
	Republic of the Philippines <b>DEPARTMENT OF LABOR AND EMPLOYMENT</b> Regional Office No. 2 Tuguegarao City, Cagayan	Document Code	QOP-02
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<b>PROCEDURAL MANUAL</b>	
<b>TITLE</b>	<b>SPES Placement and Monitoring</b>
<b>PURPOSE</b>	To define the standard process for selection and placement of qualified SPES beneficiaries and monitoring of actual placement.
<b>SCOPE</b>	This procedure covers from the receipt of pre-employment documents to profiling of vacancies, participating students and employers.
<b>REFERENCE DOCUMENTS</b>	BLE SPES – RA 9547 amending RA 7323 BLE SPES – IRR RA 9547 Placement Report Cum GSIS Insurance Coverage GSIS Insurance Coverage Consolidated Placement Report - FO Consolidated Placement Report - RO <b>Pre-employment Documents:</b> <b>a. For New Applicant</b> - Duly filled-out SPES Application Form - Employment Contract - School Certification/ Class card/ Form 138 - Barangay Certificate/ Income Tax Return - Birth Certificate or any document showing the date of birth - School ID <b>b. For SPES Babies</b> - Duly filled-out SPES Application Form - Employment Contract - School Certification/ Class card/ Form 138 - SPES ID <b>c. For OSY Applicant</b> - Duly filled-out SPES Application Form - Employment Contract - School Certification/ Class card/ Form 138 - Barangay Certificate/ Income Tax Return - Birth Certificate or any document showing the date of birth - Certificate of Good Moral Character Issued by DSWD or Authorized Barangay Official where OSY Resides Profile of Participating Students, Employer and Vacancies - PESO Profile of Participating Students, Employer and Vacancies - FO Profile of Participating Students, Employer and Vacancies - RO Transmittal Letter

<b>Originator:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
<u><b>THELMO B. FABIAN</b></u> <i>Process Owner</i>	<u><b>ELPIDIO B. ATAL, JR, MNSA</b></u> <i>ARD/Regional QMR</i>	<u><b>ATTY. SIXTO T. RODRIGUEZ, JR</b></u> <i>Regional Director</i>



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	SPES Incoming Logbook RO Incoming Logbook FO SPES Incoming Logbook ORD 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> - refer 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> <p><b>PESO</b> - 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 it's implementing rules and regulations.</p>

### OPERATIONAL PROCEDURE

STEP	PROCESS/ACTIVITY	DETAILS	RESPONSIBLE PERSON	REFERENCES/ INTERFACE
	<b>START</b>			
1	Receive the Placement Report Cum GSIS Insurance Coverage of the beneficiaries	Record in the FO SPES Incoming Logbook the Placement Report Cum GSIS Insurance Coverage, GSIS Insurance Coverage and the Pre-employment documents of beneficiaries classified as: <ul style="list-style-type: none"> <li>a. New Applicant (refer to set of pre-employment documents as enumerated in the reference documents)</li> <li>b. SPES Babies (refer to set of pre-employment documents as</li> </ul>	FO Focal Person	Pre-employment documents (a), (b), (c) as enumerated in the reference documents  Placement Report Cum GSIS Insurance Coverage  GSIS Insurance Coverage  FO SPES Incoming Logbook

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		enumerated in the reference documents)  c. OSY (refer to set of pre-employment documents as enumerated in the reference documents).		
2	Evaluate the Pre-employment documents	Evaluate the Pre-employment documents (a), (b), (c) as enumerated in the reference documents.  Delist disqualified SPES Beneficiaries and return their respective documents to Sponsoring Company for rectification.	FO Focal Person	Pre-employment documents (a), (b), (c) as enumerated in the reference documents  IRR-R.A. 9547
3	Profile the SPES Beneficiaries	Encode the Profile of Beneficiaries in the SPES Database System.	FO Focal Person	Filled-Out SPES Application
4	Consolidate Placement Report Cum GSIS Insurance Coverage	Consolidate the Placement Report Cum GSIS Insurance Coverage and prepare Consolidated Placement Report - FO.  Validate the Consolidated Placement Report – FO.  Transmit the Consolidated Placement Report - FO to TSSD and the GSIS Insurance Coverage to IMSD with Disbursement Voucher and Obligation Request (5 working days before employment of	FO Focal Person  FO Head  FO Focal Person	Placement Report Cum GSIS Insurance Coverage  Consolidated Placement Report-FO  GSIS Insurance Coverage  Transmittal Letter  Disbursement

