SPES- SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS

Description of the Service: The City Government//PESO/DOLE Offices provides employment for the youth during summer / semestral break to help them gain income and lessen burden for their studies and experience the importance of the program.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE
Classification:	Simple
Type of Transactions:	GOVT TO CITIZENS (G2C)
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Resume/Application Form - Barangay Clearance - Birth Certificate - School ID - DOLE Forms	**Applicant** **Barangay Hall** **CCR Office** **School/College/University** **DOLE – IFO**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and required documents to accomplish.	Accept and file.	NONE	3 minutes	**Allan Paul Foronda** *PESO Staff* **Elizabeth Lodivico** *PESO Staff*
2. Wait for notification if selected for fill out of DOLE Forms.	Issue notification to selected applicants/beneficiary for filling up DOLE Forms.	NONE	7 minutes	**Josemarie L. Diaz** *City Mayor* **Paolo Janairo M. Sanidad** *CDGH/PESO Manager*
3. Wait for notification for the orientation for selected beneficiaries.	Issue notice to selected beneficiary for orientation.	NONE	10 minutes	**Paolo Janairo M. Sanidad** *CDGH/PESO Manager* **John Paul Pataueg** *PESO Staff*
4. Wait for notification for selected beneficiaries for the schedule of deployment for coverage.	Prepare the deployment report to be sign by the City Admin/PESO and post for deployment.	NONE	10 minutes	**Reynolds R. Lora** *City Administrator* **Paolo Janairo M. Sanidad** *CDGH/PESO Manager* **John Paul Pataueg** *PESO Staff*
5. Submit the DOLE forms for verification, evaluation and for signature of terminal report.	Verify and evaluate DOLE Forms to be submitted at DOLE – IFO and prepare terminal report for signature of beneficiary.	NONE	10 minutes	**Allan Paul Foronda** *PESO Staff* **John Paul Pataueg** *PESO Staff*
TOTAL:			**40 MINS**	