

## Duties & Responsibilities

### Students/Out-of-School Youth

- Report for work based on the schedule indicated in the employment contract.
- Perform tasks and activities assigned by the employer
- Adhere to company policies or rules and regulations of the employer.
- Present the education voucher as payment of tuition fee and/or books as intended under the SPES law.

### Employers

- Submit Pledges/Commitments to the DOLE Regional Office through the PESO using *Employer's Pledge of Commitment* (SPES Form 1).
- Pay 60% of the salary or wage and, pay in full other applicable monetary benefits and incentives that the SPES student is entitled to.
- Pay in full applicable salary or wage for overtime work rendered by the student.
- 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.
- Submit *Terminal Report Form* (SPES Form 7) to the Public Employment Service Office (PESO), not later than five (5) working days after the duration of the employment indicating the number and names of the students hired, their occupation and nature of work, inclusive dates of employment reflecting the number of days worked, the wage rate and the total salary or wage paid to the student, and other pertinent information, as applicable.

## Insurance Coverage

SPES beneficiaries either working in private or public establishment/entity, are entitled to an insurance coverage for a period of one (1) year on or before the start of the SPES working day.

The Department of Labor and Employment shall pay the corresponding premium to the Government Service Insurance System (GSIS) as the service provider for the SPES beneficiaries' insurance coverage.

## Proof of Employment

The employment of students under the SPES shall be covered by an *Employment Contract* (SPES Form 5) between the employer and the student in a manner and form prescribed by DOLE .

### DOLE REGIONAL OFFICES

**National Capital Region (NCR)**  
DOLE-NCR Bldg., 967 Maligaya St.  
Malate, Manila  
(632) 385-0124; 303-0364;  
400-6011; 384-8844

**Cordillera Administrative Region (CAR)**  
Cabinet Hill, Baguio City  
(074) 442-2447; 443-5337-39  
(074) 424-0824

**Regional Office No. 1**  
Arnel Building, Mabini St.  
Catbangen, San Fernando City  
La Union  
(072) 700-2520; 700-3879

**Regional Office No. II**  
Turingan Building, Caritan Centro  
Tuguegarao, Cagayan  
(078) 844-2728; 844-1364

**Regional Office No. III**  
Diosdado Macapagal Regional  
Government Center, Bgy. Maimpis  
San Fernando City, Pampanga  
(045) 455-1613-14; 455-1617

**Regional Office No. IV-A**  
3/F & 4/F, Andenson Bldg. II  
Barangay Parian, Calamba, Laguna  
(049) 545-7360; 545-7662

**Regional Office No. IV-B**  
3/F Confil Bldg., Roxas Drive cor.  
Sampaguita St., Lumang Bayan  
Calapan City, Oriental Mindoro  
(043) 288-1485; 288-2078

**Regional Office No. V**  
Doña Aurora St., Old Albay  
Legaspy City  
(052) 480-5831; 481-0768

**Regional Office No. VI**  
Swan Rose Bldg., Commission  
Civil St., Jaro, Iloilo City  
(033) 320-8026; 320-6904

**Regional Office No. VII**  
3/F and 4/F, DOLE-RO 7 Bldg.  
Gen. Maxilom Ave., cor  
Gorordo Ave., Cebu City  
(032) 266-9722; 416-6167

**Regional Office No. VIII**  
DOLE Compound, Trece  
Martirez St., Tacloban City  
(053) 523-4220; 325-6293  
321-3308; 325-5236

**Regional Office No. IX**  
3/F, QNS Building, Veterans Ave.  
Ext., Tumaga, Zamboanga City  
(062) 991-2673; 993-1754

**Regional Office No. X**  
Monte Carlo Bldg., RER Subd.  
Phase 1, National Highway,  
Kauswagan, Cagayan de Oro City  
(088) 857-2218; 857-2583

**Regional Office No. XI**  
4/F Davao Ching Printers Bldg.  
cor. Dacudao Ave. and Lakandula  
St., Agdao, Davao City  
(082) 227-4289; 226-2481

**Regional Office No. XII**  
102 Acepal Bldg., Mabini Ext.,  
Koronadal City  
(083) 520-0125; 228-2190

**CARAGA Regional Office**  
Nimfa Tiu Building, J.P. Rosales  
Ave., Butuan City  
(085) 342-9502; 342-9006

**BUREAU OF LOCAL EMPLOYMENT  
EMPLOYMENT SERVICE PROGRAM MANAGEMENT DIVISION  
6<sup>th</sup> Floor, BF Condominium Bldg., Solana cor. Soriano Sts.  
Intramuros, Manila**



Republic of the Philippines  
Department of Labor and Employment  
Intramuros, Manila



What  
To ?  
Know

employment  
for education



## What is SPES?

The *Special Program for Employment of Students* (SPES), is a program created under Republic Act 7323, series of 1999, as amended by Republic Act 9547. It is intended to help poor but deserving students and out-of-school youth (OSY) pursue their education by encouraging their employment during summer and/or, Christmas vacation, through incentives granted to employers allowing them to pay only 60% of their salaries or wages and the 40% through education vouchers to be paid by the government.

## Participants

### Students/Out-of-School Youth (OSY)

- At least 15 but not more than 25 years of age
- Combined net income after tax of parents, including his/her own income, if any, must 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)
  - ◆ Students must have obtained at least an average passing grade during the last school year/ term attended
  - ◆ OSY should be of good moral character
- Any dependent of displaced or about to be displaced workers due to business closure or work stoppage as reported to DOLE, may also apply under the SPES provided he/she meets the qualifications under first and second items mentioned above.

### Employers

- Any person or entity employing at least ten (10) persons, including private establishments, national government agencies, LGUs, government-owned or controlled corporations, educational institutions, labor unions and other similar organizations and associations may participate in the program.

## Requirements

### Students/Out-of-School Youth (OSY)

- Duly-accomplished *SPES Application Form* (SPES Form 2)
- Copy of birth certificate or any official document showing the student/OSY's date of birth
- Certification by the School Registrar as to: 1) last enrollment and, 2) average passing grade or a copy of the original class card or Form 138
- Copy of the latest income tax return (ITR) of the applicant's parents or certification issued by BIR that the parents are exempted from payment of tax or Certificate of Indigency issued by the barangay
- For OSY, certificate of good moral character issued by the authorized barangay official where the OSY resides.

### Employers

- Submit to the DOLE through the PESO having jurisdiction over their place of business, their pledges as indicated in the *Employer's Pledge of Commitment* (SPES Form 1), which shall contain the number of vacancies and qualification requirements, their gender and age preference, if any, including the number of SPES working days required.

## Application Process

1



- The student/OSY shall apply in person at the nearest Public Employment Service Office (PESO) in his/her area and undergo preliminary interview and screening.

2



- The PESO shall match the student/OSY's qualifications with the requirements of the participating employer.

3



- If qualified to a vacancy, he/she shall be referred for consideration of the employer. In case the student/OSY is not hired, he/she shall be referred to other participating employer/s.

## Period of Employment

In all cases, period of employment shall not exceed 52 working days within one (1) year.

### Secondary/High School Students

- During summer and/or Christmas vacation only.
- During summer implementation, the number of days shall neither be less than 20 working days nor more than 52 working days.
- During Christmas implementation, the number of days shall neither be less than ten (10) working days nor more than 15 working days.

### Tertiary/Technical-Vocational

Any time of the year but in no less than 20 working days or more than 52 working within a period of one year. In all cases, employment shall not exceed 52 working days within a period of one year.

## Salary/Wage

The employer shall pay the student in cash, 60% of the applicable minimum wage or hiring rate, while the remaining 40% shall be paid by DOLE in the form of education voucher which shall be applicable as payment for the student's tuition fees and books in any educational institution for secondary, tertiary, vocational or technical education.

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

## Education Voucher

Refers to any financial instrument used by DOLE to pay the (40%) salary of the student beneficiary, which shall not be lower than the applicable minimum wage for private employers or hiring rate for the national, and local government agencies, as the case may be.