, the number of work days, and DOLE’s percentage share in the salary of beneficiaries in low-income local government units (LGUs); the fundamental shift in the mode and medium of payment; the institutionalization of social protection for SPES beneficiaries through a year-round accident insurance coverage; and the development and maintenance of an information system for program beneficiaries, key players and other stakeholders of the program.

III. PROGRAM MANAGEMENT

The Department of Labor and Employment (DOLE) shall manage the implementation of SPES through the following offices:

A. Bureau of Local Employment (BLE) - as the Program Manager of SPES shall manage the implementation of the program through the DOLE-Regional Offices, and shall:
1. Promote and advocate SPES which shall include the development and dissemination to the DOLE-ROs, and posting of advocacy and information materials at the BLE website;

2. Equip the DOLE-ROs and PESOs on SPES by providing capacity building activities and technical assistance in the implementation of the program;

3. Strictly monitor and ensure compliance of the DOLE-ROs in the implementation and timely submission of reportorial requirements;

4. Assist and respond promptly to query/queries of the DOLE-ROs and PESOs relative to program implementation;

5. Conduct regular monitoring, which shall include ocular check to PESO during program implementation;

6. Develop the Pre and Post-SPES Employment Basic Life Skills Survey Questionnaires Kit for dissemination to the DOLE ROs and PESOs. The BLE shall also conduct capacity building activities relative to the conduct of the pre and post-SPES Employment Survey on basic life skills for SPES beneficiaries;

7. Prepare and publish quarterly and annual report of SPES accomplishments, including issues and challenges, and provide further, analysis and recommendation on the improvement of program implementation; and

8. Develop a system and maintain an online database or registry of SPES beneficiaries, participating employers, and other stakeholders that is capable of generating relevant reports relative to the program, and to expedite the processing of the DOLE’s counterpart in the salary and/or wages of the SPES beneficiaries for effective implementation and efficient monitoring.

B. Financial and Management Service (FMS) - shall be in charge of the annual budget preparation taking into consideration the 20% annual increase in SPES budget. The DOLE Regional Offices shall recommend or propose their respective budget based on the number of pledges obtained and received prior to the implementation year, or based on their previous accomplishment which shall be coordinated and communicated to the BLE.

C. Internal Audit Service (IAS) – shall conduct regular audit in the implementation of SPES in coordination with the BLE. Any report resulting from the said audit shall be communicated to the DOLE-RO concerned and the BLE for immediate and appropriate action.

D. Planning Service (PS) – shall provide assistance to BLE in planning the targets and monitoring the accomplishments of DOLE-ROs, and provide recommendations as to the development, maintenance, and
further enhancement of the SPES online database system.

IV. IMPLEMENTERS

A. DOLE Regional, Provincial and Field Offices (RO/PO/FO)-

Ensure and strictly monitor compliance of the PESO as to the implementation of the SPES law from the receipt of pledges to the processing and screening of application, and submission of required documents of the SPES beneficiaries, and:

1. Validate and ensure that all the pledges submitted through the Pledge of Commitment or SPES Form 1 by the participating employers have sufficient funds to cover the percentage share in the salary and/or wages of the SPES beneficiaries as follows;

   a. 60% share for private establishments, national government agencies (NGAs) and other government instrumentalities;

   b. 60% share for local government units (LGUs), except for the following low-income LGUs with a lower share:

      i. 25% for 6th Class Municipality
      ii. 40% for 5th Class Municipality
      iii. 50% for 4th Class Municipality or 6th Class Province

2. Ensure that the regional office’s fund allocation for the pledges received and approved under the program are sufficient to cover the DOLE’s share in the salary and/or wages of the SPES beneficiaries;

3. Equip the PESO on SPES by providing capacity building activities and technical assistance relative to the implementation of SPES;

4. Provide immediate response or assistance with regard to query/queries under the program. Coordinate with the BLE issues or queries pertaining to policies and communicate the same to PESO;

5. Conduct, as far as practicable, regular monitoring and on-the-spot check or visitation of PESO and/or employer during program implementation;

6. Consolidate, collate, and submit to BLE the Summary of Results of the Pre and Post-SPES Employment Survey Questionnaire for evaluation and analysis of the basic life skills acquired by the SPES beneficiaries;

7. Accept, validate, and process the documents required for the payment of the corresponding DOLE’s share in the salary and/or wages of SPES beneficiaries;

8. Validate and submit all reportorial requirements to the BLE within the period prescribed in each SPES form; and
9. Maintain own list and complete record of student-beneficiaries, SPES babies, and participating employers for monitoring and evaluation.

B. Public Employment Service Offices (PESOs) - The Public Employment Service Office or PESO shall serve as the frontline implementer and the employment facilitation hub for SPES, and:

1. Promote and advocate the SPES program to prospective employers, either public or private. Advocacy shall include orientation of prospective and participating employers of their duties and obligations under the program as mandated under RA 10917, and dissemination of information materials to the public and prospective SPES applicants;

2. Ensure that the participating employers have sufficient funds to cover the 25%-60% share in the salary and/or wages of beneficiaries requiring the participating employers/establishments to attach pertinent documents in the Pledge of Commitment, i.e. the Certificate of Budget Allocation and Certificate of Availability of Funds or Certified Funds Available. In case of LGUs, NGAs, NGOs, and similar institutions, the PESO shall ensure that a copy of the respective LGU/office’s Annual Budget that provides for an allocation for SPES is attached in the Pledge of Commitment;

3. Assist the respective DOLE regional office in or during pledging sessions;

4. Conduct, facilitate, and process application and initial screening of SPES applicants;

5. Ensure that all applications received and accepted have complete documentary requirements. No application with incomplete documents shall be accepted by the PESO;

6. Evaluate applications and conduct matching and referral of students;

7. Orient successful applicants on SPES law, including their duties and responsibilities, salary and/or wages, and other benefits including their insurance coverage;

8. Conduct and administer the Basic Life Skills Pre and Post-SPES Employment Surveys to SPES beneficiaries before and after their SPES employment. The conduct of the survey/test will be scheduled by the PESO and shall be made mandatory upon all SPES beneficiaries during the fiscal year of implementation;

9. Facilitate and ensure the execution of Employment Contract between the employer and SPES beneficiary;
10. Accept, process, validate, and submit all reportorial requirements to their respective DOLE FO/RO, as the case may be, within the period prescribed in each SPES form and report; and

11. Maintain own list and complete record of SPES beneficiaries, babies, and participating employers for monitoring and evaluation.

V. STAKEHOLDERS

A. Beneficiaries – must be 15-30 years of age who are either students or out-of-school youth (OSY), or dependents of displaced or would-be displaced workers, intending to enrol and pursue their education, whose combined net income after tax of parents, including his/her income, if any, does not exceed the latest annual poverty threshold level for a family of six (6), as determined and issued by the National Economic and Development Authority (NEDA), in addition to the following requirements:

1. Students shall have obtained at least an average passing grade during the last school year/term attended.

2. Out-of-school youth (OSY) must be certified as OSY by the Barangay or local social welfare development office having jurisdiction in their area; and

3. Dependents of Displaced or Would-be Displaced Workers must be duly certified by their employers or concerned agencies i.e. DOLE RO, barangay, or social worker/welfare development office of the LGU.

B. Participating Employers – are persons or juridical persons authorized to operate a business in the Philippines or created under the law whether private or public, employing at least ten (10) persons whether regular, seasonal, temporary, casual or under job contracting arrangements:

1. Private – are those establishments authorized to operate business under the Philippine laws and duly registered with the Securities and Exchange Commission (SEC), or the Department of Trade and Industry (DTI), including but not limited to, private and/or business establishments; non-government organizations (NGOs), private educational institutions, labor unions, and other similar organizations and associations or any other institutions created for the purpose; and

Public – refers to the national government agencies (NGAs) and/or any of its instrumentalities, local government units (LGUs), public schools or state universities and colleges (SUCs), including government-owned or controlled corporations (GOCCs).
VI. PROCEDURAL FLOW

A. Pledging Session

1. PESO may already obtain pledges and commitments from prospective employers from the fourth quarter (4th quarter) ahead, until the first quarter (1st quarter) of the implementing year;

2. The DOLE RO shall inform FOs of their budget allocation for SPES based on received or obtained pledges;

3. FOs shall meet the PESOs to discuss and agree upon the budget allocation and SPES targets for the implementing year;

4. Interested employers from the private and government sector, shall submit to PESO their accomplished Employer’s Pledge of Commitment Form or SPES Form 1, together with the document/s required as proof of capacity to pay and budget allocated for SPES, to wit:

   a. For private employers and NGOs, a certification duly signed by its President or Manager or their duly authorized representative and the Budget Officer or Accountant reflecting the 60% share pledged.

   b. For public employers except LGUs, a copy of the office’s budget for the 60% share duly signed by the Head of Office or his/her duly authorized representative or officer-in-charge, and the Budget Officer or Accountant.

   c. For the LGUs, a copy of any of the following:

      i. Resolution of the Sangguniang Bayan, Panglungsod or Panlalawigan, as the case may be, indicating the budget for the salary of beneficiaries, duly signed by the Local Chief Executive (LCE) and the members of the Sanggunian, or

      ii. Annual Investment Plan (AIP) or its equivalent, or

      iii. Any other document indicating the specific budget allocation intended for SPES.

5. Employers shall indicate their requirements as to the number of SPES beneficiaries, and in consideration of their industry and operations, their preference as to age, gender, and educational attainment; the number of SPES work days including the start and end date of the employment period;

6. The PESO, FO/PO and RO shall ensure that the pledges submitted by the employer does not exceed its current total number of employees;
7. The PESO shall consolidate the Pledge Forms submitted by the employers in their area, accomplish the Summary Report of Participating Establishments or SPES Form 3 not more than five (5) days after the pledging session and submit the same together with SPES Form 1 to the DOLE Field Office. The PESO shall also maintain their own copy of the said forms for their own record;

8. All pledges submitted by PESOs shall be consolidated and submitted by the Field Office to the Regional Office after the same had been validated;

9. The Regional Office through the FO and/or PESO shall inform the employer/establishment of the approval of their pledges through a letter or a notification stating the number of their approved pledges; and

10. LGUs may assume full responsibility of paying 100% share in the salary of beneficiaries and GPAI coverage of beneficiaries provided that the LGUs shall seek approval of the concerned DOLE Regional Office in writing to ensure compliance with this Rules.

B. Application Process - Requirements and Filing

All Students, OSYs, or dependents of displaced or would-be displaced workers may go to the PESO having jurisdiction in their area to apply anytime and accomplish the prescribed Application Form or SPES Form 2. The same shall be submitted to the PESO, together with the following documentary requirements:

1. Photocopy of birth certificate or any government issued IDs or any official document indicating the applicant’s date of birth and/or age.

2. Except for dependents of displaced or would-be displaced workers:

   a. Applicants whose parents are wage-earners, may submit any of the following:

      i. Photocopy of Income Tax Return (ITR),
      ii. Photocopy of Certificate of Tax Exemption issued by BIR
      iii. Original copy of Certificate of Low Income issued by the concerned barangay for those who reside outside the ten (10) kilometer-radius from the nearest Revenue District Office (RDO) of the Bureau of Internal Revenue (BIR).

   b. For non-wage earner parents:

      Original copy of Certificate of Indigence or Low Income issued by the Barangay or Social Welfare and Development Office of the LGU.

3. In addition to Items 1 and 2, applicants who are students shall submit the following:
a. For basic education, a photocopy of Form 138 (Student’s Report Card) or Form 137 (Student’s Permanent Record) of the last school year or term attended immediately preceding the application.

b. For higher education, a photocopy of the report of grades or complete set of academic class cards as indicated in their registration form.

c. In the absence of the above, a certification from the school of the applicant’s passing general average or general weighted average.

4. In addition to Items 1 and 2, applicants who are OSY, shall submit an original copy of Certification as OSY in letter head issued by the Barangay Chairman or Punong Barangay, or duly authorized representative of the Barangay, or a Certification issued by the Social Welfare Development Office in the LGU.

5. In the case of dependent of displaced or would-be displaced workers, in addition to Items 1 and 3 or 4, as the case may be, may submit any of the following:

   a. Notice of Termination issued by the employer;
   b. DOLE RO’s Establishment Termination Report (ETR); or
   c. Certification of displacement issued by the concerned barangay, municipal or city social worker development officer of the LGU.

Original copy of the photocopied documents to be submitted shall be presented by the applicant to the PESO for purposes of validation.

As most employers implement SPES during summer vacation or end of academic school year, prospective applicants are advised to apply as early as January or first quarter of the implementing year.

C. Screening of Applicants

The PESO shall pre-orient the SPES applicant about the program, its purpose and the supporting documents required to avail the program, and:

1. Process applications with complete documentary requirements and conduct assessment for matching and referral;

2. Facilitate employment and forward to the participating establishment/employer the list of successful applicants for the screening process and assessment, if applicable;

3. Inform the beneficiary and refer to another employer if the beneficiary did not fit in the assignment or task to be given by the employer;
4. Conduct orientation to successful applicants about SPES, their rights, duties and responsibilities under the program;

5. Administer the accomplishment of **SPES Form 2-A** or **Oath of Undertaking** and the Basic Life Skills Pre— and Post—SPES Employment Survey prior to and after their employment;

6. Submit **SPES Form No. 5** or **Placement Report cum GSIS** to DOLE FO together with the beneficiaries’ documentary requirements for initial validation of complete documents.

**D. Placement/Employment Period:**

**D-1. Employer - Duties and Responsibilities**

The employer shall comply with the general labor standards and occupational safety and health standards, and:

1. Sign and execute the **Employment Contract** using **SPES Form 4** regardless prior to or after the signing of the SPES beneficiary. The employer shall submit the duly signed contract to the PESO for consolidation and submission to the DOLE Field Office;

2. Orient the SPES beneficiary on company rules and regulations, including their rights, duties and responsibilities as temporary employees of the company or establishment;

3. Assign the SPES beneficiaries tasks that are non-hazardous as provided under existing child labor-related laws, rules and regulations.

4. Ensure that SPES beneficiaries below 18 years of age shall work not more than eight (8) hours a day nor more than 40 hours a week and shall not be required to work from 10:00 p.m. to 6:00 a.m.

5. Shoulder the statutory premium pay in full based on the prevailing minimum wage, in case SPES beneficiaries render overtime work and on holidays and rest days; and

6. Pay the SPES beneficiaries 60% of the prevailing minimum wage in the private sector or applicable percentage of the hiring rate in the government sector where they are employed within fifteen (15) working days after the end of the employment period.

**D-2. SPES Beneficiaries - Duties and Responsibilities**

1. Attend orientation prior to employment and accomplish **SPES Form 2-A** and the Basic Life Skills Survey before and after SPES employment;

2. Sign and execute **Employment Contract** or **SPES Form 4** as
witnessed by the PESO;

3. Strictly observe company policies, rules and regulations at all times;

4. Report to work for the whole duration of employment period;

5. Report to PESO or DOLE any violation of the employment contract by the employer; and

6. Check with the PESO or DOLE FO his/her GSIS insurance coverage.

**D-3. PESOs – Duties and Responsibilities**

The PESOs shall:

1. At all times, witness the signing of the SPES beneficiary of the *Employment Contract* or *SPES Form 4* to validate their signature in the payroll or Terminal Report;

2. Consolidate copies of employment contracts executed by the employer and SPES beneficiary and accomplish *SPES Form 5* or the *Placement Report cum GSIS Insurance Coverage Form*;

3. Submit *SPES Form 5* at least ten (10) days before their date of employment together with the *Employment Contract* or *SPES Form 4* with all the documentary requirements submitted by the SPES beneficiaries attached;

4. Maintain a record and monitor the SPES beneficiaries/babies during their employment;

5. Conduct visit at least once, or as far as practicable, conduct spot check of the participating establishments to ensure compliance and proper implementation of the program; and

6. Report immediately to DOLE any issues or problems encountered either by the SPES beneficiary or employer for immediate action and resolution. This shall include the violation of the employment contract of any or both parties.

**D-4. DOLE FO/PO - Duties and Responsibilities**

1. Ensure that the SPES beneficiaries are covered by the Group Personal Accident Insurance (GPAI) of the GSIS upon receipt of the *SPES Form 5* submitted by the PESO or at least seven (7) days before the start of employment date in the form provided by the GSIS;

2. Ensure that the attachments in *SPES Form 5* are complete including the documentary requirements submitted by the beneficiaries; and
3. Start with the initial validation of the SPES beneficiaries’ placement for the processing of payment of the DOLE’s percentage share, as to the number of work days and projected wage or salary.

E. Post-Employment and Processing of Payment

1. After the end of the employment period, the employer shall pay within fifteen (15) working days the salary and/or wage of the SPES beneficiary in cash, in the amount equivalent to 60% of the existing minimum wage or 25%-60% of the applicable hiring rate, as the case may be.

2. The payment and receipt of salary of the SPES beneficiary shall be reflected in the *Terminal/Payroll Report* using *SPES Form 6*, which shall also serve as the payroll of the SPES beneficiaries.

