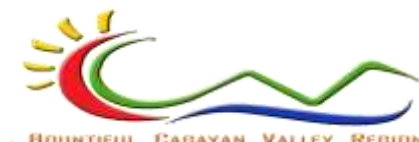

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### PROCEDURAL MANUAL

<b>TITLE</b>	<b>Solicitation of SPES Pledges</b>
<b>PURPOSE</b>	To define the timely and accurate process of promoting the SPES Program to prospective partner-employer or participating establishment in order to solicit Pledges for Job Vacancy under SPES Program.
<b>SCOPE</b>	This procedure covers from preparation of Solicitation letter after determining qualified companies up to the distribution of approved Confirmation letters to FOs.
<b>REFERENCE DOCUMENTS</b>	BLE SPES – RA 9547 amending RA 7323 BLE SPES – IRR RA 9547 Summary Report of Participating Establishments Solicitation/Pledge of Commitment Employer’s Pledge of Commitment SPES Babies Report- PESO <i>FO SPES Reports</i> <ul style="list-style-type: none"> <li>- Consolidated SPES Configuration- FO</li> <li>- Summary Report of Participating Establishment- FO</li> <li>- Consolidated SPES Babies Report FO</li> </ul> <i>RO SPES Reports</i> <ul style="list-style-type: none"> <li>- Consolidated SPES Configuration- RO</li> <li>- Summary Report of Participating Establishment- RO</li> <li>- Consolidated SPES Babies Report RO</li> </ul> Transmittal Letter Confirmation Letter RO Outgoing Logbook
<b>DEFINITION OF TERMS</b>	<p><b>SPES</b> - refers to the Special Program for Employment of Students which aims to assist poor but deserving students find employment during summer and/or Christmas vacations for secondary level and throughout the year for tertiary and technical or vocational levels.</p> <p><b>SPES BABIES</b> - refers to student beneficiaries who are enrolled in the program for a minimum of two years or until they earn a college degree or vocational degree.</p> <p><b>EMPLOYER</b> - refers to any person, natural or judicial, employing at least 10 (ten) persons.</p> <p><b>STUDENT</b> - refers to any person between 15 to 25 years old who are enrolled or out-of-school youth (OSY), intending to enroll in any secondary, tertiary, technical or vocational education institution.</p>

<b>Originator:</b>  <p style="text-align: center;"><u><b>THELMO B. FABIAN</b></u> Process Owner</p>	<b>Reviewed by:</b>  <p style="text-align: center;"><u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> ARD/Regional QMR</p>	<b>Approved by:</b>  <p style="text-align: center;"><u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> Regional Director</p>
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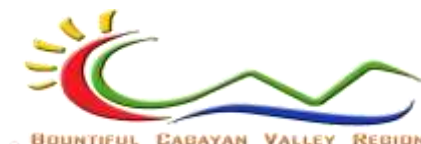
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**PESO** - refers to Public Employment Service Office, a non-fee charging multi-employment service facility or entity established, recognized or accredited pursuant to RA 8759 and its implementing rules and regulations.

**OPERATIONAL PROCEDURE**

STEP	PROCESS/ACTIVITY	DETAILS	RESPONSIBLE PERSON	REFERENCES/ INTERFACE
	<b>START</b>			
1	Prepare Solicitation/Pledge of Commitment	Prepare SPES Solicitation/Pledge of Commitment and attach the following forms: - Employer's Pledge of Commitment Form, - Summary Report of Participating Establishment Form - SPES Babies Report Form for distribution to PESOs not later than December 31.	TSSD Focal Person	Solicitation/Pledge of Commitment  Employer's Pledge of Commitment Form  Summary Report of Participating Establishment Form  SPES Babies Report Form-PESO
2	Attest the Solicitation/Pledge of Commitment	Attest the Solicitation/Pledge of Commitment  Prepare Transmittal Letter  Record the Solicitation/Pledge of Commitment with the attachments in the SPES Outgoing Logbook and forward to ORD for signature.	TSSD Chief  TSSD Focal Person	Solicitation/Pledge of Commitment  Employer's Pledge of Commitment Form  Summary Report of Participating Establishment Form  SPES Babies Report Form-PESO  Transmittal Letter  SPES Outgoing Logbook

