6. Special Program for the Employment of Student (SPES)

This program is provided to poor but deserving student, out of school youth, or dependent of displaced or would be displaced worker. Procedures of application, qualifications, and requirements are pursuant to RA 7323 otherwise known as the Special Program for the Employment of Students, as amended by RA 9547 and further amended by RA 10917.

Office or Division	Public Employment Service Office (PESO)
Classification	Highly Technical
Type of Transaction	G2C - Government to Citizen
Who may avail	High School Graduating Students, Out-of-School Youths (OSY), College Students/Drop-Outs or Dependents of displaced or would be displaced workers who are 15-30 years old, whose combined income after tax of parents does not exceed the latest threshold level for a family of six (6).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original Income Tax Return (ITR) or Certificate of Indigence (1 original copy)	BIR/Barangay where applicant resides/ DSWD
Form 138/Transcript of Records (TOR)/Latest Grade Report (1 original copy)	School where client studied
Birth Certificate (1 original copy)	Philippine Statistic Authority (PSA)
School ID (1 original copy)	School where client studied

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the requirements and fill-up the registration form. Log in at DOLE SPES portal and upload the requirements. Wait for the schedule of exam.	1.1. Evaluate the requirements and issue application form.	None	10 Minutes	*Administrative Assistant I* Public Employment Service Office Administrative Aide I Public Employment Service Office

	1.2. Announce the schedule of exam.	None	7 Days	*Administrative Assistant I* Public Employment Service Office
2. Take the exam.	2. Prepare the examination.	None	4 Hours	*Staff In Charge* Public Employment Service Office
	2.1. Check exam, post the result and announce the schedule of final interview for the passers.	None	7 Days	*Staff In Charge* Public Employment Service Office
	2.2. Submit shortlist of qualified applicants to the Office of the Mayor for final selection.	None	7 Days	*Administrative Assistant I* Public Employment Service Office
	2.4 Submit the final list of SPES beneficiaries to the DOLE-NCFO.	None	1 Day	*Administrative Assistant I* Public Employment Service Office
3. Attend the orientation and sign contract.	3. Conduct an orientation and execute contract.	None	4 Hours	*Administrative Assistant I* Public Employment Service Office
	TOTAL:	**None**	**23 Days and 10 Minutes**	