3. The employer shall submit *SPES Form 6* not later than five (5) working days, containing the names of the SPES beneficiaries hired, their descriptive position, the number of days employed, the amount earned and paid by the employer, including the wage/hiring rate as basis of their 25%-60% counterpart in the salary/wage of the SPES beneficiary to the PESO.

4. The Employer shall, upon request of the SPES beneficiary, issue a Certificate of Employment for any legal purpose/s. In the same manner, the DOLE RO shall, issue upon request, a Certification to the student or OSY as SPES Beneficiary for any legal purpose/s.

5. The PESO shall validate the *Terminal/Payroll Report* as to the names and signatures of the beneficiaries and submit the same to DOLE FO/PO within three (3) working days.

Any signature of the SPES beneficiary lacking in the Terminal Report shall be reported by the PESO to FO and call the attention of the employer and/or the beneficiary, as the case may be. In the event that one or more SPES beneficiaries were not able to sign the payroll, the PESO shall still submit the copy to the FO/PO to process the payment of those not affected.

However, a report in writing must be attached to the Terminal/Payroll Report stating the reason why the payment of the SPES beneficiary/ies concerned had to be held in abeyance.

The certified duplicate copy of the Terminal/Payroll Report shall be submitted by the PESO directly to DOLE RO within 24 hours as soon as the SPES beneficiary shall have signed the same.

In the event that the travel time will take more than five (5) hours for the physical copy of the Terminal/Payroll Report to reach the DOLE-RO, the PESO may send an advance copy through electronic mail.
and send the physical copy for verification and validation.

6. The DOLE FO shall within ten (10) working days validate and examine if the number of days and corresponding salary appearing in the Employers’ Payroll/Terminal Report are correct, and submit the same together with the complete documents of the beneficiaries covered.

7. The DOLE Regional Office shall within twenty (20) working days upon receipt of the validated Terminal Report, process and release the 40% share in the salaries/wages of SPES.

F. Payment of DOLE’s Share

1. The DOLE ROs shall pay the salaries or wages of SPES beneficiaries in the form of cash through:

a. Financial or banking institutions’ facility such as:
   i. Payroll;
   ii. Automated teller machine (ATM) cards;
   iii. Cash cards;
   iv. Check; or
   v. any other acceptable means or facility

b. Other payment facilities or payment intermediaries such as, but not limited to, private payment or remittance center subject to existing rules on procurement.

2. Transaction and service fees and charges incurred in the processing of payment shall be borne by the DOLE ROs through the SPES budget.

3. The DOLE RO may open and maintain a separate bank account dedicated to SPES to effect payment of its beneficiaries.

G. During and Post-Implementation Reports

The Regional Offices shall submit the following reports to the Bureau of Local Employment:

1. Quarterly report on their accomplishments which shall include the number of beneficiaries, their budget utilization indicating the claimed and unclaimed checks, using SPES Form 8 or the Quarterly Work and Financial Report;

2. Participating employers including the disaggregated number of employers as to their sectoral category i.e. private and public establishments and the number of beneficiaries per sector;

3. Period of engagement or number of work days rendered by beneficiaries;
4. Profile of SPES beneficiaries and graduates; and

5. Mapping of SPES babies as to their area of concentration; level of education and age bracket, including the SPES Baby Information Sheet as to the actual experience of SPES babies with their work assignments.
ACRONYMS

BLE – Bureau of Local Employment
BIR – Bureau of Internal Revenue
CHED – Commission on Higher Education
DBM – Department of Budget and Management
DepEd – Department of Education
DOLE – Department of Labor and Employment
DOLE-FO/PO – DOLE Field Office/ Provincial Office
DOLE-RO – DOLE Regional Office
FMS – Financial and Management Service
GSIS – Government Service Insurance System
IAS – Internal Audit Service
ITR – Income Tax Return
LGUs – Local Government Units
MOA - Memorandum of Agreement
NEDA – National Economic and Development Authority
NGAs – National Government Agencies
NGOs – Non-government Organizations
OSY – out-of-school youth
PESO – Public Employment Service Office
PS – Planning Service
SPES – Special Program for Employment of Students
SUCs – State Universities and Colleges
TESDA – Technical Education and Skills Development Authority
I. SPES Full Cycle Process Flow

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   4. SPES Form 3 – Summary Report of Participating Establishments
   5. SPES Form 4 – Employment Contract
   6. SPES Form 5 – Placement Report cum GSIS Insurance Coverage
   7. SPES Form 6 – Terminal/Payroll Report
   8. SPES Form 7 – Quarterly Summary Work and Financial Report
   9. SPES Baby Information Sheet

III. Basic Life Skills Survey Questionnaire
   1. Foreword
   2. Personal Circumstances
   3. Part I – Pre-SPES Employment Survey Questionnaire
   4. Part II - Post-SPES Employment Survey Questionnaire
   5. Summary of Results

IV. Legal References/Latest Issuances
   1. Republic Act 10917
   2. Implementing Rules and Regulations of RA No. 10917
   3. Republic Act 9547
   4. Implementing Rules and Regulations of RA No. 9547
   5. Republic Act 7323
   6. Implementing Rules and Regulations of RA No. 7323
   7. Memorandum of Agreement – DOLE and GSIS
   8. SPES Advisory No. 5 – 2016
   9. SPES Advisory No. 1 -2017 – Poverty Threshold
   10. SPES Advisory No. 3 – 2017 - SPES ID
### SPES Full Cycle Process Flow

<table>
<thead>
<tr>
<th>Key Steps</th>
<th>Responsible Officer</th>
<th>Process Cycle Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLEDGING SESSION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>START</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain and accept SPES pledges and commitments from prospective employers</td>
<td>PESO</td>
<td>4th quarter ahead and until end of 1st quarter of the implementing year</td>
<td>PESO to advocate and promote the program to prospective partner-employers or participating establishments.</td>
</tr>
<tr>
<td>Distribute and allocate SPES budget to FOs</td>
<td>RO</td>
<td>Upon approval of the GAA or by the end of February of the Implementing Year</td>
<td>RO to distribute budget based on the proposal of PESOS as per submitted Pledge of Commitments. ROs may set their own criteria or as to proportional distribution/allocation of Budget.</td>
</tr>
<tr>
<td>Meeting and agreement of with PESOs on the distribution and allocation of SPES budget</td>
<td>PESO and FO</td>
<td>First week of February of the Implementing Year</td>
<td>FO to conduct meeting with PESO to discuss budget allocation and targets for SPES.</td>
</tr>
<tr>
<td>Submit pledges with required number of SPES manpower and working days using SPES Form 1</td>
<td>Employer</td>
<td>Before the end of February of the Implementing Year</td>
<td>Employer shall submit the necessary documents certifying that funds are available for the 25%-60% counterpart on salaries/wages of SPES beneficiaries.</td>
</tr>
<tr>
<td>Validate received and accepted pledges from Participating Employers/Establishments</td>
<td>PESO/FO and RO</td>
<td></td>
<td>PESO to validate if employer is authorized under the law to operate, and funds are allocated and available for the 25%-60% counterpart for the salaries/wages of SPES beneficiaries depending on the nature of employer. Employer-LGUs shall provide and attach in their pledge of commitment any of the following:</td>
</tr>
<tr>
<td>Consolidate and submit pledges to FO using SPES Form 3 together with the SPES Form 1, as submitted by Employers</td>
<td>PESO</td>
<td>Before the end of February of the Implementing Year</td>
<td>1. Resolution of the Sangguniang Bayan, Panglungsod or Panlalawigan, indicating the budget for the salary of beneficiaries, duly signed by the LCE and the members of the Sanggunian, or</td>
</tr>
<tr>
<td></td>
<td>FO Focal/Head</td>
<td></td>
<td>2. Annual Investment Plan (AIP) or its equivalent, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Any other document indicating the specific budget allocation intended for SPES.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Once validated, PESO shall forward or submit pledges to FOs for review and fund allocation.</td>
</tr>
<tr>
<td></td>
<td>RO Focal/ TSSD Head</td>
<td>Before the end of March of the Implementing Year</td>
<td>RO Focal and/or TSSD Head shall review and pre-approve the pledges and endorse to the Office of RD for approval and signature.</td>
</tr>
</tbody>
</table>
### Key Steps

**Responsible Action Officer**

1. **RO Focal Person**
   - Prepare formal letter of Notification of Approved Pledges to PESO copy furnished participating employers and FO
   - ROs may also communicate the approval to employers thru PESO.

   **Note:** LGUs including low-income and private sector’s share. The ROs may strategize on the order or sequence of their SPES budget allocation/distribution to FOs and PESOs.

   **“Despite timelines provided for the submission of pledges during the first quarter of the implementing year, the DOLE ROs may still obtain and accept pledges from employers within the year.”**

### APPLICATION PROCESS

1. **SPES Applicant**
   - 1st quarter for high school students and anytime of the year for tertiary students and OSY
   - Applicants must be 15-30 years old at the time of application; must be poor but deserving students with passing general weighted average; or OSY duly certified by the barangay or local SWDO, intending to enrol in any secondary, tertiary or tech-voc institution. Income after tax of parents and his/her, if any, does not exceed poverty threshold

2. **PESO**
   - Within the day of application
   - PESO shall inform the applicant of the purpose and objectives of the program.

3. **SPES Applicant**
   - As soon as all documents are ready for submission
   - Applicants shall submit photocopies of the following documents:

   **For STUDENTS:**
   1. Birth certificate or any document showing his/her birth date
   2. Income Tax Return showing that the income after tax of parents, including his/her if any, does not exceed the poverty threshold OR Certification from the BIR of Exemption of Parents from payment of tax OR Certificate of Indigence/Certificate of Low Income issued by the Barangay or the local SWDO.

   (Applicants whose parents are wage-earners and residing outside the ten (10) kilometer-radius from the nearest Revenue District Office (RDO) of the Bureau of Internal Revenue (BIR), may submit an original copy of Certificate of Low Income issued by the concerned barangay in lieu of the ITR).

   3. Form 137 / 138, OR printed copy of Certificate of Grades OR if not yet available, Certification from school of passing grade during the last school year or term attended immediately preceding the application.

4. **PESO**
   - Within the day upon application
   - Photocopies of the documents submitted must be validated vs-av the original copies. Conduct screening for matching and referral of successful applicants

5. Complete? No

   - PESO
   - Within the day
   - (Applicants whose parents are wage-earners and residing outside the ten (10) kilometer-radius from the nearest Revenue District Office (RDO) of the Bureau of Internal Revenue (BIR), may submit an original copy of Certificate of Low Income issued by the concerned barangay in lieu of the ITR).
### Key Steps

<table>
<thead>
<tr>
<th>Key Steps</th>
<th>Responsible Action Officer</th>
<th>Process Cycle Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare, endorse and submit the names of successful applicants to</td>
<td>PESO</td>
<td>Not later than five (5) days after the evaluation</td>
<td>For OSYs: Items no. 1 and 2 above; and 3. <strong>Certification as OSY</strong> issued by the Barangay or the local DSWD</td>
</tr>
<tr>
<td>participating employers for hiring process</td>
<td></td>
<td></td>
<td><strong>For DEPENDENT OF DISPLACED OR WOULD-BE DISPLACED WORKER</strong> 1. If student, requirements for students; 2. If OSY, requirements for OSY; and 3. Certification/ Verification from the RO of closure of establishment where the dependent’s parents work <strong>OR certification of an ongoing labor dispute.</strong> Orientations may be done by the PESO and FO in batches depending on the start of the SPES assignment.</td>
</tr>
<tr>
<td>Conduct orientation to successful SPES applicants and administer the</td>
<td>PESO and FO</td>
<td>Not later or at least five (5) days before the actual SPES work  days</td>
<td>Note: All documents submitted must have been validated by the PESO prior to their submission to FO. Originals of the photocopied documents to be submitted must be presented for validation.</td>
</tr>
<tr>
<td>Basic Life Skills Survey prior to their employment</td>
<td></td>
<td></td>
<td><strong>PRE AND EMPLOYMENT PERIOD</strong></td>
</tr>
</tbody>
</table>

### PRE AND EMPLOYMENT PERIOD

<p>| START                                                                 | Employer                   | Within the day the SPES beneficiary reports for screening/ work | Employers shall also inform the PESO within 24 hours after screening, the status of recommended SPES beneficiaries, if hired or not |
|                                                                     | Employer                   | Within 24 hours the SPES beneficiary was hired                | Employment contracts need not be notarized. They can be administered by the PESO and the FO as witnesses. |
| Conduct pre-employment screening of successful applicants, if required | PESO                       | At least ten (10) working days before the start of employment period | Employers shall orient SPES beneficiaries of company policies and their rights as workers, including their duties and responsibilities. No employer shall expose SPES beneficiaries to any hazardous undertaking. |
| Prepare and execute Employment Contract using <strong>SPES Form 5</strong> and      | PESO                       | Within the day                                               | The FO shall conduct validation that the students hired/ placed have submitted complete documents in preparation to the processing of their projected income. |
| submit to PESO                                                      | FO Focal                   | At least seven (7) days before the start date of SPES work    | FO must immediately start consolidating and encoding the list of SPES beneficiaries in their system for monitoring. FO or RO shall use the form prescribed by the GSIS to facilitate the insurance coverage of placed SPES beneficiaries. |
| Prepare and submit Placement Report using <strong>SPES Form 4</strong> to FO       | FO or RO Focal/ TSSD and   |                                                                   |                                                                                                                                  |
| PESO                                                                  | Budget Officer             |                                                                   |                                                                                                                                  |
| Consolidate and submit Placement Reports to RO                        |                            |                                                                   |                                                                                                                                  |
| Prepare list of placed beneficiaries as reflected in the Placement     |                            |                                                                   |                                                                                                                                  |
| Report cum GSIS or <strong>SPES Form 5</strong>, and pay corresponding insurance    |                            |                                                                   |                                                                                                                                  |
| premium of beneficiaries to GSIS                                      |                            |                                                                   |                                                                                                                                  |</p>
<table>
<thead>
<tr>
<th>Key Steps</th>
<th>Responsible Action Officer</th>
<th>Process Cycle Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to work</td>
<td>SPES beneficiary</td>
<td>As soon as instruction is received from the employer</td>
<td>SPES beneficiary shall at all times, observe and comply with company policies.</td>
</tr>
<tr>
<td>Monitor SPES implementation. As far as practicable, conduct spot check of participating establishments</td>
<td>FO/RO Focals</td>
<td>Anytime within the employment period</td>
<td>Employers must adhere to the Work Plan, as approved, and as submitted together with the Pledge of Commitment.</td>
</tr>
</tbody>
</table>

**Note:** Validation as to the completeness of all the documents of successful applicants or SPES beneficiaries prior to their placement shall end at the FO level. However, documents shall be forwarded/transmitted to RO after the employment period for audit purposes, whether physical (hard copy), digital or soft copy (scanned or in CD form) or electronic mail.

### POST-EMPLOYMENT AND PROCESSING OF PAYMENT

**START**

<table>
<thead>
<tr>
<th>Pre-orient the applicant about the program and the purpose and the documents required under the program</th>
<th>Employer or Designated / Authorized Representative</th>
<th>Within fifteen (15) working days upon completion of SPES working days</th>
<th>Employers shall accomplish the Terminal Report or SPES Form 7 using their own payroll form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that the applicant signed the SPES applicant to submit all the documentary requirements and the accomplished SPES Forma to PESO</td>
<td>Employer or Designated / Authorized Representative</td>
<td>Within five (5) working days upon payment of beneficiaries</td>
<td>Terminal Report or SPES Form 7 must contain the following information: 1. names of the SPES beneficiaries hired 2. descriptive position 3. number of days employed 4. amount earned and paid by the employer 5. wage rate as basis of 25%-60% counterpart in the salary/wage 6. 40 - 75% counterpart of DOLE</td>
</tr>
<tr>
<td>PESO Manager/ Designated representative</td>
<td>PESO Manager/ Designated representative</td>
<td>Within three (3) working days</td>
<td>PESO to validate the names and signatures of SPES beneficiaries with the placement report submitted to DOLE FO/RO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PESO to call the attention of the employer and/or the beneficiary, as the case may be in case one or more signatures of the beneficiaries are lacking in the Terminal Report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A report in writing must be attached to the Terminal/ Payroll Report stating the reason why the payment of the SPES beneficiary/ies concerned had to be held in abeyance. The certified duplicate copy of the Terminal/Payroll Report shall be submitted by the PESO directly to DOLE RO within 24 hours as soon as the SPES beneficiary shall have signed the same.</td>
</tr>
<tr>
<td>Key Steps</td>
<td>Responsible Action Officer</td>
<td>Process Cycle Time</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>--------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Accept, receive, validate Terminal Report as to the number of days and corresponding salary or wage earned by each beneficiary for the processing of DOLE counterpart</td>
<td></td>
<td>Within ten (10) working days upon receipt from PESO</td>
<td>Ensure that the number of days and corresponding salary appearing in the Terminal Report are correct. Submit the Terminal Report to RO on or before the prescribed period had elapsed.</td>
</tr>
<tr>
<td>Accept Terminal Report and forward to Budget/Accounting as basis for preparation and processing of payment</td>
<td></td>
<td>Within the Day</td>
<td>Ensure that all the items for validation of the PESO and FO are completed.</td>
</tr>
<tr>
<td>Process and release the DOLE counterpart for the payment of salaries/wages in cash directly to the SPES beneficiaries through banking institution or private payment facility or intermediaries.</td>
<td></td>
<td>Within 20 working days</td>
<td>DOLE RO may select a medium of payment effective and efficient in their area and suitable to the situation of the SPES beneficiaries.</td>
</tr>
</tbody>
</table>

- Nothing follows -
EMPLOYER’S PLEDGE OF COMMITMENT

Name of Establishment: ____________________________  
Address: _______________________________________
Business Activity: ________________________________  
Contact Person: ________________________________
Tel. No. ________________________________________
Total No. of Workforce (Excluding SPES): ____________

Recognizing the need to help poor but deserving students pursue their education by encouraging employment of those in the secondary level during summer and/or Christmas vacations and those in the tertiary, technical or vocational education levels and out-of-school youth (OSY) any time of the year, WE, the officers of ____________, commit the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Total Number</th>
<th>MINIMUM REQUIREMENTS</th>
<th>Employment Period</th>
<th>Minimum Wage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sex</td>
<td>Age Preference</td>
<td>Educational Attainment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
<td>*NP</td>
</tr>
</tbody>
</table>

*NP – No Preference

Further, WE agree to abide by the rules and regulations implementing RA 10917 amending RA 9347 and 7123, otherwise known as the Special Program for the Employment of Students (SPES).

This commitment in favor of SPES is made this __________ day of __________, at __________.

I hereby certify that funds are available as per document attached, for the payment of the ______ % share in the wages/salaries of the beneficiaries who will be covered by the program.

Name and signature of Budget Officer of Employer

Name and signature of Employer/ Authorized Officer

Witness/Position/Designation

PESO Manager

Note: This form shall be accomplished by the Employer and to be submitted to the Public Employment Service Office (PESO). The PESO shall forward this to the Field Office (FO) for consolidation and submission to the Regional Office (RO).

BLE Revision December 2016
# SPES Form 2

**APPLICATION FORM**

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>GSIS BENEFICIARY/RELATIONSHIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH: (mm/dd/yyyy)</th>
<th>PLACE OF BIRTH:</th>
<th>CITIZENSHIP:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTACT DETAILS/CCELPHONE NO.:</th>
<th>EMAIL ADDRESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SOCIAL MEDIA ACCOUNT (FACEBOOK, TWITTER, INSTAGRAM, ETC.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td></td>
</tr>
<tr>
<td>Widow/widower</td>
<td></td>
</tr>
<tr>
<td>Separated</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>ALL student</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CURRENT STATUS OF PARENTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Living together</td>
<td>Solo Parent</td>
</tr>
<tr>
<td>Separated</td>
<td>Person With Disability</td>
</tr>
<tr>
<td>Senior Citizen</td>
<td></td>
</tr>
<tr>
<td>Sugar Plantation Worker</td>
<td></td>
</tr>
<tr>
<td>Indigenous People</td>
<td></td>
</tr>
<tr>
<td>Displaced Worker</td>
<td>(1) Local (2) OFW</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENT ADDRESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PERMANENT ADDRESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FATHER’S NAME/CONTACT NO.:</th>
<th>MOTHER’S MAIDEN NAME/CONTACT NO.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OCCUPATION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>NAME OF SCHOOL</th>
<th>DEGREE EARNED/COURSE</th>
<th>YEAR/LEVEL</th>
<th>DATE OF ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
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</tr>
<tr>
<td>Tertiary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech-Voc</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**DOCUMENTARY REQUIREMENTS:**

*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)
2. Photocopy of the latest income Tax Return (ITR) of parents/legal guardian OR certification issued by BIR that the Parents/guardians are exempted from payment of tax OR original Certificate of Indigence OR original Certificate of Low income issued by the Barangay or DSWD/CSWD where the applicant resides; and
3. For students, any of the following, in addition to requirements no. 1 and 2:
   a. Photocopy of proof of average passing grade such as (1) class card or (2) Form 138 of the previous semester or year immediately preceding the application; OR
   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 Out of School Youth (OSY), 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.

**SPECIAL SKILLS:**

<table>
<thead>
<tr>
<th>HISTORY of SPES Availment/ Name of Establishment</th>
<th>YEAR</th>
<th>SPES ID NO. (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&quot; Availment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2&quot; Availment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3&quot; Availment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4&quot; Availment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other related information/ requests/ interventions from DOLE:**

I hereby attest that the information above are true and correct to the best of my knowledge, including the attached documents / requirements which I also attest as to their veracity. I agree that any false statement would cause the automatic disqualification/cancellation of the service/contract/grant and I shall refund amount received and/or pay damages to DOLE or comply with other sanctions in accordance with law. Any material change in my financial status may affect my eligibility to continue the program.

Signature of Applicant
OATH OF UNDERTAKING

I, _____________________________________________, ________ years of age, resident of ____________________________________________, as a SPES beneficiary, do hereby agree and undertake to abide and be bound by the following conditions:

1. That I will enroll in any educational or technical vocational (tech-voc) institution to pursue and continue my studies;

2. That in the event that I would not be able to enroll, I will inform the DOLE Regional Office, through the Field or Provincial Office concerned, and submit a letter narrating and explaining the reason(s) for not being able to enroll;

3. That anytime, during and after my employment period, I vow to respect the implementers of SPES, and will not use any profane or disrespectful language/s to any PESO or DOLE staff and/or personnel relative to the program as beneficiary; and

4. That any deviation of my oath and any fraud or dishonesty in any or all of my declaration in my application shall be a ground for my disqualification in the future availed of SPES.

Signed this ______ day of ____________, 20______, in the City/Municipality of ____________________________.

________________________________________
SPES Beneficiary

Witnessed by: Noted by:

________________________________________
PESO Manager/staff (DOLE-RO staff name and position)

________________________________________
Date Date

RLE Revision as of December 2016
## SUMMARY REPORT OF PARTICIPATING ESTABLISHMENTS

<table>
<thead>
<tr>
<th>Industry Code (see PSIC)</th>
<th>Name of Establishment</th>
<th>(Please check appropriate column)</th>
<th>(Specify Number)</th>
<th>No. of Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Government</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LGU</td>
<td>NGA</td>
<td>SUC/LCU</td>
</tr>
</tbody>
</table>

**TOTAL**

*Note: This form shall be accomplished by the Public Employment Service Office to be submitted to the Field Office not more than five (5) days after the pledging session. The Field Office shall then forward to the Regional Office for consolidation and submission to the Bureau of Local Employment.*

Prepared by: ____________________________

Submitted by: ____________________________

Name, Designation and Signature: ____________________________

Date: ____________

PESO Manager: ____________________________

**Legend:**
- LGU – Local Government Unit
- NGA – National Government Agencies
- EI – Educational Institutions
- PE – Private Establishments
- NCO – Non-Government Organization

RLE Revised as of December 2016
EMPLOYMENT CONTRACT

This Employment Contract is executed and entered into by and between:

Name of Employer: ____________________________
Address: ____________________________

and

Name of SPES Beneficiary: ____________________________
Date of Birth: ____________________________
Age: ____________________________
Civil Status: ____________________________
Address: ____________________________

who voluntarily bind themselves to the following terms and conditions:

1. That the Employer, in accordance with RA 10917 amending RA 9547 and 7323, hereby hires and employs the SPES beneficiary as ____________________________ for a period of ____________________________ starting on ____________________________ until ____________________________.

2. That the Employer shall pay the SPES beneficiary in cash the equivalent of 60% of the existing minimum wage in the area or sector or the approved __________% of the applicable hiring rate;

3. That the employer shall observe its obligations, duties and responsibilities to the student as stipulated in the Implementing Rules and Regulations of RA 10917 amending RA 9547 and 7323; and

4. That the SPES beneficiary, in consideration of the above conditions of employment, hereby binds himself to perform the tasks/duties assigned to him/her and strictly adhere and observe the rules and regulations and/or company policies prescribed by the Employer.

IN WITNESS WHEREOF, the parties, having read the provisions of this contract, hereby affix their signatures this __________ day of __________, at __________, Philippines.

______________________________
SPES Beneficiary
(Signature over Printed Name)

______________________________
Employer/Authorized Representation
(Signature over Printed Name)

Consented:
______________________________
Parent/Guardian
(Signature over Printed Name)

______________________________
Witness/PESO
(Signature over Printed Name)

______________________________
Witness/DOLE FO/PO
(Signature over Printed Name)

BLE revision December 2016
### Placement Report Cum GSIS Insurance Coverage

**Name of Establishment/Employer:**

**Address:**

**Business Activity:**

**Industry Code:**

**Number of Vacancies:**

**Contact Person:**

**Tel. No.:**

| SPES Beneficiary (Last Name, First Name, M.I.) | ID No. | Age | Sex | Address | Contact No. | Marital Status | Dependents | Educational Level | New SPES Baby | Occupational Code | Position | Wage Rate per Day | Employment Period | Total Amount to be Earned Received in Salary/Wages | GSIS Policy No. | GSIS Beneficiary |
|-----------------------------------------------|-------|-----|-----|---------|-------------|----------------|------------|-------------------|--------------|------------------|----------|-----------------|-------------|------------------|-----------------------------------------------|----------------|------------------|
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |
|                                               |       |     |     |         |             |                |            |                   |              |                  |          |                 |             |                  |                                               |                |                  |

**Note:** This form shall be accomplished by the Public Employment Service Office to be submitted to the DOLE Regional Office at least ten (10) days prior to the date of employment.

**Prepared by:**

**Submitted by:**

**Name, Designation and Signature:**

**Signature of PESO Manager:**

**Date:**
SPES TERMINAL/PAYROLL REPORT

Name of Employer: ________________________________  Total No. of Vacancies: __________________
Address: ______________________________________  Contact Person: ________________________
Main Business Activity: __________________________  Contact Number: ________________________
Industry Code: ________________________________   Date Prepared: ____________________________

<table>
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<tr>
<th>NAME OF SPES BENEFICIARY</th>
<th>POSITION/ ASSIGNMENT</th>
<th>WAGE RATE PER DAY</th>
<th>NO. OF DAYS EMPLOYED</th>
<th>AMOUNT PAID FOR WAGES</th>
<th>AMOUNT PAID FOR OTHER BENEFITS</th>
<th>TOTAL AMOUNT EARNED BY STUDENT</th>
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Prepared by: ____________________________________________  Approved by: ____________________________

Name, Designation & Signature _____________________________________________________________
Date: ____________________________  Name and Signature of Employer: __________________________
Date: ____________________________

REPUBLIC OF THE PHILIPPINES
Department of Labor and Employment
REGIONAL OFFICE NO. __________
Public Employment Service Office

BLL Revision as of 16 December 2016
### QUARTER SUMMARY WORK AND FINANCIAL REPORT
(as of __________, 20__)  

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<th>NUMBER OF BENEFICIARIES</th>
<th>BUDGET</th>
<th>AMOUNT AND SOURCES OF FUNDS</th>
<th>STATUS AND AMOUNT OF DOLE PAYMENT</th>
<th>REMARKS</th>
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**Notes:**
1. This form shall be accomplished by the Regional Office in excel format and shall be submitted to the Bureau of Local Employment via email at spes.bla.dole@gmail.com and od_spes@yahoo.com on or before “X” of the month after the reference quarter.
2. Separate the number of beneficiaries per fund source.
3. Kindly fill the amount claimed and unclaimed which should correspond to the amount utilized less the administrative cost.

Prepared by: ___________________________  
Name, Designation & Signature: ___________________________  
Date: ____________

Approved by: ___________________________  
Regional Director: ___________________________  
Date: ____________
# SPES BABY
(Special Program for Employment of Students)

## INFORMATION SHEET AND PROFILE

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<thead>
<tr>
<th>NAME:</th>
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<tr>
<td>(Surname)</td>
<td>(First Name)</td>
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<th>(House No.)</th>
<th>(Street/Avenue)</th>
<th>(Barangay)</th>
<th>(City/Municipality)</th>
<th>(Province)</th>
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## SPES ASSIGNMENT

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## FOR SPES BABY GRADUATES

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<th>YEAR:</th>
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## SPES EXPERIENCE: (Brief statement of SPES experience)

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<th>DATE ACCOMPLISHED</th>
<th>SIGNATURE</th>
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FOREWORD

This Basic Life Skills Pre and Post Special Program for Employment of Students (SPES) Survey Questionnaire is developed by the Bureau of Local Employment, Department of Labor and Employment (DOLE), intended to gauge the development or improvement of each beneficiary with respect to their Basic Life Skills before and after the SPES employment period.

Besides raising the beneficiaries’ awareness on the potential areas that are most likely given by the employers utmost consideration in choosing their workforce, in addition to academic achievements, this Survey Questionnaire Kit also aims to provide a considerable yet comprehensive evaluation on the improvements brought by the program to each beneficiary. Thus, simple yet relevant questions were developed for selected indicators on basic life skills that are material and may be useful in pursuing their careers in the future.

Procedure in Administering the Pre and Post Survey Questionnaire and Instruction to the Survey Administrator or PESO:

1. The Survey Administrator or PESO shall explain to the SPES beneficiary that the results of the Survey shall in no way affect their future availing of the program, and that:
   a. They will have to fill out and supply the data or information being asked in the Survey Kit.
   b. There are no wrong answer in any question or item of the Questionnaire.
   c. The boxes provided represent their choices and the appropriate box shall be ticked for the answer in each question or item.
   d. Each box has a corresponding percentage but is shown only at the Post Survey Questionnaire for the beneficiary’s own self-assessment.
   e. They will conduct their own self-assessment with the matrix provided after they accomplished the Post Employment Survey.

2. The Survey Questionnaire Kit has three main parts.

3. The first part is the conduct of Pre-SPES Employment Survey and shall be conducted during the orientation of successful SPES applicants/beneficiaries, or at least five (5) days before the start of the SPES employment period.

4. The second part is the conduct of Post-SPES Employment Survey. It shall be conducted right after the employment period or at least before the claiming of their payment from DOLE.

5. Pre and Post Employment Survey Questionnaire have the same contents or the same questions, intentionally to surface the development or improvement in the basic life skills of the SPES beneficiary after the employment period.

6. The third part of the Survey is the Self-Assessment by the SPES beneficiary of own self indicating and recording percentage of changes/improvement in their basic life skills. A matrix is provided for the beneficiary to accomplish and find out if there are improvement/s in their basic life skills after the employment.
Dear SPES beneficiary,

The DOLE intends to document how the Special Program for Employment of Students (SPES) improved your basic life skills that may be useful to your future career. Please accomplish this Basic Life Skills Pre and Post Employment Survey Questionnaire before and after your employment period.

This Survey Questionnaire shall form part of your profile as a SPES beneficiary. Thus, please answer each and every question to the best of your ability. Remember that there are no wrong answers in all the questions and that your answers will not affect your future availment of SPES.

The outcome of this Survey will be used by DOLE to introduce improvements to SPES to further enhance your basic life skills.

Thank you for your cooperation!

I. Personal Circumstances:

1. Name:

2. Present Address:

3. Permanent Address:

4. Age: ___________ Contact Details (landline/cel no.)

5. Parents/guardian:

   (Mother/Guardian) ___________ (Contact Details)

   (Father/Guardian) ___________ (Contact Details)

II. Preliminary Questions:

1. How did you learn about SPES? (Please tick appropriate box or boxes)

   Family/Relatives

   Friends/Neighbors

   TV/Radio Ads/Flyers

   Internet/Social media

2. What do you expect from SPES, and how do you think SPES can help you?

3. What are your goals in life and what are your plans to achieve your goals?
PART I
Pre-SPES Employment Survey Questionnaire

Please check the appropriate box for your answer.

A. **Good Grooming and Personal Hygiene**

1. I make sure that I am well-groomed from my hair to my clothes before going to work.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

2. I make it a point that my dress or attire suits the occasion I am going or attending.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

B. **Attitude, Character, and Social Skills Formation**

3. I respond promptly and politely to people who ask me questions, especially those older than me.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

4. I listen attentively to other people and try not to interrupt them while talking.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

C. **Work Value Development and Attitude Towards Work**

5. I try to go to work on time and be conscious about my deadlines and manage my time table for work assignments or projects.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

6. I communicate and express my concerns related to work with my superior for opinion or advice.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom
D. Financial Literacy or Attitude Towards Handling Finances or Money

7. I budget my allowance or salary and prioritize to buy things that I need rather than the things that I like.

All the time  Most of the time  Sometimes  Seldom

☐   ☐   ☐   ☐

8. I try to save my extra money for emergency or give it to my parents.

All the time  Most of the time  Sometimes  Seldom

☐   ☐   ☐   ☐

E. Career Goals

9. I am determined to finish my studies and will immediately look for work to achieve my goals.

All the time  Most of the time  Sometimes  Seldom

☐   ☐   ☐   ☐

10. I plan about my future career but willing to shift and accept new challenges even beyond my tasks or work, if necessary.

All the time  Most of the time  Sometimes  Seldom

☐   ☐   ☐   ☐

Note: The same set of questions will be given after your SPES employment. Please make sure that you take the Post SPES Survey Questionnaire to check whether you have improved or not.

- THANK YOU -
PART II
Post-SPES Employment Survey Questionnaire

Please check the appropriate box for your answer.

