

**REPUBLIC OF THE PHILIPPINES**

**Department of Labor and Employment**

**REGIONAL OFFICE No.** \_\_\_\_\_\_

**BUREAU OF LOCAL EMPLOYMENT**

**SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS**

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

 **\_\_\_\_ QUARTER SUMMARY WORK AND FINANCIAL REPORT**

**(as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_)**

**SPES Form 7**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NUMBER OF BENEFICIARIES** | **BUDGET** | **AMOUNT AND SOURCE/S OF FUNDS** | **STATUS AND AMOUNT OF DOLE PAYMENT**  | **REMARKS** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
| **Target** | **Accomplishment** | **Accomplish- ment Rate** | **Allocated** | **Utilized** | **Utilization Rate** | **Balance** | **GAA** | **Other Sources**  | **Continuing Funds** | **Claimed** | **Unclaimed** | **(Kindly indicate if portion of SPES Budget is being realigned and the purpose for realignment)** |
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| **Notes:** 1. This form shall be accomplished by the Regional Office in excel format and shall be submitted to the Bureau of Local Employment via email at spes.ble.dole@gmail.com and  od\_ble@yahoo.com on or before 10th of the month after the reference quarter. 2. Separate the number of beneficiaries per fund source. 3. Kindly fill the amount claimed and unclaimed which should correspond to the amount utilized less the administrative cost. |
| **Prepared by:**  | **Approved by:** |
|   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Sr. LEO / Focal Person | OIC- Regional Director |
|  |  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |