



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 02
PUBLIC EMPLOYMENT SERVICE OFFICE
LGU TUGUEGARAO CITY
City/Municipality/Province

SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)
(RA 7323, as amended by RAs 9547 and 10917)

**APPLICATION FORM**

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 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated				SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Student <input type="checkbox"/> ALS student <input type="checkbox"/> out-of-school (OSY)		
CURRENT STATUS OF PARENTS: <input type="checkbox"/> Living together <input type="checkbox"/> Solo Parent <input type="checkbox"/> Separated <input type="checkbox"/> Person With Disability <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Sugar Plantation Worker <input type="checkbox"/> Indigenous People <input type="checkbox"/> Displaced Worker (1) <input type="checkbox"/> Local (2) <input type="checkbox"/> 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								
Tertiary								
Tech-Voc								
DOCUMENTARY REQUIREMENTS:								
(Original and other documents, when applicable, should be presented for validation)								
<input type="checkbox"/> 1) Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30) <input type="checkbox"/> 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/DSWD or CSWD where the applicant resides; and <input type="checkbox"/> 3) For students , any of the following, in addition to requirements no. 1 and 2: <input type="checkbox"/> 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 <input type="checkbox"/> b) Original copy of Certification by the School Registrar as to passing grade immediately preceding semester/year if grades are not yet available <input type="checkbox"/> 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)		
<input type="checkbox"/> 1 st Availment								
<input type="checkbox"/> 2 nd Availment-								
<input type="checkbox"/> 3 rd Availment								
<input type="checkbox"/> 4 th Availment								
Other related information/ requests/ interventions from DOLE:								
<p><i>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.</i></p>								
_____ Signature of Applicant								