A. Good Grooming and Personal Hygiene

1. I make sure that I am well-groomed from my hair to my clothes before going to work.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

2. I make it a point that my dress or attire suits the occasion I am going or attending.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

B. Attitude, Character, and Social Skills Formation

3. I respond promptly and politely to people who ask me questions, especially those older than me.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

4. I listen attentively to other people and try not to interrupt them while talking.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

C. Work Value Development and Attitude Towards Work

5. I try to go to work on time and be conscious about my deadlines and manage my time table for work assignments or projects.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom

6. I communicate and express my concerns related to work with my superior for opinion or advice.
   - All the time
   - Most of the time
   - Sometimes
   - Seldom
D. Financial Literacy or Attitude Towards Handling Finances or Money

7. I budget my allowance or salary and prioritize to buy things that I need rather than the things that I like.

   All the time  Most of the time  Sometimes  Seldom
   [ ]          [ ]            [ ]        [ ]

8. I try to save my extra money for emergency or give it to my parents.

   All the time  Most of the time  Sometimes  Seldom
   [ ]          [ ]            [ ]        [ ]

E. Career Goals

9. I am determined to finish my studies and will immediately look for work to achieve my goals.

   All the time  Most of the time  Sometimes  Seldom
   [ ]          [ ]            [ ]        [ ]

10. I plan about my future career but willing to shift and accept new challenges even beyond my tasks or work, if necessary.

    All the time  Most of the time  Sometimes  Seldom
    [ ]          [ ]            [ ]        [ ]

Note: Please proceed to the next page for your self-assessment.

- THANK YOU -
PART III
Self-Assessment

1. Instructions: Below is the matrix provided for your own self-assessment. The matrix will show how your basic life skills have improved after your SPES employment. Please read the directions carefully and follow what is being asked.

   1. First, each of the boxes that you ticked during the Pre and Post Employment Survey Questionnaires have corresponding rate or equivalent percentage as shown below:

   | All the time | Most of the time | Sometimes | Seldom |
   | 100%         | 75%              | 50%       | 25%    |

   2. Check the corresponding rate/equivalent of your answers for each question and fill out the matrix below.

   3. The % of Improvement Column will show either you have improved or you still need improvement. Note that the second column is for the result of your Post-Employment Survey, while the third column is for the result of your Pre-Employment Survey.

   **Example:**

<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>POST-TEST (rating)</th>
<th>PRE-TEST (rating)</th>
<th>% OF IMPROVEMENT (Post minus Pre-Test)</th>
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<tbody>
<tr>
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<td>Question No. 1</td>
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<td>75</td>
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<tr>
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<td>Question No. 2</td>
<td>75</td>
<td>50</td>
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   4. After the Self-Assessment, you may submit your kit to the Survey or Test Administrator.

**SELF-ASSESSMENT MATRIX**

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<tr>
<th>INDICATOR</th>
<th>POST-TEST (rating)</th>
<th>PRE-TEST (rating)</th>
<th>% OF IMPROVEMENT (Post minus Pre-Test)</th>
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<td>Financial Literacy or Attitude Towards Handling Finances</td>
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- E N D -
# SUMMARY OF RESULTS

**BASIC LIFE SKILLS SURVEY QUESTIONNAIRE**

(TO BE ACCOMPLISHED BY PESO)

**REGION:**
**PESO:**
**BATCH NO. AND YEAR:**
**NO. OF SPES BENEFICIARIES:**
**NO. OF SPES BENEFICIARIES COVERED:**
**TEST ADMINISTRATOR:**

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- THANK YOU -

Pre and Post SPES Employment Survey Questionnaire / 8 Mo/pp
Republic Act 10917

AN ACT AMENDING CERTAIN PROVISIONS OF REPUBLIC ACT NO. 9547, OTHERWISE KNOWN AS AN ACT STRENGTHENING AND EXPANDING THE COVERAGE OF THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS, AMENDING FOR THE PURPOSE PROVISIONS OF REPUBLIC ACT NO. 7323, OTHERWISE KNOWN AS THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Section 1 of Republic Act No. 9547 is hereby amended to read as follows:

“SECTION 1. Any provision of law to the contrary notwithstanding, any person or entity employing at least ten (10) persons may employ poor
but deserving students, out-of-school youth (OSY) or, dependents of displaced or would-be displaced workers due to business closures, or work stoppages, or natural calamities, intending to enroll in any secondary, tertiary or technical-vocational institutions, fifteen (15) years of age but not more than thirty (30) years old, paying them a salary or wage not lower than the minimum wage for private employers and the applicable hiring rate for the national and local government agencies: Provided, That students enrolled in the secondary level shall only be employed during summer and/or Christmas vacations, while the OSY and those enrolled in tertiary, vocational or technical education may be employed at any time of the year: Provided, further, That their period of employment shall be from twenty (20) to seventy-eight (78) working days only, except that during Christmas vacation, employment shall be from ten (10) to fifteen (15) days which may be counted as part of the students' probationary period should they apply in the same company or agency after graduation: Provided, finally, That students employed in activities related to their course may earn equivalent academic and practicum or on-the-job training credits as may be determined by the appropriate government agencies.

“For purposes of this Act, poor but deserving students, OSY, and dependents of displaced or would-be displaced workers due to business closures, or work stoppages, or natural calamities refer to those whose parents' combined income, together with their own, if any, does not exceed the annual regional poverty threshold level for a family of six (6) for the preceding year as may be determined by the National Economic and Development Authority (NEDA). Employment facilitation services for applicants to the program shall be done by the Public Employment Service Office (PESO).

“Participating employers, in coordination with the PESO, must inform their SPES employees of their rights, benefits, and privileges under existing laws, company policies, and employment contracts.”
SEC. 2. Section 2 of the same Act is hereby amended to read as follows:

"SEC. 2. Sixty per centum (60%) of the said salary or wage shall be paid by the employer in cash and forty per centum (40%) by the government also in the form of cash directly to the student or through financial institutions or other payment facilities, subject to the existing rules on procurement which shall be applicable in the payment for the student’s tuition fees, books, and other education-related expenses, including their daily allowance for food and transportation in going to school: Provided, That local government units (LGUs) may assume responsibility for paying in full the salary or wages: Provided, further, That for low income LGUs employing SPES beneficiaries, the national government share may be increased up to seventy-five per centum (75%) depending on the LGUs’ financial capacity to pay the SPES beneficiaries.

"The national government share shall be paid within thirty (30) working days upon submission of the partner-employer or participating establishment of their report on payment of salary or wages which shall be the basis of the portion of the salary or wages to be paid by the national government through the Department of Labor and Employment.

"In case of sickness, absence, or death of the SPES beneficiary, the immediate heirs may claim the salary: Provided, That proof to this effect has been clearly established.

"Likewise, the SPES beneficiary shall be entitled to social protection by virtue of an insurance coverage with the Government Service Insurance System (GSIS) for a period of one (1) year."

SEC. 3. Section 3 of the same Act is hereby amended to read as follows:
“SEC. 3. The Department of Labor and Employment shall issue the implementing rules and regulations to carry out the purposes of this Act. Further, the Secretary of the Department of Labor and Employment may issue additional guidelines which may be deemed appropriate.”

SEC. 4. Section 4 of the same Act is hereby deleted. Succeeding sections are hereby renumbered accordingly.

SEC. 5. Section 5 of the same Act is hereby amended to read as follows:

“SEC. 4. The Secretary of the Department of Labor and Employment shall include in the Department’s program the operationalization of the expanded Special Program for Employment of Students, including the maintenance of a database or registry for monitoring of SPES beneficiaries.

“The amount necessary to carry out the purposes of this Act is hereby authorized to be appropriated in the General Appropriations Act for 1992 and the subsequent annual general appropriations acts: Provided, That the appropriation, for the purposes of this Act, shall not be reduced by Congress below the amount appropriated for the previous year and, after approval, shall be automatically and regularly released: Provided, further, That the appropriation herein shall be increased by at least twenty per centum (20%) annually.”

SEC. 6. Separability Clause. – If any provision of this Act is declared unconstitutional, the same shall not affect the validity and effectivity of the other provisions hereof.

SEC. 7. Repealing Clause. – All laws, executive orders, presidential proclamations, rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.
SEC. 8. Effectivity. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved,

FELICIANO BELMONTE JR. 
Speaker of the House of Representatives

FRANKLIN M. DRILON
President of the Senate

Senate Bill No 3090, which was approved by the Senate on February 1, 2016, was adopted as an amendment to House Bill No. 6414 by the House of Representatives on May 23, 2016.

Marilyn R. Barola-Yap
Secretary General
House of Representatives

Approved:

BENIGNO S. AQUINO III
President of the Philippines

O

Lapsed into law on JUL 21 2016
Without the signature of the President
In accordance with Article VI, Section 27 (1) of the Constitution.
Implementing Rules and Regulations of RA 10917

RULE I
PRELIMINARY PROVISIONS

This Rules and Regulations is hereby issued pursuant to the authority vested in the Secretary of Labor and Employment under Section 3 of Republic Act No. 10917.

Section 1. Title. This Rules shall be known as the "SPES Rules and Regulations".

Section 2. Coverage. This Rules shall cover the following:

a. SPES beneficiaries;
b. Participating employers;
c. DOLE Regional, Field and Provincial Offices; and
d. Public Employment Service Offices (PESOs).

Section 3. Definition of Terms. As used in this Rules, the following shall refer to:

a. Act - Republic Act 7323, as amended by Republic Act 9547 and further amended by Republic Act 10917.
b. Applicable hiring rate – salary of SPES beneficiary 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) hiring the SPES beneficiary regardless of his or her place of assignment.
c. Displaced workers - workers in the formal and informal sectors who became unemployed or have lost their livelihood as a result of economic crisis or of natural and man-made disasters, including employees or workers with current labor dispute on illegal dismissal with the management.
d. Group Personal Accident Insurance (GPAI) - a personal accident insurance which provides benefits/ indemnity in case of losses to the
person or physical well-being of an insured individual arising out of an accident.

e. **Local Government Unit or LGU** – a body politic and corporate entity endowed with powers to be exercised in conformity with law and exercises powers as a political subdivision of the national government and as a corporate entity representing inhabitants of its territory.

f. **Minimum wage rate** - prevailing wage rate for the workers of participating private employer in their area of operation as determined by the Regional Tripartite Wages and Productivity Board.

g. **Participating Employers** - natural or juridical persons authorized to operate a business in the Philippines or created under the laws of the Philippines whether private or public, employing at least ten (10) persons that decided to participate in SPES.

1. **Private employers** - establishments and non-government organizations (NGOs) authorized to operate business under Philippine laws and duly registered with the Securities and Exchange Commission (SEC), or the Department of Trade and Industry (DTI), or other national government agencies (NGAs) and LGUs authorized to issue business permit or license.

2. **Public employers** – are national government agencies (NGAs), local government units (LGUs), public schools, state universities and colleges (SUCs), local colleges and universities (LCUs), government-owned or -controlled corporations (GOCCs) with original charters, including government financial institutions.

h. **Public Employment Service Office or PESO** is a non-fee charging multi-employment facility in the municipality, city or province established pursuant to RA 8759 as amended by RA 10691 and its Implementing Rules and Regulations.

i. **Poverty Threshold** - the minimum income required to meet the basic food and non-food needs of a person as determined by the Philippine Statistics Authority (PSA) and/or the National Economic and Development Authority (NEDA), which is computed for a family consisting of six (6) members.


k. **SPES** - the DOLE’s youth employment-bridging program which 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.
1. **SPES applicants** - the prospective SPES beneficiaries intending to enrol in the program and continue their education in any secondary, tertiary or technical-vocational institutions, categorized as follows:

   1. **Students** - those currently enrolled in any secondary, tertiary or technical-vocational institutions.

   2. **Out-of-school youth (OSY)** - those who are not enrolled at the time of application in a formal educational or training institution recognized by the government.

   3. **Dependents of displaced or would-be displaced workers** - the children or ward, whether student or OSY, of a worker who was displaced or about to be displaced.

m. **SPES beneficiaries** - successful applicants who passed the eligibility requirements and submitted complete documents required and considered placed under the program.

n. **SPES babies** - the SPES beneficiaries who have been recipients of the program for more than one year whether consecutive or not.

o. **SPES Monitoring Forms** - the forms officially issued by the DOLE for the monitoring of SPES implementation and its beneficiaries.

**Section 4. Acronyms.** For purposes of this IRR, the following acronyms shall refer to:

   a. **BLE** - Bureau of Local Employment

   b. **DOLE** - Department of Labor and Employment

   c. **DOLE RO/FO/PO** - DOLE Regional, Field and Provincial Office

   d. **GPAI** - Group Personal Accident Insurance

   e. **GSIS** - Government Service Insurance System

   f. **LGU** - Local Government Unit

**RULE II**

**PARTICIPATION OF EMPLOYERS**

**Section 1. Pledge of Commitment.** The participating employer shall:

a. Submit pledge of commitment to the PESO having jurisdiction over their area of operation.

b. Engage SPES beneficiaries based on employers’ approved pledges indicating positions, nature of work, number of job vacancies, the specific
number of days of engagement and the applicable minimum wage or hiring rate.

c. Not engage SPES beneficiaries exceeding the total number of employees, in the case of participating private employers.

Section 2. Requirements for Submission. The participating employer shall submit to the PESO the following:

a. Pledge of Commitment.

b. A proof of capacity to pay the percentage share in the salaries or wages of the beneficiaries, in the form of the following:

1. For private employers and NGOs, a certification duly signed by its President or Manager or their duly authorized representative and the Budget Officer or Accountant reflecting the 60% share pledged.

2. For public employers except LGUs, a copy of the office’s budget for the 60% share duly signed by the Head of Office or his/her duly authorized representative or officer-in-charge, and the Budget Officer or Accountant.

3. For the LGUs, a copy of the resolution of the Sangguniang Bayan, Panglungsod or Panalawigan, as the case may be, indicating the budget for the salary of beneficiaries, duly signed by the Local Chief Executive (LCE) and the members of the Sanggunian, or a copy of the Annual Investment Plan (AIP) or its equivalent, or any other document indicating the specific budget allocation intended for SPES.

Section 3. Options for LGUs as Participating Employers.

a. LGUs may assume full responsibility of paying 100% share in the salary of beneficiaries and GPAI coverage of beneficiaries provided that the LGUs shall seek approval of the concerned DOLE Regional Office in writing to ensure compliance with this Rules.

b. Low-income LGUs may submit a letter to the Regional Director requesting the DOLE to shoulder a higher percentage share in the salary of SPES beneficiaries based on the following schemes:

1. Up to 75% share for 6th Class Municipality
2. Up to 60% share for 5th Class Municipality
3. Up to 50% share for 4th Class Municipality or 6th Class Province

RULE III
ELIGIBILITY AND REQUIREMENTS

Section 1. Eligibility. All SPES applicants must be 15-30 years of age at the time of application.
a. In the case of student:

1. The parents’ combined net income after tax, including the applicant’s own, if any, does not exceed the annual regional poverty threshold for a family of six (6) for the preceding year as determined by PSA and/or NEDA; and

2. Has obtained a passing General Weighted Average/General Point Average/General Average during the last school year or term attended or immediately preceding his/her application.

b. In the case of OSY:

The parents’ combined net income after tax, including the applicant’s own, if any, does not exceed the annual regional poverty threshold for a family of six (6) for the preceding year as determined by PSA and/or NEDA.

Section 2. Documentary Requirements. The following documents shall be submitted by the SPES applicants to the PESO having jurisdiction in their area:

a. Photocopy of birth certificate or any government issued IDs or any official document indicating the applicant’s date of birth and/or age.

b. 1. For wage-earner parents, any of the following may be submitted:
   
   i. Photocopy of Income Tax Return (ITR),
   
   ii. Photocopy of Certificate of Tax Exemption issued by BIR, or
   
   iii. Original copy of Certificate of Low Income issued by the concerned barangay for those who reside outside the ten (10) kilometer-radius from the nearest Revenue District Office (RDO) of the Bureau of Internal Revenue (BIR).

2. For non-wage earner parents:
   
   i. Original copy of Certificate of Indigence or Low Income issued by the Barangay or Social Welfare and Development Office of the LGU.

c. For students in basic education, a photocopy of Form 138 (Student’s Report Card) or Form 137 (Student’s Permanent Record) of the last school year or term attended immediately preceding the application.

For students in higher education, a photocopy of the report of grades or complete set of academic class cards as indicated in their registration form, along with the original copy to be presented for validation purposes.

In the absence of the above, a certification from the school of the applicant’s passing general average or general weighted average.
d. In the case of OSY, original copy of certification as OSY in letter head issued by the Barangay Chairman or Punong Barangay, or duly authorized representative of the Barangay, or a Certification issued by the Social Welfare Development Office in the LGU.

e. In the case of dependent of displaced workers, any of the following:

1. Notice of Termination issued by the employer;
2. DOLE RO’s Establishment Termination Report (ETR); or
3. Certification of displacement issued by the concerned barangay, municipal or city social worker development officer of the LGU.

RULE IV
FILING AND PROCESSING OF APPLICATION

Section 1. Filing of Application. The SPES applicants shall:

a. Personally file their duly accomplished Application Form together with the complete documentary requirements to the PESO having jurisdiction over their place of residence anytime within the year provided that the employment of basic education students shall only be during summer vacation or “mid-year break” and/or Christmas vacation.

b. Present the original of the photocopied documents to the PESO for purposes of validation.

Applications with incomplete documentary requirements shall not be accepted.

Section 2. Processing of Application. The PESO shall:

a. Conduct the preliminary screening and interview the SPES applicants with complete documents for validation.

b. Deny applications with falsified or tampered documents, or misrepresentation of facts.

Section 3. Matching, Referral, Placement, and Commencement of Employment.

a. The PESO shall match the qualifications of the SPES applicants to the vacancies and refer them to the concerned participating employers.

b. The employer shall immediately inform the SPES applicants and the PESO of the status of referral whether accepted or not.

c. In case the applicants are accepted, the PESO shall orient them of their rights, duties and privileges as beneficiaries of the program, including their insurance coverage with the GSIS before the actual date of employment or engagement.
d. All SPES beneficiaries shall sign an Employment Contract in the presence of the PESO manager or authorized representative.

e. For purposes of GPAI coverage, the PESO shall submit in soft and hard copies the list of placed SPES beneficiaries to the respective DOLE FO/PO, at least ten (10) working days prior to employment.

f. The DOLE FO/PO shall validate the list of SPES beneficiaries and their complete documentary requirements as submitted by the PESO and forward the same to the DOLE RO.

g. The PESO shall advise the placed SPES beneficiaries and the employers to start with the employment only after receipt of the advice of the DOLE RO through the FO/PO.

h. The PESO shall refer to the other participating employer the SPES applicants who were not considered in previous referral.

**RULE V**
**TERMS AND CONDITIONS OF EMPLOYMENT**

**Section 1. Working Conditions.** The participating employer shall:

a. Comply with the general labor standards and occupational safety and health standards.

b. Pay the SPES beneficiaries based on the prevailing minimum wage in the private sector or the applicable hiring rate in the government sector where they are employed within fifteen (15) working days after end of the employment period.

c. Not engage the SPES beneficiaries below 18 years of age to any hazardous work or undertaking as provided under existing child labor-related laws, rules and regulations. Their hours of work shall not be more than eight (8) hours a day nor more than 40 hours a week and they shall not be required to work from 10:00 p.m. to 6:00 a.m.

d. Shoulder the statutory premium pay in full based on the prevailing minimum wage, in case SPES beneficiaries render overtime work and on holidays and rest days.

**Section 2. Group Personal Accident Insurance Coverage with the Government Service Insurance System.**

a. SPES beneficiaries shall be entitled to an insurance coverage under the Group Personal Accident Insurance of the Government Service Insurance System for a period of one (1) year.
b. The DOLE RO/FO/PO shall submit to the GSIS the list of SPES beneficiaries and complete documents at least seven (7) days prior to the actual date of the beneficiaries' employment or engagement.

c. The effectiveness of the coverage shall commence from the date of receipt by the GSIS of the list of SPES beneficiaries and complete documents prescribed and in accordance with the GSIS policy and guidelines.

d. The DOLE shall process and remit payment of the corresponding insurance premium in the amount of P50.00 or whatever amount as may later on be prescribed by the GSIS for each beneficiary upon receipt of the billing statement/endorsement from the GSIS subject to the Premium Payment Warranty of sixty (60) days as provided under the existing Memorandum of Agreement between the DOLE and GSIS.

e. The DOLE RO shall issue a certification and facilitate the filing of loss/claims of the SPES beneficiary, including the submission of supporting documents.

f. The GSIS shall process any corresponding claim covered within the policy period and in accordance with the terms and conditions set forth in the GPAI policy.

g. Insurance premium of the SPES beneficiaries shall be charged against the SPES budget of the DOLE RO, except those shouldered 100% by the LGUs.

Section 3. Period of Employment.

a. Students enrolled in the basic education shall only be employed during summer vacation or mid-year break and/or Christmas vacation.

b. OSY and those enrolled in the tertiary, vocational or technical education may be employed at any time of the year.

c. The period of employment shall be from twenty (20) to seventy-eight (78) work days, except that during Christmas vacation, employment shall be from ten (10) to fifteen (15) days.

d. The period of employment within the year shall not exceed 78 days whether one time or cumulative.

Section 4. Probationary and On-the-Job Training Credits.

a. The period of employment of SPES beneficiaries who were eventually hired as employees by the same employer shall form part of their probationary period.

b. Services rendered during the period of employment relevant and related to the course of the beneficiary may have equivalent academic and
practicum or on-the-job training credits as may be determined by appropriate government agencies.

RULE VI
PROCESSING OF PAYMENT BY DOLE

Section 1. Submission of Payroll.

a. The participating employer shall submit to the PESO a copy of the payroll or payment report duly signed by SPES beneficiaries within five (5) working days after payment.

b. The PESO shall, within three (3) working days from receipt of the duly signed payroll or payment report, validate the names of the beneficiaries and their signatures and submit the same together with the complete SPES documents to the DOLE FO/PO.

c. DOLE FO/PO shall validate the number of days and corresponding salary or wage earned by each beneficiary and shall forward to the DOLE RO, the list of beneficiaries with the complete SPES documents within ten (10) working days upon receipt from PESO for the processing of payment.

Section 2. Processing of Payment.

a. The DOLE RO shall, not later than twenty (20) working days upon receipt of the employer’s payroll or payment, process and release the payment of DOLE’s share in the salaries or wages of beneficiaries.

b. The DOLE ROs shall pay the salaries or wages of SPES beneficiaries in the form of cash through:

1. Financial or banking institutions’ facility such as:
   i. Payroll
   ii. Automated teller machine (ATM) cards
   iii. Cash cards
   iv. Check; and
   v. Any other acceptable means or facility

2. Other payment facilities or payment intermediaries such as, but not limited to, private payment or remittance center subject to existing rules on procurement.

   Transaction and service fees and charges incurred in the processing of payment shall be borne by the DOLE ROs through the SPES budget.

c. The DOLE RO may open and maintain a separate bank account dedicated to SPES to effect payment of its beneficiaries.
RULE VII
MAINTENANCE OF SPES INFORMATION SYSTEM

Section 1. Repository of SPES Data. The Bureau of Local Employment, as program manager, shall:

a. Develop and maintain a SPES Information System which shall be the repository of beneficiaries’ database and other information relative to program implementation, management, monitoring and evaluation;

b. Update the system as needed; and

c. Issue the Monitoring Forms to be used by the regional implementers, and amend, revise and update the same if needed.

Section 2. Capacity Building of DOLE Regional Implementers

a. The BLE shall provide capacity-building activities and provide technical assistance to DOLE regional implementers on SPES issuances and policy guidelines, including the SPES Information System.

b. The BLE shall conduct a nationwide consultation at least once every two years to discuss and address issues in the implementation of SPES.

RULE VIII
TRANSITORY PROVISIONS

Section 1. Payment of SPES beneficiaries. Education vouchers issued prior to the effectivity of this Rules shall be paid accordingly by the DOLE ROs to the beneficiaries in cash through the mode and the process cycle time provided in this Rules.

RULE IX
FINAL PROVISIONS

Section 1. Repealing Clause. All rules, regulations, orders, procedures, agreements and issuances inconsistent herewith are hereby repealed or modified accordingly.

The Secretary of Labor and Employment may issue an amendment or revision to this Implementing Rules and Regulations in part or in whole.

Section 2. Separability Clause. If any part or provision of this Rules shall be declared invalid or unconstitutional, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.
Section 3. Effectivity. This Rules shall take effect after fifteen (15) days from the date of its publication in any two (2) newspapers of general circulation or in the Official Gazette.

Approved this 23rd day of MARCH 2017.

[Signature]

SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary
Republic Act 9547

S. No. 2116
H. No. 5388

Republic of the Philippines

Congress of the Philippines

Metro Manila

Fourteenth Congress

Second Regular Session

Begun and held in Metro Manila, on Monday, the twenty-eighth day of July, two thousand eight.

| REPUBLIC ACT NO. | 95471 |

AN ACT STRENGTHENING AND EXPANDING THE COVERAGE OF THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS, AMENDING FOR THE PURPOSE PROVISIONS OF R. A. NO. 7323, OTHERWISE KNOWN AS THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Section 1 of R. A. No. 7323, otherwise known as the “Special Program for the Employment of Students (SPES)”, is hereby amended to read as follows:

"SECTION 1. Any provision of law to the contrary notwithstanding, any person or entity employing at least ten (10) persons may employ poor but deserving students fifteen (15) years of age but
not more than twenty-five (25) years old, paying them a salary or wage not lower than the minimum wage for private employers and the applicable hiring rate for the national and local government agencies: Provided, That students enrolled in the secondary level shall only be employed during summer and/or Christmas vacations, while those enrolled in tertiary, vocational or technical education may be employed at any time of the year: Provided, further, That their period of employment shall be from twenty (20) to fifty-two (52) working days only, except that during Christmas vacation, employment shall be from ten (10) to fifteen (15) days which may be counted as part of the students’ probationary period should they apply in the same company or agency after graduation: Provided, finally, That students employed in activities related to their course may earn equivalent academic credits as may be determined by the appropriate government agencies.

“For purposes of this Act, poor but deserving students refer to those whose parents’ combined income, together with their own, if any, does not exceed the annual regional poverty threshold level for a family of six (6) for the preceding year as may be determined by the National Economic and Development Authority (NEDA). Employment facilitation services for applicants to the program shall be done by the Public Employment Service Office (PESO).

“Participating employers, in coordination with the PESO, must inform their SPES employees of their rights, benefits, and privileges under existing laws, company policies, and employment contracts.

SEC. 2. Section 2 of the same Act is hereby amended to read as follows:

“SEC. 2. Sixty per centum (60%) of the said salary or wage shall be paid by the employer in cash and forty per centum (40%) by the government
in the form of a voucher which shall be applicable in the payment for the student's tuition fees and books in any educational institution for secondary, tertiary, vocational or technical education. Provided. That local government units (LGUs) may assume responsibility for paying in full his salary or wages. The amount of the education voucher shall be paid by the government to the educational institution concerned within thirty (30) days from its presentation to the officer or agency designated by the Secretary of Finance.

'The voucher shall not be transferable except when the payee thereof dies or for a justifiable cause stops in his duties, in which case it can be transferred to his brothers or sisters. If there be none, the amount thereof shall be paid his heirs or to the payee himself as the case may be.'

SEC. 3. Section 3 of the same Act is hereby amended to read as follows:

"SEC. 3. The Secretary of Labor and Employment, the Secretary of Education, the Chairman of the Commission on Higher Education, the Secretary of Budget and Management, the Secretary of Social Welfare and Development and the Secretary of Finance shall issue the corresponding rules and regulations to carry out the purposes of this Act.

'The Secretary of Labor and Employment shall be the Program Chairman.'

SEC. 4. Section 4 of the same Act is hereby amended to read as follows:

"SEC. 4. Any person or entity who refuses to honor education vouchers or makes any fraudulent or fictitious claim under this Act, regardless of whether payment has been made, shall upon conviction be punished with imprisonment of not less than six (6) months and not more than one (1)
year and a fine of not less than Ten thousand pesos (P10,000.00), without prejudice to their prosecution and punishment for any other offense punishable under the Revised Penal Code or any other penal statute.

"In case of partnerships or corporations, the managing partner, general manager, or chief executive officer, as the case may be, shall be criminally liable."

SEC. 5. Section 5 of the same Act is hereby amended to read as follows.

"SEC. 5. The Secretary of the Department of Labor and Employment shall include in the Department’s program the operationalization of the expanded Special Program for the Employment of Students.

The amount necessary to carry out the purposes of this Act is hereby authorized to be appropriated in the General Appropriations Act for 1992 and the subsequent annual general appropriations acts: Provided, That the appropriation, for the purposes of this Act, shall not be reduced by Congress below the amount appropriated for the previous year and, after approval, shall be automatically and regularly released: Provided, further, That the appropriation herein shall be increased by at least twenty per centum (20%) annually."

SEC. 6. If any provision or part of this Act, or the application thereof to any person or circumstance is held invalid or unconstitutional, the remainder of this Act or the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.

SEC. 7. All laws, orders, issuances, rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.
SEC. 8. This Act shall take effect fifteen (15) days after its complete publication in the Official Gazette or in at least two (2) newspapers of national circulation, whichever comes earlier.

Approved.

PROSPER C. NOGRALES
Speaker of the House of Representatives

JUAN PONCE ENRILE
President of the Senate

This Act which is a consolidation of Senate Bill No. 2116 and House Bill No. 5388 was finally passed by the Senate and the House of Representatives on March 5, 2009 and March 3, 2009, respectively.

MARIAN B. BARUA-AP
Secretary General
House of Representatives

EMMA LIRIO REYES
Secretary of the Senate

Approved: APR 01 2009

GLORIA MACAPAGAL ARROYO
President of the Philippines
JOINT MEMORANDUM CIRCULAR
DOLE-DepEd-CHED-DSWD-DBM-DOF
NO. 2010 - 001

SUBJECT: IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT (RA) 9547, AMENDING RA 7323 OTHERWISE KNOWN AS THE SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES)

Pursuant thereto and by authority granted to the Secretary of Labor and Employment, Secretary of Education, Chairman of the Commission on Higher Education, Secretary of Budget and Management, Secretary of Social Welfare and Development, and Secretary of Finance under Section 3 of RA 9547, amending RA 7323, the following rules and regulations are hereby promulgated and issued for the guidance of all concerned.

RULE I: PRELIMINARY PROVISIONS

Section 1. Title

This issuance shall be known as the Implementing Rules and Regulations of RA 9547 entitled “An Act Strengthening and Expanding the Coverage of the Special Program for Employment of Students, Amending for the Purpose Provisions of RA 7323, otherwise known as the Special Program for Employment of Students.”

Section 2. Construction

These rules and regulations shall be liberally construed to carry out the objectives of RA 9547.

Section 3. Definition of Terms

As used in this Rules and Regulations:

(a) “Act” refers to RA 9547 amending RA 7323.
(b) “DOLE” refers to the Department of Labor and Employment.
(c) “DepEd” refers to the Department of Education.
(d) “DOF” refers to the Department of Finance.
(e) “DBM” refers to the Department of Budget and Management.
(f) “DSWD” refers to the Department of Social Welfare and Development.
(g) “CHED” refers to the Commission on Higher Education.
(h) “TESDA” refers to the Technical Education and Skills Development Authority
(i) “SPES” refers to the Special Program for Employment of Students which aims to assist poor but deserving students find employment during summer and/or Christmas vacations for secondary level and throughout the year for tertiary and technical or vocational levels.
(j) “SPES Babies” refer to student beneficiaries who are enrolled in the program for a minimum of two years or until they earn a college or vocational degree.
(k) “Employer” refers to any person, natural or juridical, employing at least ten (10) persons.
(l) “Student” refers to any person between 15 to 25 years old who are enrolled or out-of-school youth (OSY), intending to enroll in any secondary, tertiary, technical or vocational education institution.
(m) “PESO” refers to Public Employment Service Office, a non-fee charging multi-employment service facility or entity established, recognized or accredited pursuant to RA 8759 and its implementing rules and regulations.
(n) “Education Voucher” refers to any financial instrument used by DOLE to pay the forty percent (40%) subsidy to student beneficiaries.
RULE II: COVERAGE

Section 1. These rules shall apply to:

(a) Poor but deserving students who are between 15 to 25 years old who are enrolled or OSY intending to enroll in any secondary, tertiary, technical or vocational education institution; and

(b) Participating employers or persons employing at least ten (10) persons. For this purpose, employed persons refer to all regular, seasonal, temporary, casual and workers under job contracting arrangements. Participating employers shall include private establishments, national government agencies, local government units, government-owned or controlled corporations, educational institutions, labor unions and other similar organizations and associations.

RULE III: ELIGIBILITY AND REQUIREMENTS FOR EMPLOYMENT

Section 1. Qualifications

Any student may apply for employment under the SPES, provided he/she meets the following qualifications:

(a) At least 15 years of age but not more than 25 years old;
(b) The combined net income after tax of parents, including his/her income, if any, does not exceed the latest annual regional poverty threshold level for a family of six (6) as determined and provided by the National Economic and Development Authority (NEDA); and
(c) At least got an average passing grade during the last school/term attended.

Section 2. Dependents of Displaced or Would-Be Displaced Workers

Any dependent of displaced or about to be displaced workers due to business closures or work stoppages as reported to DOLE, may also apply under the SPES provided he/she meets the qualifications required in subsections a and c of the preceding section.

Section 3. Requirements for Employment

In support of his/her qualifications, the following documents shall be submitted by the student:

(a) Duly accomplished SPES Application Form (SPES Form 1);
(b) Copy of birth certificate or any document that shows his/her date of birth;
(c) Certification by the School Registrar as to (1) his/her last enrollment, and (2) his/her average passing grade or a copy of the original class card or Form 138;
(d) Copy of the latest income tax return (ITR) of his/her parents or certification issued by BIR that the parents are exempted from payment of tax; and
(e) For OSY, certificate of good moral character issued by the authorized barangay official where the OSY resides.

