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**REPUBLIC OF THE PHILIPPINES**

**DEPARTMENT OF LABOR AND EMPLOYMENT**

**Regional Office No. 12**

**PUBLIC EMPLOYMENT SERVICE OFFICE**

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**City/Municipality/Province**

**SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS**

**(RA 7323, as amended by RAs 9547 and 10917)**

**APPLICATION FORM**

 **SPES Form 2**

**Control No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **SURNAME FIRST NAME MIDDLE NAME** | **GSIS BENEFICIARY/RELATIONSHIP**  | Passport Size Picture(3.5cm x 4.5 cm) |
| **DATE OF BIRTH: (mm/dd/yyyy)** | **PLACE OF BIRTH:** | **CITIZENSHIP:** |
| **CONTACT DETAILS/CELPHONE NO.:**  | **EMAIL ADDRESS:** |
| **SOCIAL MEDIA ACCOUNT *(FACEBOOK, TWITTER, INSTAGRAM, ETC.)***  |
| **STATUS**❑ Single ❑ Married ❑ Widow/er ❑ Separated | **SEX**❑ Male ❑ Female | ❑Student ❑ ALS student ❑ out-of-school (OSY) |
|  **CURRENT STATUS OF PARENTS:** ❑ **Living together** ❑ **Solo Parent** ❑ **Separated** ❑ **Person With Disability** ❑ **Senior Citizen**  ❑ **Sugar Plantation Worker** ❑ **Indigenous People** ❑ **Displaced Worker** (1) ❑ **Local** (2) ❑ **OFW**  |
| **PRESENT ADDRESS:** |
| **PERMANENT ADDRESS:** |
| **FATHER’S NAME /CONTACT NO.:** | **MOTHER’S MAIDEN NAME/CONTACT NO.:** |
| **OCCUPATION:** | **OCCUPATION:** |
| **EDUCATION** | **NAME OF SCHOOL** | **DEGREE EARNED/COURSE** | **YEAR/LEVEL** | **DATE OF ATTENDANCE** |
| Elementary |  |  |  |  |
| Secondary |  |  | \*\*Senior High |  |
| Tertiary |  |  |  |  |
| Tech-Voc |  |  |  |  |
| **DOCUMENTARY REQUIREMENTS:** (Original and other documents, when applicable, should be presented for validation) [ ] 1) Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30) [ ] 2) Photocopy of the latest Income Tax Return (ITR) of parents/legal guardian **OR** certification issued by BIR that the  Parents/guardians are exempted from payment of tax **OR** original Certificate of Indigence **OR** original Certificate  of Low Income issued by the Barangay or DSWD/CSWD where the applicant resides; and [ ] 3) **For students**, any of the following, in addition to requirements no. 1 and 2: [ ] a) Photocopy of proof of average passing grade such as (1) class card or (2) Form 138 of the previous semester  or year immediately preceding the application; **OR** [ ] b) Original copy of Certification by the School Registrar as to passing grade immediately preceding  semester/year if grades are not yet available [ ] 4) **For Out of School Youth (OSY),** original copy of Certification as OSY issued by DSWD/CSWD or the authorized  Barangay Official where the OSY resides, in addition to requirements no. 1 and 2. |
|  **SPECIAL SKILLS:**  |
| **HISTORY of**  **SPES Availment/ Name of Establishment** | **YEAR** | **SPES ID NO.** (if applicable) |
| [ ] 1stAvailment  |  |  |
| [ ] 2ndAvailment |  |  |
| [ ] 3rdAvailment  |  |  |
| [ ] 4thAvailment  |  |  |
| **Other related information/ requests/ interventions from DOLE:** |
| *I hereby attest that the information above are true and correct to the best of my knowledge, including the attached documents / requirements which I also attest as to their veracity. I agree that any false statement would cause the automatic disqualification/ cancellation of the service/ contract/ grant and I shall refund amount received and/or pay damages to DOLE or comply with other sanctions in accordance with law. Any material change in my financial status may affect my eligibility to continue the program.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant |
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