



| | | | |
|---|---|----------------|-------------------|
|  | Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Regional Office No. 2 Tuguegarao City, Cagayan | Document Code | QOP-03 |
| | | Revision No. | 00 |
| | | Page No. | Page 1 of 4 |
| | | Date Effective | September 1, 2015 |

PROCEDURAL MANUAL

| | |
|----------------------------|---|
| TITLE | Processing payment of 40% SPES DOLE Share |
| PURPOSE | To standardize the processing and payment of 40% DOLE SPES Salary in compliance with existing COA accounting/auditing rules and regulations. |
| SCOPE | This procedure covers from the evaluation of the Post-employment documents to payment of 40% DOLE Share. |
| REFERENCE DOCUMENTS | BLE SPES – RA 9547 amending RA 7323 BLE SPES – IRR RA 9547 BLE SPES – Payment of Education Voucher and Checks SPES DOCUMENTS: I. Pre-employment Documents: a. For New Applicant - School ID - 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 b. For SPES Babies - SPES ID - Duly filled-out SPES Application Form - Employment Contract - School Certification/ Class card/ Form 138 c. For OSY Applicant - 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 II. Post-employment Documents - Certificate of Employment - School Assessment - O.R. or any proof of enrollment Termination Report SPES Evaluation Sheet and Payment Information SPES Monitoring Log Sheet-FO |

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



| | | | |
|---|---|----------------|-------------------|
|  | Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Regional Office No. 2 Tuguegarao City, Cagayan | Document Code | QOP-03 |
| | | Revision No. | 00 |
| | | Page No. | Page 2 of 4 |
| | | Date Effective | September 1, 2015 |

| | |
|----------------------------|---|
| | Obligation Request/Disbursement Voucher Voucher attachment Education Voucher Clients Feedback Form RO Incoming Log Book Transmittal Letter Check Register Book Cash Register Book Processing of Claims Procedure |
| DEFINITION OF TERMS | <p>SPES - 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>EMPLOYER - refers to any person, natural or judicial, employing at least 10 (ten) persons.</p> <p>STUDENT - 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>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 it's implementing rules and regulations.</p> <p>EDUCATION VOUCHER - refers to any financial instrument used by DOLE to pay the forty percent (40%) subsidy to student beneficiaries.</p> |

| OPERATIONAL PROCEDURE | | | | |
|------------------------------|-------------------------|--|---------------------------|--|
| STEP | PROCESS/ACTIVITY | DETAILS | RESPONSIBLE PERSON | REFERENCES/INTERFACE |
| | START | | | |
| 1 | Evaluate SPES Documents | Check the SPES Documents (e.g. Pre & Post Employment Documents) as enumerated in the Reference Documents including the Termination Report. Accomplish the SPES Evaluation Sheet and Payment Information and Arrange it by batch with Obligation | FO Focal Person | Termination Report SPES Documents (Please see Reference Documents) SPES Evaluation Sheet and Payment Information |

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




| | | | |
|--|---|----------------|-------------------|
| | Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Regional Office No. 2 Tuguegarao City, Cagayan | Document Code | QOP-03 |
| | | Revision No. | 00 |
| | | Page No. | Page 3 of 4 |
| | | Date Effective | September 1, 2015 |

| | | | | |
|---|------------------------|---|------------------------------------|---|
| | | Request/Disbursement voucher, Voucher attachments and Education Voucher using the Enhance SPES Payment System. Review the evaluated SPES Documents and Sign the OBR, Education Voucher. Record the evaluated SPES documents to SPES-Monitoring Log Sheet-FO and transmit the same to RO- Records Officer. | FO Head FO Focal Person | Obligation Request/ Disbursement voucher, Voucher attachments and Education Voucher SPES-Monitoring Log Sheet-FO Transmittal Letter |
| 2 | Receive SPES Documents | Record the receipt of SPES Documents, OBR, Voucher Attachment and EV in the RO Incoming Logbook and forward to IMSD. Furnish copy of SPES OBR, Voucher Attachment and Education Vouchers to TSSD. | Records Officer | SPES Documents (Please see Reference Documents) OBR / Voucher Attachment /EVs RO Incoming Logbook |
| 3 | Process the Payment | Refer to the Processing of Claims Procedure to TSSD | IMSD Staff | Processing of Claims Procedure |
| 4 | Release Check | Release the Checks to SPES Beneficiaries upon the receipt of duly accomplished Citizen's Feedback Form. | IMSD-SDO | Checks/ Cash Register Book Citizen's Feedback Form |
| 5 | Maintain records | Maintain the generated records in accordance with the Records Control Procedure. | Concerned Process Owner | Records Control Procedure |
| | END | | | |

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



| | | | |
|---|---|----------------|-------------------|
|  | Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Regional Office No. 2 Tuguegarao City, Cagayan | Document Code | QOP-03 |
| | | Revision No. | 00 |
| | | Page No. | Page 4 of 4 |
| | | Date Effective | September 1, 2015 |

GENERATED DOCUMENTS

| | |
|--|---|
| | Termination Report SPES Application Form Employment Contract SPES Evaluation Sheet and Payment Information Certificate of Employment School Assessment Obligation Request Disbursement Voucher Voucher attachment Education Voucher Citizen's Feedback Form Transmittal Letter |
|--|---|

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