Section 4. Filing of Application

Any student may file application at the PESO having jurisdiction over his/her residence. The PESO staff shall not accept incomplete documentary requirements.

Section 5. Processing of Application

The student shall apply in person and submit himself/herself to a preliminary interview and screening at the PESO. The student’s qualifications are then matched with the requirements of vacancies of participating employers. If the student is qualified to a vacancy, he/she is referred for consideration by the employer. In case the student is not hired, he/she may inform the PESO for referral to other participating employers.
RULE IV: TERMS AND CONDITIONS IN THE EMPLOYMENT OF STUDENTS

Section 1. Contract of Employment

The employment of students under the SPES shall be covered by an Employment Contract between the employer and the student.

Section 2. Period of Employment

The period of employment under the SPES shall be governed by the following:

(a) For Secondary level, employment shall only be during summer and/or Christmas vacations. During summer implementation, the number of days shall neither be less than twenty (20) working days nor more than fifty-two (52) working days.

For Christmas implementation, the number of days shall neither be less than ten (10) working days nor more than fifteen (15) working days.

(b) For Tertiary, Technical or Vocational Education level, employment shall be at any time of the year but in no case be less than twenty (20) working days or more than fifty-two (52) working days within a period of one year.

(c) In all cases, employment should not exceed 52 working days within a period of one year.

Section 3. Payment of Salary or Wage

The student shall be paid the salary or wage not lower than the applicable minimum wage for private employers or the applicable hiring rate for the national or local government agencies. The sixty percent (60%) of his/her salary or wage shall be paid by the employer in cash, while the remaining forty percent (40%) of the applicable minimum wage or hiring rate shall be paid by the DOLE.

Section 4. Full Payment of Salary or Wage by LGU

The LGU may assume responsibility of paying in full the wage or salary of the student, provided that prior to implementation, said LGU informs the DOLE Regional Office in writing that it shall pay the full wage or salary of the student.

Section 5. Entitlement to Other Benefits and Incentives

The student shall be entitled to other benefits and incentives, as provided under existing laws and rules.

Section 6. Non-Transferability of Education Voucher

The education voucher shall not be transferred except in the following cases:

(a) Death of the payee. In this case, the education voucher/equivalent cash can be transferred to his brothers or sisters or other legitimate heirs; or

(b) When the student stops in his studies due to prolonged illness, incapacity, economic necessity and similar causes. In this case, the education voucher/equivalent cash may be transferred to his brothers or sisters or other legitimate heirs, as applicable.

Section 7. Duties and Responsibilities of Employer

Any private establishment or other employers who intend to participate in the SPES shall be required to submit their pledges containing the number of vacancies, including the qualification requirements to the DOLE through the PESO having jurisdiction over them.

In addition to other applicable labor rules and regulations, the employer shall:

(a) Pay the student in cash at least sixty per cent (60%) of his/her salary and full payment of other applicable monetary benefits and incentives;

(b) Pay the full applicable salary or wage for overtime work rendered by the student;
(c) Ensure that the student shall not be exposed to hazardous undertakings as specified under the Anti Child Labor Law and its implementing rules and regulations;
(d) Ensure that the employment of women and young workers shall be in accordance with the Labor Code and its implementing rules and regulations; and
(e) Submit to the PESO not later than five (5) working days after the duration of employment the Establishment Report Form (SPES Form 2) indicating the following: number of students hired, nature of work, occupation of the student, inclusive dates of employment, the wage rate and the total salary or wage paid to the student, number of days worked and other pertinent information.

Section 8. Duties and Responsibilities of Student

The student shall have the following duties and responsibilities:

(a) To report for work based on the schedule indicated in the employment contract;
(b) To perform tasks and activities assigned by the employer;
(c) To adhere to the rules and regulations of the employer; and
(d) To use the education voucher for the purpose intended in the Act.

RULE V: ADMINISTRATION OF SPES

Section 1. Oversight Committee

An Oversight Committee is hereby created composed of representatives from DOLE, DepEd, DSWD, DBM, DOF and CHED composed of permanent and alternate representatives not lower than Director level, to be designated by their respective Heads of Agency. The Secretary of DOLE shall be the Chairperson of the Oversight Committee. The committee shall meet at least once a year to discuss policy and operational concerns of SPES.

Section 2. Role of DOLE

The DOLE shall serve as the Program Manager of the SPES. It shall provide the necessary technical and administrative assistance to its Regional and Field Offices.

The Regional and Field Offices shall:

(a) Ensure the equitable allocation of SPES fund among the participating private and public employers;
(b) Supervise the SPES activities of the PESO;
(c) Pay forty percent (40%) of the applicable salary or wage of student in the form of an education voucher within three (3) working days upon receipt of the validated Establishment Report Form (SPES Form 2) from the PESO;
(d) Maintain a complete record of student beneficiaries and participating employers, and submit a SPES Monitoring Report to DOLE Central Office, one month after each semester;
(e) Consolidate report on ‘SPES Babies’ (SPES Form 4) and submit to DOLE Central Office within thirty (30) days after the end of each semester; and
(f) Remit to the Government Service Insurance System (GSIS) the insurance premium of the student.

Section 3. Role of PESO

The PESO shall serve as the frontline implementer of the SPES. Specifically it shall:

(a) Ensure the equitable allocation of SPES fund among the participating private and public employers in its areas of jurisdiction;
(b) Conduct advocacy activities and/or pledging sessions to as many prospective private employers that can be accommodated by the allocated SPES fund;
(c) Accept only applications with complete documentary requirements of students;
(d) Validate with DOLE Regional/Field Office if the name of the parent of the student is included in the Report of Establishment Closures, in the case of dependent of displaced or would-be displaced workers;
(e) Process and evaluate application of student for matching and referral;
(f) Receive, validate and submit to DOLE Regional/Field Office all Establishment Report Forms (SPES Form 2) of participating employers for processing of the education voucher within three (3) working days after receipt;
(g) Maintain a complete record of student beneficiaries and participating employers, and submit SPES Monitoring Report to DOLE Regional/Field Office within fifteen (15) days after the end of each semester;
(h) Monitor ‘SPES Babies’ and submit report (SPES Form 3) to DOLE Regional/Field Office within fifteen (15) days after the end of each semester; and
(i) Procure the execution of Employment Contract.

Section 4. Role of TESDA

The TESDA shall be responsible in promoting the SPES to students and administrators of Technical Vocational Education and Training (TVET) institutions. It shall also determine the appropriate certificate of competencies (COCs) earned by the students. It shall designate an officer or agency who shall perform said functions.

Section 5. Role of DepEd

The DepEd shall be responsible in promoting the SPES among students and administrators of all secondary education institutions. It shall designate a focal officer or agency who shall perform said function.

Section 6. Role of CHED

The CHED shall be responsible in promoting the SPES among students and administrators of tertiary education institutions. It shall also determine the appropriate creditable units earned by the student. It shall designate a focal officer or agency who shall perform said functions.

Section 7. Role of DSWD

The DSWD shall be responsible in promoting the SPES among the less privileged and identified poor communities in the priority provinces in partnership with the LGUs. It shall designate an officer or agency who shall perform said function.

Section 8. Role of DBM

The DBM shall ensure that the SPES fund, which is increased by at least twenty percent (20%) annually subject to the availability of funds, shall be released regularly. The concerned Budget and Management Bureau (BMB) under the DBM shall perform said function.

Section 9. Role of DOF

The DOF shall designate a focal officer or agency to administer the financial requirements of SPES. It shall ensure that the accredited drawing banking institutions shall provide prompt service to the beneficiaries.

RULE VI: SPECIAL PROVISIONS

Section 1. Non-Replacement of Regular Employee

Nothing in these rules shall be construed to justify the termination of services or the diminution of benefits of regular employees to accommodate the student.

Section 2. Probationary Period

The number of days rendered by the student to the company may be counted as part of the probationary period should the student be hired in the same company after graduation.
Section 3. Academic Units Equivalency/TVET Qualification

If the work of the student is related to his/her course, he/she may earn equivalent academic credits to be determined by CHED.

For the TVET level, if the work of the student is related to his/her course, he/she may undergo appropriate competency assessment and may be granted the COC, upon passing the assessment.

RULE VII: PENAL PROVISIONS

Filing of Fraudulent or Fictitious Claims

Any person or entity who shall make any fraudulent or fictitious claim under these Rules, regardless of whether payment has been made, shall upon conviction be punished with imprisonment of not less than six months and not more than one year and a fine of not less than ten thousand pesos (P 10,000.00). This is without prejudice to their prosecution and punishment for any other offense punishable under the Revised Penal Code or any other penal statute.

In case of partnerships or corporations, the managing partner, general manager, or chief executive officer, as the case may be, shall be criminally liable.

RULE VIII: REPEALING CLAUSE

All rules and regulations, memoranda, systems and procedures or parts thereof inconsistent with the provisions of these rules and regulations are hereby repealed, amended, or modified accordingly.

RULE IX: SEPARABILITY CLAUSE

In case any provision of these rules and regulations or part thereof is declared invalid or unconstitutional, the remaining parts shall not be affected.

RULE X: EFFECTIVITY

These rules and regulations shall take effect after fifteen (15) days from the date of its publication in two (2) newspapers of general circulation.

Signed this 14th day of February 2010 in Manila, Philippines.

MARIANITO D. ROQUE
Secretary, DOLE

MARGARITO B. TEVES
Secretary, DOF

JESLI A. LAPUS
Secretary, DepEd

CELIA C. YANGCO
Acting Secretary, DSWD

ROLANDO G. ANDAYA, JR.
Secretary, DBM

EMMANUEL Y. ANGELES
Chairman, CHED
Republic Act 7323

REPUBLIC ACT NO. 7323

AN ACT TO HELP POOR BUT DESERVING STUDENTS PURSUE THEIR EDUCATION BY ENCOURAGING THEIR EMPLOYMENT DURING SUMMER AND/OR CHRISTMAS VACATIONS, THROUGH INCENTIVES GRANTED TO EMPLOYERS, ALLOWING THEM TO PAY ONLY SIXTY PER CENTUM OF THEIR SALARIES OR WAGES AND THE FORTY PER CENTUM THROUGH EDUCATION VOUCHERS TO BE PAID BY THE GOVERNMENT, PROHIBITING AND PENALIZING THE FILING OF FRAUDULENT OR FICTITIOUS CLAIMS AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Any provision of law to the contrary notwithstanding, any person or entity employing at least fifty (50) persons may, during the summer and/or Christmas vacations, employ poor but deserving students, fifteen (15) years of age but not more than twenty-five (25) years old, paying them a salary or wage not lower than the minimum wage provided by law and other applicable labor rules and regulations.

For purposes of this act, poor but deserving students refer to those whose parents’ combined incomes, together with their income, if any, do not exceed Thirty-six thousand pesos (P36,000) per annum. Employment should be at the Labor Exchange Center of the Department of Labor and Employment (DOLE).

Section 2. Sixty per centum (60%) of said salary or wage shall be paid by the employer in cash and forty per centum be applicable in the payment for his tuition fees and books in any educational institution for secondary, tertiary, vocational or technological education. The amount of the education voucher shall be paid by the government to the educational institution concerned within thirty (30) days from its presentation to the officer or agency designated by the Secretary of Finance.

The voucher shall not be transferable except when the payee thereof dies or for a justifiable cause stops in his duties in which case it can be transferred to his brothers or sisters. If there be none, the amount thereof shall be paid his heirs or to the payee himself, as the case may be.

Section 3. The Secretary of Labor and Employment, the Secretary of Education, Culture and Sports and the Secretary of Finance shall issue the corresponding rules and regulations to carry out the purposes of this Act.
The Secretary of Labor and Employment shall be the Project Director of this Program.

Section 4. Any person or entity who shall make any fraudulent or fictitious claim under this Act, regardless of whether payment has been made, shall upon conviction be punished with imprisonment of not less than six (6) months and not more than one (1) year and a fine of not less than Ten thousand pesos (P10,000), without prejudice to their prosecution and punishment for any other offense punishable under the Revised Penal Code or any other penal statute.

In any case of partnerships or corporations, the managing partner, general manager, or chief executive officer, as the case may be, shall be criminally liable.

Section 5. The amount necessary to carry out the purposes of this Act is hereby authorized to be appropriated in the General Appropriations Act of 1992 and the subsequent annual general appropriations acts.

Section 6. This Act shall take effect after its publication in the Official Gazette of in at least two (2) national newspapers of general circulation.

Approved.

(Sgd) RAMON V. MITRA  (Sgd) NEPTALI A. GONZALES
Speaker of the House of Representatives

This bill which originated from the Senate was finally passed by the Senate and the House of Representatives on February 6, 1992 and February 3, 1992, respectively.

(Sgd) CAMILO L. SABIO  (Sgd) ANACLETO D. BADOY, JR.
Secretary General  Secretary of the Senate
House of Representatives

Approved: March 30, 1992

(Sgd) CORAZON C. AQUINO
President of the Philippines
RULES AND REGULATIONS IMPLEMENTING
REPUBLIC ACT 7323

Pursuant to the authority granted to the Secretary of Labor and Employment, Secretary of Education, Culture and Sports and Secretary of Finance under Section 3 of Republic Act No. 7323, the following rules and regulations are hereby promulgated and issued for the guidance of all concerned.

RULE I – Preliminary Provisions

Section 1. Title. – This issuance shall be known as the Rules and Regulations Implementing RA No. 7323 entitled “An Act to Help Poor But Deserving Students Pursue Their Education by Encouraging Their Employment During Summer and/or Christmas Vacation, Through Incentives Granted to Employers, Allowing Them to Pay Only Sixty Per Centum of Their Salaries or Wages and the Forty Percentum Through Education Vouchers to be Paid by the Government, Prohibiting and Penalizing the Filing of Fraudulent or Fictitious Claims and For Other Purposes”.

Section 2. Construction. – This Rules and Regulations shall be liberally construed to carry out the objectives of RA 7323.

Section 3. Definition of Terms. – As used in this Rules and Regulations:

(a) “Act” refers to Republic Act No. 7323

(b) “DOLE” refers to the Department of Labor and Employment

(c) “DECs” refers to the Department of Education Culture and Sports.

(d) “DOF” refers to the Department of Finance.

(e) “Program” refers to the scheme of assisting poor but deserving students find employment during summer and/or Christmas vacations.

(f) “Entity” refers to any person, natural or juridical, employing at least 50 workers as defined herein.

(g) “Student’ refers to any person at least 15 years of age but not more than 25 years old who is either enrolled in any institution for secondary, tertiary, vocational or technological institutions or intending to be enrolled in any of these schools.
(h) “Labor Exchange Center” refers to any employment service unit of the DOLE or other units under its technical supervision which are involved in this facilitation of employment.

RULE II: Coverage

Section 1. These rules shall apply to:

(a) Poor but deserving students who are at least 15 years of age but not more than twenty five years old who are enrolled or intending to enroll in any educational institution for secondary, tertiary, vocational or technological education; and

(b) Participating persons or entities who have employed at least 50 workers at any given time during the past twelve (12) months. For this purpose, employed workers refer to all regular, seasonal, temporary, casual and workers of contracted out services of persons or entities. Participating entities shall include private establishments, national and local government units, government owned or controlled corporations, labor unions and other similar organizations and associations, among others.

RULE III: Eligibility and Requirements for Employment

Section 1. Qualifications. – Any student may apply for employment under the Program provided he/she meets the following qualifications:

(a) At least 15 years of age but not more than 25 years old;

(b) Enrolled during the school year/term or enrolled during the school year/term immediately preceding the summer vacation or who has dropped out of school and who intends to continue his education; and

(c) The combined net income after tax of parents, including his/her income, if any, does not exceed thirty-six thousands (P36,000.00) pesos per annum.

(d) At least garnered an average passing grade during the school year/term referred to above.

Section 2. Student Dependents of Displaced or Would-be Displaced. – Any student dependent or drop out dependent of workers who are displaced or about to be displaced due to business closures or work stoppages arising from economic or non-economic reasons may also qualify under this Program provided he/she meets the qualifications required in subsections a, b and d of the preceding section.
Section 3. Requirements for Employment. – In support of his qualifications, the following documents shall be required from the student:

(a) Copy of birth or baptismal certificate or joint certification of at least two persons who can attest to the date of birth of the student – applicant; IN THE ABSENCE OF THE ABOVE DOCUMENTS, THE COPY OF THE ORIGINAL CERTIFICATE OF SCHOOL REGISTRATION/MATRICULATION OF COLLEGE STUDENTS OR THE FORM 138 OF HIGH SCHOOL STUDENTS MAY BE USED AS THE BASIS IN DETERMINING HIS/HER DATE OF BIRTH;

(b) Certification by the School Registrar as to (1) his/her last enrollment, and (2) his/her passing average grade; IN THE ABSENCE OF THE ABOVE, A COPY OF THE ORIGINAL CLASSCARDS OR OF THE FORM 138 MAY BE USED AS A BASIS TO DETERMINE HIS/HER PASSING GRADE; and

(c) Certified true copy of the latest income tax return (ITR) of his/her parents or certification from the Barangay Chairman in the locality where his/her parents reside as to the economic status of his/her family or certification from employer/union president as to the employment status of his/her parent/s OR THE OFFICIAL CERTIFICATION FROM THE MUNICIPAL BUREAU OF INTERNAL REVENUE OFFICE STATING THAT THE PARENTS OF THE STUDENT ARE EARNING LESS THAN P36,000 PER ANNUM.

