



## N. PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

### 1. FACILITATE SPECIAL PROGRAM OF THE EMPLOYMENT OF STUDENTS (SPES)

A program which aims to provide temporary employment to poor but deserving students, out-of-school youth, and dependents of displaced or would-be displaced workers during summer to augment the family's income to help ensure that beneficiaries are able to pursue their education.

<b>Office/Division:</b>	Public Employment Service Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Poor but deserving students, OSY, dependents of displaced workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up Application Form		PESO		
Xerox of Grades		DepEd		
Income Tax Return		BIR		
Certificate of Indigency		Barangay Hall/ MSWDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Chrizalyn Mae H. Matutina PESO Manager - Designate
2. Submit the required documents for initial assessment and verification	2.1 Receive the required documents and check for completeness 2.2 Schedule for Written Examination and Interview		5 minutes	Chrizalyn Mae H. Matutina PESO Manager - Designate
3. Take Written Examination and be available for Interview	3. Conduct Assessment of Applicant		2 hours	Chrizalyn Mae H. Matutina PESO Manager - Designate
4. Wait for Result of Application	4. Inform Applicant's Application Status		3 minutes	Chrizalyn Mae H. Matutina PESO Manager - Designate
	<b>TOTAL:</b>			