



Document Code:	FM-OPM-TSSD-09-01	Issue Number:	02
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Name of Student:
Name of Employer:
Address of Employer:

**SPES CHECKLIST OF REQUIREMENTS**

Pre-Employment Requirements	PESO	FO	TSSD
1. <b>Duly filled-out and signed</b> SPES Registration Form <b>No. 2 &amp; SPES Form No. 2-A</b>	[ ]	[ ]	[ ]
2. <b>Verified/validated photocopy of any of the following</b> to attest the student's age: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> <b>Signed</b> Form 137/138 where date of birth/ <b>age</b> is specified <input type="checkbox"/> <b>Driver's License/Postal ID/Voter's ID</b>	[ ]	[ ]	[ ]
3. Latest copy of any of the following to attest the student's grades: <input type="checkbox"/> <b>Verified/validated photocopy of signed</b> Form 138/137 <input type="checkbox"/> <b>Original Copy</b> of certificate issued by the School Registrar as to the student's last enrollment and his/her average passing grade <input type="checkbox"/> <b>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</b> <input type="checkbox"/> <b>Original copy of signed printout of grades or verified/validated photocopy of classcards together with the school enrollment form or registration form.</b> <input type="checkbox"/> <b>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</b>	[ ]	[ ]	[ ]
4. Latest copy of any of the following to attest the income <b>of the family</b> : <input type="checkbox"/> <b>For employed parents – Verified/validated photocopy of</b> 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). <b>Annual Net income after tax should not exceed the Annual Poverty Threshold of P130,620.00.</b> <input type="checkbox"/> <b>For low income wage earners – verified/validated photocopy of</b> Certificate of Tax Exemption issued by the BIR <b>or Original Copy of certificate of low income from the barangay where the beneficiary resides.</b> <input type="checkbox"/> <b>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 &amp; Development Office of the LGUs.</b>	[ ]	[ ]	[ ]
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 <b>DOLE Counterpart</b> :	Computation Checked by:
Date Received:	___ Days x P _____ x 40% / 50% / 60% / 75%= _____	_____
Time:		
Received by:	_____	Date Checked
	Field Office Head	