Section 4. MANDATORY SUBMISSION OF DOCUMENTARY REQUIREMENTS. IT SHALL BE MANDATORY FOR ALL STUDENT-APPLICANTS UNDER THIS PROGRAM TO SUBMIT THE ABOVE DOCUMENTARY REQUIREMENTS PRIOR TO THEIR AVAILMENT OF THIS PROGRAM. FAILURE TO DO SO WOULD AUTOMATICALLY DISQUALIFY THE STUDENT-APPLICANT.

RULE IV: Program Implementation

Section 1. Program Administration. – The administration of this Program shall be lodged in the DOLE and its implementing units in the regions.

Section 2. Role of DECS. – The DECS shall coordinate with DOLE in the promotion of this Program among students and administrators of all secondary, tertiary, vocational or technological institutions. The DECS shall ensure that the vouchers presented by students and its application will be honored by all concerned schools and monitored accordingly.
Section 3. Role of DOF. – The DOF shall designate an official or agency to administer the financial requirements of this Program. The Financial Management Service of DOLE at the Central Office and the Internal Management Service Division of the DOLE Regional Offices are hereby deputized for this purpose.

Section 4. Where to Apply for Employment. – Any qualified student may apply for employment assistance under this Program in any employment service unit of the DOLE Regional Offices. For this purpose, the DOLE Regional Offices shall mobilize the NMYC Training/Placement Centers, Public Employment Service Offices (PESOs) of local government units which are under its technical supervision to assist in the employment needs of students in the provincial and city/municipal levels. The Secretary of Labor and Employment or the DOLE Regional Directors may deputize unions, non-government organizations and employers groups for the purpose of processing SPES participants who shall coordinate such activities to the former.

Section 5. Availment Procedure. – The student shall apply in person to the nearest labor exchange centers of DOLE, NMYC Training/Placement Centers, PESOs operated by local government units, or other duly deputized entities mobilized for this purpose. The student shall submit himself to a preliminary interview and screening to determine his/her qualifications. The student’s qualifications are then matched with the requirements of vacancies of participating persons or entities. If the student is qualified to a vacancy, he/she is referred for consideration by the Employer. The Employer will either accept or deny his application. In case his/her application is denied, the student may return to the public employment office for referral to other vacancies of participating entities where he/she may qualify.

SECTION 6. PARTICIPATION IN THE PROGRAM OF PRIVATE ESTABLISHMENTS AND OTHER ENTITIES. ANY PRIVATE ESTABLISHMENT OR OTHER ENTITY WHO WISHES TO PARTICIPATE IN THIS PROGRAM SHALL BE REQUIRED TO SUBMIT TO THE NEAREST DOLE REGIONAL OFFICE OR PUBLIC EMPLOYMENT SERVICE OFFICE THEIR PLEDGES OR COMMITMENT CONTAINING THE NUMBER OF VACANCIES THEY COMMIT TO THE PROGRAM, INCLUDING THE TECHNICAL REQUIREMENTS THEREOF. SUBMISSION OF THE PLEDGES SHOULD BE DONE FIFTEEN (15) DAYS BEFORE THE PROGRAM IMPLEMENTATION PERIOD, FAILURE TO DO SO WOULD AUTOMATICALLY DISQUALIFY THE PRIVATE ESTABLISHMENT OR OTHER ENTITIES FROM PARTICIPATION IN THE PROGRAM.
RULE V : Payment of Salary

Section 1. Procedure in the Payment of Salary or Wage of Employed Students. – At least sixty percent (60%) of the student-employee’s salary which shall not be less than sixty percent (60%) of the applicable minimum wage shall be paid in cash by the Employer. The remaining forty percent (40%) of his salary shall be paid by the DOLE in the form of education voucher based on information to be provided by the Employer. The education voucher shall be presented by the student – employee to the educational institution where he/she is enrolled or where he/she intends to enroll to cover expenses for his tuition fees and books. In case the amount of the education voucher exceeds the amount presented by the educational institution for payment, the DOLE shall refund to the student the balance amount in cash.

RULE VI : Terms and Conditions in the Employment of Students

Section 1. Contract of Employment. – The employment of students under this Program shall be covered by an Employment Contract between the Employer and the student-employee.

SECTION 2. PERIOD OF EMPLOYMENT. THE PERIOD OF EMPLOYMENT UNDER THIS SPECIAL PROGRAM SHALL IN NO CASE BE LESS THAN FIFTEEN (15) DAYS NOR MORE THAN FORTY-FIVE (45) DAYS DURING THE SUMMER IMPLEMENTATION PERIOD. FOR THE CHRISTMAS IMPLEMENTATION, THE NUMBER OF WORKING DAYS SHALL NOT BE LESS THAN TEN (10 ) DAYS NOR MORE THAN FIFTEEN (15) DAYS.

Section 3. Duties and Responsibilities of Employer. – In addition to other applicable labor rules and regulations, the Employer shall exercise the following duties and responsibilities towards the student-employee:

(a) To pay in cash at least Sixty per centum (60%) of his salary;

(b) To ensure that the student-employee will not be exposed to hazardous undertakings nor to allow the student-employee to work in night clubs, cocktail lounges, beerhouses, massage clinics, bars or similar establishment;

(c) To ensure that the student-employee below 18 years old shall not be required to work beyond 8 hours a day nor should it exceed 48 hours a week or render work during rest days;

(d) To submit periodic reports to DOLE or its subsidiary units to include among others the following: number of students hired, date of hiring and termination of employment, the wage rate and
the total cash wage or salary paid to the student-employee, number of hours worked and other pertinent information;

(e) To ensure that the employment of women and young workers shall be in accordance with the Labor Code and its Implementing Rules.

Section 3. Duties and Responsibilities of Student-Employee. – The student-employee shall have the following duties and responsibilities:

(a) To perform tasks and activities assigned by the Employer;

(b) To strictly adhere to the rules and regulations imposed by the Employer; and

(c) To use the education voucher for the purposes intended in the Act.

Section 4. Duties and Responsibilities of DOLE. – It shall be the duty and responsibility of DOLE to ensure:

(a) The payment of forty per centum (40%) of the salary of student-employee in the form of a voucher which shall be applicable for the payment of his/her tuition fees and books; and

(b) The payment of the amount of the education voucher to the educational institution concerned within thirty (30) days from its presentation to the Regional Office of DOLE; Provided, that the Regional Office of DOLE under whose jurisdiction the school of enrollment of the student-employee is located should pay the education voucher.

RULE VII: Non-Transferability of Education Voucher. – The educational voucher shall not be transferable except in the following cases:

(a) Death of the payee; or

(b) When the student stops in his studies due to prolonged illness, incapacity, economic necessity and similar causes. In this case, the voucher can be transferred to his brothers or sisters. If the payee has no brother or his sister, the amount of the voucher shall be paid his lawful heirs or to the payee himself, as the case may be.

RULE VIII: Entitlement to Other Benefits and Incentives

Section 1. Other Benefits and Incentives. – The student-employee shall be entitled to other monetary benefits and incentives provided under existing laws specifically SSS and medicare contributions.
the total cash wage or salary paid to the student-employee, number of hours worked and other pertinent information;

(e) To ensure that the employment of women and young workers shall be in accordance with the Labor Code and its Implementing Rules.

Section 3. Duties and Responsibilities of Student-Employee. – The student-employee shall have the following duties and responsibilities:

(a) To perform tasks and activities assigned by the Employer;

(b) To strictly adhere to the rules and regulations imposed by the Employer; and

(c) To use the education voucher for the purposes intended in the Act.

Section 4. Duties and Responsibilities of DOLE. – It shall be the duty and responsibility of DOLE to ensure:

(a) The payment of forty per centum (40%) of the salary of student-employee in the form of a voucher which shall be applicable for the payment of his/her tuition fees and books; and

(b) The payment of the amount of the education voucher to the educational institution concerned within thirty (30) days from its presentation to the Regional Office of DOLE; Provided, that the Regional Office of DOLE under whose jurisdiction the school of enrollment of the student-employee is located should pay the education voucher.

RULE VII: Non-Transferability of Education Voucher. – The educational voucher shall not be transferable except in the following cases:

(a) Death of the payee; or

(b) When the student stops in his studies due to prolonged illness, incapacity, economic necessity and similar causes. In this case, the voucher can be transferred to his brothers or sisters. If the payee has no brother or his sister, the amount of the voucher shall be paid his lawful heirs or to the payee himself, as the case may be.

RULE VIII: Entitlement to Other Benefits and Incentives

Section 1. Other Benefits and Incentives. – The student-employee shall be entitled to other monetary benefits and incentives provided under existing laws specifically SSS and medicare contributions.
RULE IX: Special Provision

Section 1. Effect on Regular Employees. – Nothing in these rules shall be construed to justify an Employer in terminating the services of regular employees to accommodate the student-employee or diminish the benefits of regular employees upon the effectivity of these rules.

RULE X: Penal Provisions

Section 1. Filing of Fraudulent or Fictitious Claim. – Any person or entity who shall make any fraudulent or fictitious claim under this Act, regardless of whether payment has been made, shall upon conviction be punished with imprisonment of not less than six (6) months and not more than one (1) year and a fine of not less than Ten thousand pesos (P10,000.00), without prejudice to their prosecution and punishment for any other offense punishable under the Revised Penal Code or any other penal statute.

In case of partnerships or corporations, the managing partner, general manager, or chief executive officer, as the case may be shall be criminally liable.

RULE XI: Effectivity. – These rules and regulations shall take effect immediately.

Signed this ____ day of October 1993 in Manila.

(SGD) ARMAND V. FABELLA
Secretary, DECS

(SGD) ERNEST LEUNG
Secretary, DOF

(SGD) NIEVES R. CONFESOR
Secretary, DOLE
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(SGD) ARMAND V. FABELLA (SGD) ERNEST LEUNG
Secretary, DECS Secretary, DOF

(SGD) NIEVES R. CONFESOR
Secretary, DOLE
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement made and entered into by and between:

DEPARTMENT OF LABOR AND EMPLOYMENT, a government agency created and existing pursuant to Republic Act 4121, with principal office address at DOLE Building, Maura Wing corner General Luna Sts., Intramuros, Manila, represented herein by its Secretary, ROSALINDA DIMAPILIS - BALDOZ, and hereinafter referred to as "DOLE";

- and -

The GOVERNMENT SERVICE INSURANCE SYSTEM, a social insurance institution, created under Commonwealth Act No. 186, as amended, and operating under its present Charter, Republic Act No. 8291, otherwise known as the GSIS Act of 1997, with principal office address at the GSIS Headquarters Building, Financial Center Area, Pasay City, represented herein by its President and General Manager, ROBERT G. VERGARA, hereinafter referred to as "GSIS";

WITNESSETH THAT:

WHEREAS

1. The GSIS has been issuing Group Personal Accident Insurance (GPAI) policies for the beneficiaries of the DOLE’s Special Program for the Employment of Students (SPES), a program created under R.A. No. 7323, as amended by R.A. No. 8547, which aims to assist poor but deserving students pursue their education by encouraging their employment during summer and/or Christmas vacations, through incentives granted to employers, allowing them to pay only sixty percent (60%) of their salaries or wages and the forty percent (40%) through education vouchers to be paid by the government.

2. Aside from the SPES, the DOLE, through its Regional Offices, is implementing the following employment programs: a) DOLE Government Internship Program (GIP), a program governed by Administrative Order No. 39, Series of 2014, which provides opportunities by hiring young workers to serve in government agencies/entities’ projects and programs at the national and local level for a stipend/allowance of seventy-five percent (75%) of the highest prevailing regional minimum wage; and b) DOLE Integrated Livelihood and Emergency Employment Program (DILEEP), a program governed by Department Order No. 137-14, Series of 2014, which seeks to contribute to poverty reduction of poor, vulnerable and marginalized workers, either through transitional emergency employment or promotion of entrepreneurship and community enterprises.

3. Pursuant to Department Order No. 134-14, Series of 2014 and the Implementing Rules and Regulations of R.A. No. 7323, through Joint Memorandum Circular of DOLE, DepEd, CHED, DSWD, DBM and DCF No. 2010-001 dated February 2010 and Administrative Order No. 39, Series of 2014, the DOLE shall provide
the poor, vulnerable and marginalized workers with social insurance benefits through their coverage under GPAI policies issued by the GSIS.

4. The GSIS agrees to cover, in addition to the SPES, the GIP and DILEEP beneficiaries nationwide with social insurance benefits through their enrollment in GPAI.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties have agreed as follows:

Section I. Enrollment and Coverage of SPES, GIP and DILEEP Beneficiaries in GPAI

The DOLE shall submit the List of Beneficiaries to the GSIS using the prescribed form to facilitate their enrollment in GPAI, after the approved project proposal and Job Contract have been prepared and this Agreement have been signed by the parties.

The GPAI policy shall take effect from the date of actual receipt by the GSIS of the hard copies of the complete documents as follows: a) Letter Request for Insurance Coverage; b) Certificate of Availability of Funds; c) Duty Accomplished List of Program Beneficiaries (Annex A).

The enrollment in GPAI will protect the beneficiaries by: a) ensuring their coverage under group micro-insurance schemes; b) developing standard systems and procedures in their enrollment and coverage with the GSIS’s GPAI; and c) establishing accountability of DOLE Regional Directors for fund releases and of the GSIS for coverage of beneficiaries under the GPAI.

Section II. Roles and Responsibilities of the DOLE

The DOLE, through its Regional Offices, shall perform the following:

1. Ensure the completeness and accuracy of the List of Beneficiaries to be submitted to the GSIS.

2. Submit the List of Beneficiaries in the prescribed form at least five (5) days prior to their engagement period.

3. Process and remit payment of the insurance premium on the GPAI coverage of the beneficiaries upon receipt of the billing statement/endorsement from the GSIS subject to the Premium Payment Warranty of sixty (60) days at an affordable annual premium of Fifty Pesos (Php50.00) with the following package of benefits:

a) Principal sum of Fifty Thousand Pesos (Php50,000.00) due to Accidental death;

b) Medical reimbursement of not more than Five Thousand Pesos (Php5,000.00);

c) Bereavement assistance of Ten Thousand Pesos (Php10,000.00);

d) Twenty-four (24) hour accident rider including commercial flying;
e) The sum of Twenty-Five Thousand Pesos (Php25,000.00), subject to the terms and conditions of the standard GPAI Policy, for loss of life arising from unprovoked murder and assault.

In the event of claim under the GPAI Policy, the amount of premium becomes immediately due and demandable.

4. Endorse to GSIS any additional beneficiary with payment of corresponding premium.

5. Act as the assured for the DOLE program beneficiaries.

6. Ensure that all the beneficiaries are oriented on the coverage of the insurance, including the corresponding benefits through the DOLE and the procedures in case of claim.

7. Facilitate the filing of notice of loss/claim of the beneficiary(ies) and submission of supporting documents (Annex B).

Section III. Roles and Responsibilities of the GSIS

The GSIS shall perform the following:

1. Acknowledge actual receipt through a stamp receipt of the List of Beneficiaries submitted by the DOLE.

2. Automatically cover the beneficiaries upon submission by the DOLE of the complete documents.

3. Prepare the GPAI Policy and issue the billing statement to the DOLE.

4. Issue Official Receipt to acknowledge payment of premiums upon receipt of payment from the DOLE.

5. Issue advisory to the GSIS Branch Offices (BOs) to accept the GPAI application and to issue the corresponding policy.

6. Issue endorsement of additional beneficiaries of the GPAI Policy upon request of the DOLE and the corresponding bill.

7. Accept the claims support documents attached in Annex “B” hereof and observe the procedures in the processing of claims in accordance with the Manual of Operations for Claims Department, Insurance Group

8. Expeditiously process claims filed by beneficiaries upon submission of complete documentary requirements, observing approved claims processing turn-around time.

9. Orient the DOLE Regional Offices and/or their representatives on the terms and conditions of the GSIS’s standard GPAI Policy.
Section IV. Change in Insurance Premium

The GSIS shall notify in writing the DOLE through the Bureau of Local Employment (BLE) and/or Bureau of Workers with Special Concerns (BWSC) any increase or change in the insurance premium for the DOLE program stated in this Agreement before effecting such increase or change, or at least before the end of the fiscal year so as not to affect the number of beneficiaries relative to the budget allocation.

Section V. Funding Source

The insurance coverage premium to be paid under this Agreement shall be sourced from the annual budget allocation of the DOLE as approved by the General Appropriations Act (GAA).

Section VI. Effectivity

This Agreement shall take effect upon signing by the parties and shall remain in full force unless terminated for justifiable reason as provided for in Section VIII, or earlier modified or amended by mutual written consent of the parties.

Section VII. Amendment

No modifications of or amendment to the terms and conditions of this Contract shall be valid unless set out in writing and signed by the duly authorized representative of each party.

