



SPES Form 6

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. _____



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

SPES EVALUATION SHEET AND PAYMENT INFORMATION
[To be accomplished by the DOLE Regional/Field Office]

Name of Student: _____ ID/Control No.: _____
Address _____
Contact No.: _____ Gender: _____ Age: _____
Position: _____ Occupational Code: _____
Name/Address of Employer: _____

Employment Period: _____
Wage Rate per Day: _____ GSIS Insurance Coverage _____
Beneficiary: _____ Relationship: _____

I. Checklist of Requirements:

(Original and other documents, when applicable, should be presented for validation.)

Documents Submitted:

- 1. Duly accomplished SPES Application Form;
- 2. Copy of Birth Certificate or any document that shows his/her date of birth;
- 3. Certification by the School Registrar as to:
 - a) his/her last enrollment;
 - b) his/her average passing grade or a photocopy of the class cards or Form 138
- 4. Copy of the latest Income Tax Return (ITR) of his/her parents or certification issued by BIR that the parents are exempted from payment of tax or Certificate of Indigency issued by the Barangay where the SPES applicant resides; and
- 5. For Out of School Youth (OSY), certificate of good moral character issued by DSWD office or the authorized Barangay Official where the OSY resides.

II. Evaluation and Action Taken:

Received by:	Reviewed by:
Name, position and signature	Name, position and signature
Recommending Approval:	Approved by:
Name, position and signature	Name, position and signature
Date:	Date:
III. Salaries and Wages	
Voucher No:	Check No:
Amount:	Amount:
Date:	Date: