



Republic of the Philippines  
DEPARTMENT of LABOR and EMPLOYMENT  
Regional Office No. 9  
Zamboanga Peninsula

**OMNIBUS GUIDELINES  
FOR THE IMPLEMENTATION OF  
SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS  
(SPES)**

These rules shall serve as the guidelines for all program implementers and partners both from the government and private sectors to ensure efficient and effective implementation of the SPES program.

**Rule I . Procedures for Enrollment:**

1. Government Agencies and/or Local Government Units (LGU's) Public Employment Service Offices (PESOs) shall submit their Pledges of Commitments on or before January 15, 2009 duly approved by the Local Chief Executive and by the Budget Officer as to the availability of funds;
2. Presidents/Managers/Chief Executive Officers (CEO's) of the private companies, shall submit to the DOLE Regional/City/Provincial Offices or to the nearest PESOs their Pledge of commitments duly approved by the Chief Executive Officers and Financed Officer / Comptrollers as to availability of funds also on or before January 15, 2009;
3. The decision of DOLE as to how much is the counterpart of (40%) total the pledges will be issued not later than February 20, 2009. The same shall be officially relayed to all concerned Offices;
4. Pledges submitted after the deadline will not be accepted;
5. Sharing of DOLE counterpart (40%) among Private / Employers / LGU's will be based on pro-rata basis and/or the past performance of PESOs /Employers/ LGUs.
6. All PESO's / Private Employers shall require student-trainee/employees to submit the following documents five (5 ) days before the start of employment period:
  - A. School rating card or Certification stating the general average grade of the students;
  - B. Birth Certificate/ Baptismal or Imam Certification for Muslims (original or certified true copy);
  - C. BIR certification for Tax Exemption or latest Income tax Return (ITR) shall be the priority over other acceptable documents;
  - D. Duly accomplished application form for LBP Cash Card or ATM card;
  - E. Photo copy of the school I.D;
  - F. Two pieces 1 x 1 ID photo ( computer-generated photo will not be accepted); and

G. Payment of Php **ONE HUNDRED PESOS** (Php100.00) for Cash Card/ATM card (no maintaining balance valid for 3 years). If ATM, the amount shall not be withdrawable.

7. Student-trainee employees shall not be allowed to work without complete documents;

**8. SCREENING AND SELECTION OF BENEFICIARIES:**

8.1. The screening and selection of beneficiaries shall be the responsibility of the Managers of PESO and Personnel Officers in case of private establishments, preferably done from January to February 2009;

8.2 For private sector employers, the screening and selection of beneficiaries shall be in coordination with the PESOs and/or City/ Provincial DOLE Offices in their area.

**9. SUBMISSION OF PLACEMENT REPORTS AND WORK PROGRAMS**

9.1. All PESOs / Employers shall submit their individual Placement Reports and Work Programs outlining the job functions of the student-trainees together with the Employment Contract Five (5 ) days before the beginning of the employment period of the student;

9.2. The Work Program (WP) shall indicate the type of work that the SPES beneficiaries shall undergo;

9.3. The work program shall also indicate the numbers of working days of each student. The WP Form is attached for reference.

**10 . Student Group Insurance.**

10.1. Employers shall pay the Insurance at Five pesos and Fifty Centavos (Php.5.50) per grantee direct to the Government Service Insurance System (GSIS) fifteen (15) days before the Employment period of the students-grantee employee;

10.2. The Employer's shall furnish the DOLE Regional Office, through the Field Offices the official receipt of payment.

11. The PESOs / Private Employers shall submit the Payroll and Termination Report together with complete documents to DOLE FOs 5 days after payment of 60 % salary;

12. All photocopied documents submitted shall be authenticated by the duly authorized person. Documents which appear spurious shall not be accepted.

**RULE II. Evaluation of SPES Documents:**

A. PESOs / Employers shall submit the complete documents to the City/Provincial DOLE Offices in their areas of jurisdiction after five (5) days from payment of sixty percent (60%) salary and should be within 10 days after completion of the work by the SPES beneficiaries.

B. The DOLE (City/Provincial Offices) shall not receive incomplete SPES documents;

- C. The DOLE (City/Provincial Offices) shall evaluate SPES documents upon receipt from the PESO/Employers and submit to Regional Offices within 5 days from receipt;
- D. Deadline of submission of all complete documents to DOLE shall be within 10 days from the end of the employment period;
- E. Documents submitted late shall not be accepted.
- F. SPES grantee who shall be paid 100% by employers shall be compliant to all SPES requirements;

**RULE III : Processing of 40% DOLE Counterpart:**

1. The processing of 40% shall be on first come first serve basis;
2. The DOLE City / Provincial Offices shall prepare the voucher and forward the same to the Regional Office with all pertinent documents and covering letter enumerating said documents;
3. The DOLE City and Provincial Offices shall provide the Regional Office (TSSD) the listing of all beneficiaries who have complied with the requirements for payment of DOLE 40% counterpart;
4. The DOLE Regional Office shall inform the City/Provincial Offices if payments are ready. The City/POs shall in turn inform PESOs and private employers for guidance to all concern;
5. All payments shall be made in the form of CASH CARD/ATM CARD except to those claimants who may have no access to or are far from any LBP branch or its network.

These rules shall take effect immediately.

January 05, 2009, Zamboanga City.

(Original Signed)  
**PONCIANO M. LIGUTOM**  
Regional Director