



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 Regional Office No. \_\_\_\_\_  
**PUBLIC EMPLOYMENT SERVICE OFFICE**



SPES Form 2

\_\_\_\_\_  
**City/Municipality/Province**  
**SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)**

Control No. \_\_\_\_\_

<b>SURNAME    FIRST NAME,    MIDDLE NAME</b>			<b>GENDER</b>	<b>CIVIL STATUS</b>	Passport Size Picture (3.5cm x 4.5 cm)
			<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widower <input type="radio"/> Separated	
			<input type="radio"/> Student <input type="radio"/> OSY		
<b>Date of Birth:</b> (mm/dd/yyyy)		<b>Place of Birth:</b>		<b>Citizenship:</b>	
<b>Address:</b>				<b>Contact No.:</b>	
<b>Name of Father:</b>			<b>Mother's Maiden Name</b>		
<b>Occupation:</b>			<b>Occupation</b>		
<b>EDUCATION</b>	<b>NAME OF SCHOOL</b>	<b>DEGREE EARNED/COURSE</b>	<b>YEAR/LEVEL</b>	<b>INCLUSIVE DATE OF ATTENDANCE</b>	
Secondary					
Tertiary					
Technical/ Vocational					
<b>Documentary Requirements:</b> (Original and other documents, when applicable, should be presented for validation)					
<input type="checkbox"/> 1. Copy of Birth Certificate or any document that shows his/her date of birth <input type="checkbox"/> 2. Certification by the School Registrar as to: <input type="checkbox"/> a) his/her last enrollment; and <input type="checkbox"/> b) his/her average passing grade or a copy of the original class card or Form 138 <input type="checkbox"/> 3. 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 <input type="checkbox"/> 4. For Out of School Youth (OSY), certificate of good moral character issued by DSWD or the authorized Barangay Official where the OSY resides.					
<b>SPECIAL SKILLS:</b>					
<b>HISTORY of SPES Availment</b> (if applicable)		<b>YEAR</b>		<b>SPES ID NO.</b> (if applicable)	
<input type="checkbox"/> 1 <sup>st</sup> Availment					
<input type="checkbox"/> 2 <sup>nd</sup> Availment					
<input type="checkbox"/> 3 <sup>rd</sup> Availment					
<input type="checkbox"/> 4 <sup>th</sup> Availment					
<b>Other related information/ requests/ interventions from DOLE:</b>					
<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>					
<p>_____ Signature of Applicant</p>					