



Document Code:	FM-OPM-TSSD-09-01	Issue Number:	02
Effective Date:	December 18, 2017	Revision Number:	00

Name of Student:
Name of Employer:
Address of Employer:

SPES CHECKLIST OF REQUIREMENTS

Pre-Employment Requirements	PESO	FO	TSSD
1. Duly filled-out and signed SPES Registration Form No. 2 & SPES Form No. 2-A	[]	[]	[]
2. Verified/validated photocopy of any of the following to attest the student's age: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Signed Form 137/138 where date of birth/ age is specified <input type="checkbox"/> Driver's License/Postal ID/Voter's ID	[]	[]	[]
3. Latest copy of any of the following to attest the student's grades: <input type="checkbox"/> Verified/validated photocopy of signed Form 138/137 <input type="checkbox"/> Original Copy of certificate issued by the School Registrar as to the student's last enrollment and his/her average passing grade <input type="checkbox"/> For OSYs – Original copy of certification as OSY in letterhead signed by the Barangay Chairman or his/her authorized representative or Original Copy of Certification issued by the Social Welfare Development Office in the LGU <input type="checkbox"/> Original copy of signed printout of grades or verified/validated photocopy of classcards together with the school enrollment form or registration form. <input type="checkbox"/> For Dependents of displaced workers – Notice of Termination issued by the employer and DOLE Establishment Termination Report or Certificate of Displacement issued by the Social Development Officer of the LGU	[]	[]	[]
4. Latest copy of any of the following to attest the income of the family : <input type="checkbox"/> For employed parents – Verified/validated photocopy of Income Tax Return (ITR) duly filed with the Bureau of Internal Revenue (BIR) or BIR Form 2316 duly signed by the tax payer and his/her employer (for those employed in the government). Annual Net income after tax should not exceed the Annual Poverty Threshold of P130,620.00. <input type="checkbox"/> For low income wage earners – verified/validated photocopy of Certificate of Tax Exemption issued by the BIR or Original Copy of certificate of low income from the barangay where the beneficiary resides. <input type="checkbox"/> For indigent family – Original Copy of Certificate of Indigence issued by the Barangay where the beneficiary resides or Original Copy of Certificate of Indigence issued by the Social Welfare & Development Office of the LGUs.	[]	[]	[]
5. Contract of Employment	[]	[]	[]
Post-Employment Requirements (for TSSD Only)		TSSD	
1. Proof of Employment <input type="checkbox"/> Terminal Report (SPES Form No. 6)		[]	

Signature over printed name of Evaluator:

_____	_____	_____
PESO	Field Office	RO/TSSD

DOLE-CAR TSSD:	Computation of DOLE Counterpart :	Computation Checked by:
Date Received:	___ Days x P _____ x 40% / 50% / 60% / 75%= _____	_____ RO/Accounting
Time:		
Received by:	_____ Field Office Head	_____ Date Checked