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		SPES beneficiaries).  Forward the GSIS Insurance Coverage to GSIS Office for enrollment and provide copy to TSSD. (refer to Processing of Claims Procedure)	IMSD Cashier	Voucher  Processing of Claims Procedure
5	Receive the Consolidated Placement Report- FO	Receive the Consolidated Placement Report- FO and prepare Consolidated Placement Report- RO including Transmittal Letter.  Review and attest the Consolidated Placement Report- RO and forward to ORD for approval.	TSSD Focal Person  TSSD Chief	Consolidated Placement Report- FO  Transmittal Letter  Consolidated Placement Report- RO
6	Approve the Consolidated Placement Report- RO	Approved Consolidated Placement Report- RO and sign the Transmittal Letters.  Record the approved Consolidated Placement Report- RO in the ORD Outgoing Logbook and forward to Records Officer.	RD  ORD Secretary	Consolidated Placement Report- RO  Transmittal Letters  ORD Outgoing Logbook
7	Receive the approved Consolidated Placement Report- RO and the Signed Transmittal Letter	Record the approved Consolidated Placement Report- RO and the signed transmittal letter in the RO Outgoing Logbook. Forward the same to FOs and provide a copy to TSSD.	Records Officer	Approved Consolidated Placement Report- RO  RO Outgoing Logbook Transmittal Letter
8	SPES Monitoring	Distribute the Form of Profile of Participating Students, Employers and Vacancies to PESOs for them to accomplish.	FO Focal Person	Profile of Participating Students, Employers and Vacancies - PESO

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9	Retrieval of Profile of Participating Students, Employers and Vacancies-PESO	<p>Retrieve Profile of Participating Students, Employers and Vacancies-PESO in the FO SPES Incoming Logbook.</p> <p>Prepare Consolidated Profile of Participating Students, Employers and Vacancies-FO</p>	FO Focal Person	<p>Profile of Participating Students, Employers and Vacancies-FO</p> <p>FO SPES Incoming Logbook</p>
10	Review Profile of Participating Students, Employers and Vacancies-FO	<p>Review the Consolidated Profile of Participating Students, Employers and Vacancies-FO</p> <p>Transmit the Consolidated Profile of Participating Students, Employers and Vacancies-FO to RO-TSSD.</p>	<p>FO Head</p> <p>FO Focal Person</p>	<p>Profile of Participating Students, Employers and Vacancies-FO</p> <p>Transmittal Letter</p>
11	Receive the Consolidated Profile of Participating Students, Employers and Vacancies-FO	<p>Record the Consolidated Profile of Participating Students, Employers and Vacancies-FO in the SPES Incoming Logbook and prepare the Consolidated Profile of Participating Students, Employers and Vacancies-RO.</p> <p>Review and attest the Consolidated Profile of Participating Students, Employers and Vacancies-RO</p> <p>Prepare transmittal letter and forward the Consolidated Profile of Participating Students, Employers and Vacancies-RO to the ORD for approval.</p>	<p>TSSD Focal Person</p> <p>TSSD Chief</p> <p>TSSD Focal Person</p>	<p>Profile of Participating Students, Employers and Vacancies-FO</p> <p>Profile of Participating Students, Employers and Vacancies-RO</p> <p>SPES Incoming Logbook</p> <p>Transmittal Letter</p>
12	Approve the Consolidated Profile of Participating Students, Employers and	Approve the Consolidated Profile of Participating Students, Employers and Vacancies-RO	RD	Profile of Participating Students, Employers and

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	Vacancies-RO	Record and forward the Consolidated Profile of Participating Students, Employers and Vacancies-RO to Records Officer	ORD Secretary	Vacancies-RO ORD Outgoing Logbook
13	Receive Approved Profile of Participating Students, Employers and Vacancies-RO	Record the Approved Profile of Participating Students, Employers and Vacancies-RO with transmittal letter and send to BLE and provide copy to TSSD and FOs.	Records Officer	Approved Profile of Participating Students, Employers and Vacancies-RO Transmittal Letter RO Incoming Logbook
14	Maintain records	Maintain the generated records in accordance with the Records Control Procedure	Concerned Process Owner	Records Control Procedure
	<b>END</b>			

**Records Generated:**

Pre-employment Documents Duly Filled-out SPES Application Form Employment Contract Consolidated Placement Report - FO Consolidated Placement Report - RO GSIS Insurance Coverage Profile of Participating Students, Employer and Vacancies - PESO Profile of Participating Students, Employer and Vacancies - FO Profile of Participating Students, Employer and Vacancies - RO Transmittal Letter
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