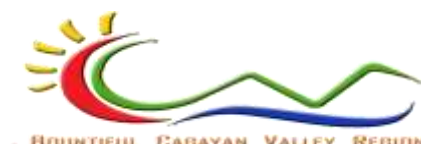
<b>Originator:</b>  <u><b>THELMO B. FABIAN</b></u> <i>Process Owner</i>	<b>Reviewed by:</b>  <u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> <i>ARD/Regional QMR</i>	<b>Approved by:</b>  <u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> <i>Regional Director</i>
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3	Sign the Solicitation/Pledge of Commitment	Sign the Solicitation/Pledge of Commitment including Transmittal Letter  Record the Solicitation/Pledge of Commitment in the ORD Outgoing Logbook and forward to Records Officer.	RD  ORD Secretary	Solicitation/Pledge of Commitment  Employer's Pledge of Commitment Form  Summary Report of Participating Establishment Form  SPES Babies Report Form-PESO  Transmittal Letter  ORD Outgoing Logbook
4	Receive and Transmit the Solicitation/Pledge of Commitment	Record the signed Solicitation/Pledge of Commitment in the RO Outgoing Logbook with attachments.  Forward the signed Solicitation/Pledge of Commitment to FOs with attachments.	Records Officer	Solicitation/Pledge of Commitment  Employer's Pledge of Commitment Form  Summary Report of Participating Establishment Form  SPES Babies Report Form-PESO  Transmittal Letter  RO Outgoing Logbook

<b>Originator:</b>  <p style="text-align: center;"><u><b>THELMO B. FABIAN</b></u> Process Owner</p>	<b>Reviewed by:</b>  <p style="text-align: center;"><u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> ARD/Regional QMR</p>	<b>Approved by:</b>  <p style="text-align: center;"><u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> Regional Director</p>
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 <p>More than jobs! It's decent jobs.</p>	Republic of the Philippines <b>DEPARTMENT OF LABOR AND EMPLOYMENT</b> Regional Office No. 2 Tuguegarao City, Cagayan	Document Code	QOP-01
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5	Receive and Record the signed Solicitation/ Pledge of Commitment with the attachments	Record Solicitation/Pledge of Commitment with the attachments in the FO Incoming Log Book.  Distribute the signed Solicitation/ Pledge of Commitment with the attachments and coordinate with the Sponsoring Companies.	FO Focal Person	Solicitation/Pledge of Commitment  Employer's Pledge of Commitment Form  Summary Report of Participating Establishment Form  SPES Babies Report Form-PESO  FO Incoming Log Book
6	Retrieve and Receive the Employer's Pledge of Commitment, Summary Report of Participating Establishment and SPES Babies Report-PESO	Retrieve and Receive the duly accomplished Employer's Pledge of Commitment, Summary Report of Participating Establishment and SPES Babies Report from Sponsoring Companies.  Prepare FO SPES Reports  Review the FO SPES Reports  Transmit the FO SPES Reports to TSSD for Regional Consolidation.	FO Focal Person   FO Head   FO Focal Person	Employer's Pledge of Commitment  Summary Report of Participating Establishment - FO  SPES Babies Report - FO  <i>FO SPES Reports</i> - Consolidated SPES Configuration- FO - Summary Report of Participating Establishment- FO - Consolidated SPES Babies Report FO  Transmittal Letter

