

**REPUBLIC OF THE PHILIPPINES**

**Department of Labor and Employment**

**REGIONAL OFFICE NO.** \_\_\_\_\_

**Public Employment Service Office**

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**SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS**

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

**SPES Form 6**

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| **SPES TERMINAL/PAYROLL REPORT** |
| **Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Total No. of Vacancies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Main Business Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Industry Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |  |  |  |  |
| **NAME OF SPES BENEFICIARY** | **POSITION/ ASSIGNMENT** | **WAGE RATE PER DAY** | **NO. OF DAYS EMPLOYED** | **AMOUNT PAID FOR WAGES** | **AMOUNT PAID FOR OTHER BENEFITS** | **TOTAL AMOUNT EARNED BY STUDENT** | **SIGNATURE** |
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| **Prepared by:** |  |  |  |  | **Approved by:** |  |  |
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|  **Name, Designation & Signature** |  |  |  |  |  **Name and Signature of Employer** |  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **Date** |  |  |  |  |  **Date** |  |
|  |  |  |  |  | *BLE Revision as of 16 December 2016* |