



Internal/External

6. SERVICENAME: 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 Division:	CITY PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	GOVT TO CITIZENS (G2C)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Resume/Application Form - Barangay Clearance/Indigency - Birth Certificate - School ID/Certificate of Grades - 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	2 minutes	John Paul Pataueg <i>PESO Staff</i>



<p>2. Wait for notification if selected for fill out of DOLE Forms.</p>	<p>Issue notification to selected applicants/beneficiary for filling up DOLE Forms.</p>	<p>NONE</p>	<p>3 minutes</p>	<p>Josemarie L. Diaz. DMD, MBA <i>City Mayor</i></p> <p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p>
<p>3. Wait for notification for the orientation for selected beneficiaries.</p>	<p>Issue notice to selected beneficiary for orientation.</p>	<p>NONE</p>	<p>5 minutes</p>	<p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p> <p>John Paul Pataueg <i>PESO Staff</i></p>
<p>4. Wait for notification for selected beneficiaries for the schedule of deployment for coverage.</p>	<p>Prepare the deployment report to be sign by the City Admin/PESO and post for deployment.</p>	<p>NONE</p>	<p>5 minutes</p>	<p>Reynolds R. Lora <i>City Administrator</i></p> <p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p> <p>John Paul Pataueg <i>PESO Staff</i></p>
<p>5. Submit the prescribed DOLE forms for verification, evaluation and for signature of terminal report.</p>	<p>Verify and evaluate DOLE Forms to be submitted at DOLE – IFO and prepare terminal report for signature of beneficiary.</p>	<p>NONE</p>	<p>5 minutes</p>	<p>Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i></p>
<p>TOTAL</p>			<p>20 minutes</p>	