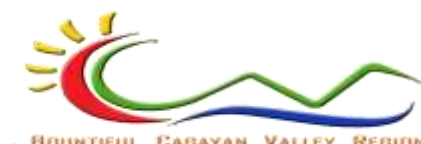
<b>Originator:</b>  <u><b>THELMO B. FABIAN</b></u> <i>Process Owner</i>	<b>Reviewed by:</b>  <u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> <i>ARD/Regional QMR</i>	<b>Approved by:</b>  <u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> <i>Regional Director</i>
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7	Receive and record the FO SPES Reports	Receive and record the FO SPES Reports in the SPES Incoming Logbook.	TSSD Focal Person	<i>FO SPES Reports</i> <ul style="list-style-type: none"> <li>- Consolidated SPES Configuration- FO</li> <li>- Summary Report of Participating Establishment- FO</li> <li>- Consolidated SPES Babies Report FO</li> </ul> SPES Incoming Logbook
8	Consolidate the FO SPES Reports and Prepare the RO SPES Report and prepare Confirmation Letters	Consolidate the <i>FO SPES Reports</i> and prepare <i>RO SPES Report</i> including Confirmation Letter.	TSSD Focal Person	<i>FO SPES Reports</i> <ul style="list-style-type: none"> <li>- Consolidated SPES Configuration- FO</li> <li>- Summary Report of Participating Establishment- FO</li> <li>- Consolidated SPES Babies Report FO</li> </ul> <i>RO SPES Reports</i> <ul style="list-style-type: none"> <li>- Consolidated SPES Configuration- RO</li> <li>- Summary Report of Participating Establishment- RO</li> <li>- Consolidated SPES Babies Report RO</li> </ul> Confirmation Letter

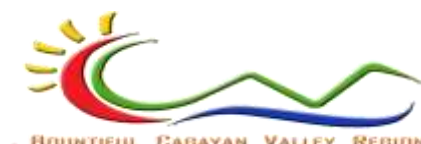
<b>Originator:</b>  <u><b>THELMO B. FABIAN</b></u> <i>Process Owner</i>	<b>Reviewed by:</b>  <u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> <i>ARD/Regional QMR</i>	<b>Approved by:</b>  <u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> <i>Regional Director</i>
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9	Review the RO SPES Reports and attest the Confirmation Letters	Review the <i>RO SPES Reports</i> and attest the Confirmation Letters  Record the <i>RO SPES Reports</i> in the SPES Outgoing Logbook and forward to ORD for approval	Chief TSSD  TSSD Focal Person	<i>RO SPES Reports</i> <ul style="list-style-type: none"> <li>- Consolidated SPES Configuration- RO</li> <li>- Summary Report of Participating Establishment- RO</li> <li>- Consolidated SPES Babies Report RO</li> </ul> Confirmation Letter  SPES Outgoing Logbook
10	Approve the Regional SPES Reports	Approve the <i>RO SPES Reports</i> and sign the Confirmation Letters  Record the approved <i>RO SPES Reports</i> and signed confirmation letter in the ORD Outgoing Log Book and forward to Records Officer	RD  ORD Secretary	<i>RO SPES Reports</i> <ul style="list-style-type: none"> <li>- Consolidated SPES Configuration- RO</li> <li>- Summary Report of Participating Establishment- RO</li> <li>- Consolidated SPES Babies Report RO</li> </ul> Confirmation Letter  ORD Outgoing Logbook

<b>Originator:</b>  <u><b>THELMO B. FABIAN</b></u> <i>Process Owner</i>	<b>Reviewed by:</b>  <u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> <i>ARD/Regional QMR</i>	<b>Approved by:</b>  <u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> <i>Regional Director</i>
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11	Receive the Approved RO SPES Reports and the signed Confirmation Letters	Record the Approved <i>RO SPES Reports</i> and Confirmation Letters in the RO Outgoing Logbook and forward the same to respective FOs and provide copy to TSSD.	Records Officer	<i>RO SPES Reports</i> - Consolidated SPES Configuration- RO - Summary Report of Participating Establishment- RO - Consolidated SPES Babies Report RO  Confirmation Letter  RO Outgoing Logbook
12	Maintain records	Maintain the generated records in accordance with the Records Control Procedure.	Concerned Process Owner	Records Control Procedure
	<b>END</b>			

**Records Generated:**

Solicitation/Pledge of Commitment Employer's Pledge of Commitment Summary Report of Participating Establishment SPES Babies Report-PESO RO SPES Reports FO SPES Reports Confirmation Letter Transmittal Letter
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<b>Originator:</b>  <u><b>THELMO B. FABIAN</b></u> <i>Process Owner</i>	<b>Reviewed by:</b>  <u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> <i>ARD/Regional QMR</i>	<b>Approved by:</b>  <u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> <i>Regional Director</i>
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