Section VIII. Termination

This Agreement may be terminated by either party anytime for justifiable reasons including, but not limited to, unavailability of funds and non-compliance of either party; provided, however, that written notice thereof shall be served to the other party at least thirty (30) days prior to the intended date of termination.

Section IX. Dispute Resolution/Venue of Action

If a dispute of any kind should arise between the parties in connection with or arising out of this Agreement, the parties shall make every effort to resolve such dispute amicably. If after ten (10) days, the parties have failed to resolve their dispute, the matter shall be submitted to the Office of the Government Corporate Counsel for arbitration pursuant to Presidential Decree No. 242. Any and all actions arising from arbitration or other modes of dispute settlement as agreed upon by the parties shall be brought by the aggrieved party exclusively before the proper court in the City of Pasay.

IN WITNESS WHEREOF, the parties of this Memorandum of Agreement hereunto affixed their respective signatures this ___ day of _____ 2015 at Metro Manila, Philippines.
DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)

By:

ROSALINDA DIMAPILIS - BALDOZ
Secretary

GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)

By:

ROBERT G. VERGABA
President and General Manager

SIGNED IN THE PRESENCE OF:

CIRIACO A. LAGUNZAD III
Undersecretary, DOLE

MARIA OBDULIA VRUG-PALANCA
Senior Vice-President
Insurance Group
ACKNOWLEDGEMENT

Republic of the Philippines
City of MANILA

BEFORE ME, this _______ day of ____________, 2015 at ____________, Metro Manila personally appeared:

<table>
<thead>
<tr>
<th>NAME</th>
<th>VALID IDENTIFICATION CARD/NUMBER</th>
<th>DATE/PLACE OF ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC. ROSALINDA DIMAPILIS-BALDOZ, DOLE</td>
<td>BPI 50G61108689</td>
<td>Manila</td>
</tr>
<tr>
<td>PGM ROBERT G. VERGARA, GSIS</td>
<td>BPI 0200420080</td>
<td></td>
</tr>
<tr>
<td>USEC CIRIACO A. LAGUNZAD III, DOLE</td>
<td>BPI 5409291187</td>
<td>Pasay</td>
</tr>
<tr>
<td>SVP ATTY. MARIA OBDULIA VITUG-PALANCA, GSIS</td>
<td>BPI 63100900302</td>
<td>Pasay</td>
</tr>
</tbody>
</table>

Known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free act and voluntary deed.

IN WITNESS WHEREOF, I have hereunto affixed my signature and Notarial seal this _________ day of AUG 7 2015, 2015 at PASAY CITY, Manila, Philippines.

NOTARY PUBLIC

Doc. No. 14/7
Page No. 97
Book No. 79
Series of 2015
ANNEX A

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
Employment Programs of DOLE (SPES / GIP / DILEEP)

DOLE’s Program : ___________________________
Name of Employer : ___________________________
Address : ___________________________________
Period of Cover : ____________________________

<table>
<thead>
<tr>
<th>Name of Insured*</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Address</th>
<th>Beneficiary</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

* FAMILY NAME, FIRST NAME, MIDDLE INITIAL

Prepared By: Submitted by:

Name, Designation and Signature Name, Designation and Signature
### ANNEX B

<table>
<thead>
<tr>
<th>A. CLAIMS REQUIREMENTS FOR MEDICAL REIMBURSEMENT</th>
<th>ALTERNATE DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notice of Claim / Endorsement of Claim by the concerned DOLE Regional Office</td>
<td></td>
</tr>
<tr>
<td>2. Hospital Records, such as but not limited to Statement of Account, Clinical Abstract, Laboratory Results, etc.</td>
<td></td>
</tr>
<tr>
<td>3. Original Copy of Medical Certificate signed by attending physician</td>
<td></td>
</tr>
<tr>
<td>4. Original Copy of Official Receipts for Medical Expenses incurred</td>
<td></td>
</tr>
<tr>
<td>5. Original Copy of Doctor’s Prescription</td>
<td></td>
</tr>
<tr>
<td>6. Notarized Affidavit of Two Disinterested Persons with copy of government-issued ID with photo and signature</td>
<td>Hospital logbook or Medical Certificate of Attending Physician</td>
</tr>
<tr>
<td><strong>7. If accident is not vehicular:</strong> Notarized Affidavit on the circumstances of the Accident, with attached photocopy of valid ID/signature &amp; photo</td>
<td>Incident report noted by the DOLE Regional Office</td>
</tr>
<tr>
<td><strong>If accident is vehicular:</strong> Police/Traffic Investigation Report and,</td>
<td></td>
</tr>
<tr>
<td>8. Certification that the claimant is a bonafide beneficiary of the program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. CLAIMS REQUIREMENTS FOR ACCIDENTAL DEATH AND BEREAVEMENT ASSISTANCE BENEFITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notice of Claim / Endorsement of Claim by the concerned DOLE Regional Office</td>
<td></td>
</tr>
<tr>
<td>2. Copy of the List of Insured DOLE beneficiaries and with their list of designated beneficiaries</td>
<td></td>
</tr>
<tr>
<td>3. Hospital Records, such as but not limited to Statement of Account, Clinical Abstract, Laboratory Results, etc.</td>
<td></td>
</tr>
<tr>
<td>4. Original Copy of Official Receipts for medical expenses incurred</td>
<td></td>
</tr>
<tr>
<td>5. If accident is vehicular: Police/Traffic Investigation Report</td>
<td></td>
</tr>
<tr>
<td>6. Original Copy of Death Certificate issued by Philippine Statistics Authority (PSA);</td>
<td>Death Certificate issued by the Hospital or the Attending Physician or the Civil Registry</td>
</tr>
<tr>
<td>7. Medico-Legal (Autopsy) Report, if applicable;</td>
<td></td>
</tr>
<tr>
<td>A. CLAIMS REQUIREMENTS FOR MEDICAL REIMBURSEMENT</td>
<td>ALTERNATE DOCUMENTS</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>8. Certification that the claimant is a bonafide beneficiary of the program;</td>
<td></td>
</tr>
<tr>
<td>9. Certification of Legal Heirs from the Assured, if no designated beneficiaries;</td>
<td></td>
</tr>
<tr>
<td>10. Extrajudicial Affidavit and Waiver of Rights, if no designated beneficiaries;</td>
<td></td>
</tr>
<tr>
<td>11. Special Power of Attorney, if applicable;</td>
<td></td>
</tr>
<tr>
<td>12. Affidavit of Guardianship, if claimant beneficiary is still a minor</td>
<td></td>
</tr>
<tr>
<td>13. If deceased is married:</td>
<td>Photocopy of Marriage Certificate or copy of Marriage Certificate issued by the Civil Registry</td>
</tr>
<tr>
<td>a. Duly-certified copy of Marriage Certificate of spouse issued by Philippine Statistics Authority (PSA)</td>
<td>Birth certificate issued by the Civil Registry or Certification from the Barangay attesting to the personal circumstances of the designated beneficiary</td>
</tr>
<tr>
<td>b. If designated beneficiaries are minor children, duly-certified copy of Birth Certificate issued by Philippine Statistics Authority, and affidavit of guardianship</td>
<td></td>
</tr>
<tr>
<td>If deceased is single:</td>
<td>Photocopy of Marriage Certificate or copy of Marriage certificate of Parents issued by the Local Civil Registry</td>
</tr>
<tr>
<td>a. Duly-certified copy of Marriage Certificate of Parents issued by Philippine Statistics Authority</td>
<td>Duly certified copy of Birth Certificate of insured issued by the Civil Registry or Certification from the Barangay attesting to the personal circumstances of the insured</td>
</tr>
<tr>
<td>b. Duly-certified copy of Birth Certificate of Insured issued by Philippine Statistics Authority</td>
<td></td>
</tr>
</tbody>
</table>
SPES Advisory No. 5—2016

SPES ADVISORY NO 5. - 2016

FOR: ALL DOLE REGIONAL DIRECTORS

SUBJECT: REVISED SPES FORMS FOR FY 2017 IMPLEMENTATION

DATE: 22 DECEMBER 2016

Pending the approval of the Implementing Rules and Regulations of Republic Act 10917 (Amended SPES Law), at the Tripartite Industrial Peace Council (TIPC), please be advised of the following:

I. Adjustments for the FY 2017 SPES Implementation based on the IRR

1. LGUs as Participating Employers. The DOLE ROs shall carefully evaluate the pledges of LGUs to ensure that the funds are appropriately allocated especially to low income LGUs.

2. Beneficiaries. The DOLE ROs shall ensure that the documents submitted by the SPES beneficiaries are complete before their initial engagement.

3. Mode of Payment. DOLE ROs shall decide on the manner/mode of payment to be used in paying their beneficiaries subject to existing rules on procurement.

4. Submission of Reports. Reports shall be submitted to the Bureau of Local Employment on or before their set deadlines; otherwise, it shall be declared as “no submission.” (Attachment 1)

II. Revised SPES Forms

1. SPES Form 1 (Employer’s Pledge of Commitment) – Required document

A copy of the proof of capacity to pay shall be attached in the form to ensure the allocation of the employer’s counterpart as payment for the SPES beneficiaries’ salaries or wages for the succeeding implementation.

In the case of private employers, document indicating the budget allocation purporting to 60% counterpart on the salaries of SPES beneficiaries shall be attached.
In the case of LGUs, a Sangguniang Bayan Resolution, their Annual Investment Plans (AIP) or its equivalent or any other document indicating the specific budget allocation for SPES for their 25-60% counterpart or as the case may be, shall be attached. If the volume of documents is a concern, the first and last page containing the signatories, and the page containing the SPES budget may suffice as attachment to SPES Form 1. (Attachment 2)

2. **SPES Form 2 (SPES Application Form) – Other relevant information**

In addition to the information details to SPES Application Form issued as per SPES Advisory No. 4 dated 10 June 2016, SPES Form 2 is hereby revised to incorporate the following information (Attachment 3):

- Name and Relationship of GSIS beneficiary to SPES beneficiary
- Current Status of Parents
- Changes in eligibility of applicants and supporting documents required

3. **SPES Form 2-A (Oath of Undertaking) – New form**

As per the pending IRR of RA 10917, an Oath of Undertaking shall be duly signed by the beneficiary so as to ensure that he/she will be bound by the provisions of the program. The said form shall be considered as an attachment of the SPES Form 2. (Attachment 4)

4. **SPES Form 3 (Summary Report of Participating Establishments)**

The order was revised in accordance with the IRR. (Attachment 5)

5. **SPES Form 4 (Employment Contract) – Critical information**

The signature of the parent/guardian of the beneficiary must be obtained as a form of consent prior to the initial engagement of the beneficiary. (Attachment 6)

6. **SPES Form 5 (Placement Report cum GSIS Insurance Coverage) – As revised**

To heighten measures in sustaining transparency, any amount to be earned by the beneficiary shall be fully declared and detailed in the revised form. (Attachment 7)

7. **SPES Form 6 (SPES Terminal/Payroll Report)**

The abovementioned form has been renamed to provide clarity on the matter concerning the necessary information to be detailed in forming the report. (Attachment 8)
8. SPES Form 7 (Quarterly Work and Financial Report)

The order was revised in accordance with the IRR. (Attachment 9)

Further, the DOLE-ROs shall ensure that all beneficiaries have submitted the required documents prior to the commencement of SPES implementation.

For strict compliance,

DOMINADOR R. BAY
Undersecretary
Employment and Policy Support Cluster

cc: OIC-Director Warren M. Miclat, Financial Management Service
    OIC-Director Rovelinda A. Dela Rosa, Internal Audit Service
    Director Adeline T. De Castro, Planning Service
    Ms. Teresa A. Atis, Team Leader-DOLE-COA Central Office
SPES Advisory No. 1—2017

SPES ADVISORY NO. 1 - 2017

FOR: ALL DOLE REGIONAL DIRECTORS

SUBJECT: REGIONAL POVERTY THRESHOLD FOR 2017 SPES IMPLEMENTATION

As per consultation, the 2015 Full Year Poverty Statistics published or issued by Philippine Statistics Authority (PSA), on 27 October 2016, shall be the basis of the annual poverty threshold in the 2017 implementation of the Special Program for Employment of Students (SPES).

For guidance, the net after tax of the parents' income shall be used in determining the applicant’s eligibility as provided under Republic Act 10917 or the amended SPES Law, as indicated below:

<table>
<thead>
<tr>
<th>DOLE Regional Office</th>
<th>ANNUAL PER CAPITA POVERTY THRESHOLD (APCPT)</th>
<th>MONTHLY PER CAPITA POVERTY THRESHOLD (MPCPT = APCPT/12)</th>
<th>ASSUMPTION OF AVERAGE MONTHLY POVERTY THRESHOLD FOR SIX (6) FAMILY MEMBERS (AMPTF6 = MPCPT x 6)</th>
<th>*ANNUAL POVERTY THRESHOLD FOR SIX (6) FAMILY MEMBERS (APTF6 x 12)</th>
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<td>VII</td>
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<td>PHP 131,484.00</td>
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<td>PHP 11,172.60</td>
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<td>PHP 136,526.40</td>
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<td>PHP 10,781.50</td>
<td>PHP 129,378.24</td>
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</tbody>
</table>
**TECHNICAL NOTES:**

**Annual Poverty Threshold for a family of six (6) members** – is the product of the average monthly poverty threshold (AMPTF6) multiplied by 12 months. The basis of the computation was derived from the above data *published by the PSA under NEDA. (You may also visit the PSA website or go directly to the link provided below:


For easy reference and guidance, the *Assumption of the Average Monthly Poverty Threshold for Six (6) Family Members (AMPTF6), may be used by the SPES implementers. It should be noted however, that the tax in the family monthly income of the applicant should have been deducted before the monthly computation of poverty threshold shall be applied, as shown in the sample below:

**For NCR:**
For the lone wage employed breadwinner of SPES applicant with the status of:
Married with three (3) dependent (6 family members)
Family Monthly Basic Salary - P14,000.00
Total Deductions: - P 515.65 (SSS, Philhealth and PAG-BIG)
Taxable Income: - P13,484.00
Withholding Tax: - P 1,548.09

**Net after Tax or NET INCOME AFTER TAX = P11,936.26**
Since the AMPTF6 for NCR is PHP 12,503.50 and the net after tax in the above sample is PHP 980.85 below the poverty threshold, the SPES applicant is qualified.

You may also refer to the BIR Tax calculator for further reference with this link: http://birtaxcalculator.com/calculator.php

For strict compliance.

________________________
SILVESTRE H. BELLO III
Secretary

____16____ January 2017
SPES Advisory No. 3—2017 - SPES ID

Front

Back

This certifies that the person whose picture appears hereon is an enrolled Special Program for Employment of Students (SPES) beneficiary.

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME:  
ADDRESS:  
TEL. NO.:  

This card is non-transferable and must be surrendered upon separation or end of program. Please report loss to your respective HRDS or IMDS.

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Regional Director
SPES Advisory No. 4—2017 - Publication of DO 175

SPES ADVISORY NO.4 - 2017

FOR:       ALL DOLE REGIONAL DIRECTORS

SUBJECT:  PUBLICATION OF DEPARTMENT ORDER NO. 175 SERIES OF 2017 (IMPLEMENTING RULES AND REGULATIONS OF RA 10917 (SPES LAW))

DATE:     21 June 2017

In view of the Implementing Rules and Regulations (IRR) of Republic Act No. 10917 or the amended Special Program for Employment of Students (SPES) law per Department Order No. 175 s2017, which was signed and approved on 20 March 2017, DOLE-ROs are hereby advised of the following:

1. SPES-IRR has been published at The Manila Times on June 19, 2017, specifically in page B3, and at Business World on June 19, 2017 in page S2/5 (please see attached).

2. The effectivity clause under Rule IX of the said IRR stipulates that the same shall take effect after fifteen (15) days from the date of publication in any two (2) newspapers of general circulation or in the Official Gazette. Department Order No. 175 s2017 therefore, shall take effect and be in full force on 05 July 2017; except for local government units (LGUs) covered by SPES Advisory No.2-2017 as the deterrent of the applicable hiring rate in their case shall remain in effect until the end of the term or employment period. It should be noted that the basis of SPES Advisory No.2-2017 was derived from Section 3 of RA 10917 which specifies that “the Secretary of the Department of Labor and Employment may issue additional guidelines which may be deemed appropriate.”

For information and guidance.

SILVESTRE T. BELLO III
Secretary

c.c.: Director Nenita O. Garcia, IAS  
Director Warren M. Miclat, FMS  
Director Adeline T. De Castro, PS  
Ms. Teresa A. Atis, Team Leader-DOLE-COA Central Office
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Section 1. Definitions of Terms

The definitions of terms, revised in the Ninth Edition, shall be:

- **B**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **C**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **G**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **H**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **K**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **L**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **O**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **P**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **S**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **T**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **W**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **X**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.

Section 2. Notice to the Employees

The notice to the employees shall be:

- **B**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **C**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **F**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **G**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **J**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **K**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **N**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **O**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **R**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **S**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **V**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.
- **W**. Public Employees. Persons employed by the Government who are not covered by the provisions of the Civil Service Law or the Government Service Insurance System.
- **Z**. Applicants. Persons meeting the eligibility requirements and possessing the necessary qualifications established by this Manual.

Section 3. Notice to the Employees

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