



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT


Regional Office VI

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TIMELINE OF CY 2014 SPES IMPLEMENTATION

ACTIVITY	OFFICE RESPONSIBLE	DATE
1. Pledging Session	DOLE , Aklan Field Office	November 18, 2013
	DOLE, Antique Field Office	November 14, 2013
	DOLE, Capiz Field Office	November 22, 2013
	DOLE, Iloilo-Guimaras Field Office	November 19 & 26, 2013
	DOLE, Neg. Occ. Field Office	November 15, 2013
2. Final Submission of Pledges	PESO and Employers	December 27, 2013
3. Issuance of Letters of Approval	DOLE, Regional Office	January 17, 2014
4. Identification, Screening and selection of Student-Beneficiaries	PESO and Participating Employers	Within January-March 15, 2014
5. Submission of the following:		
a) Pre-Employment Requirements	-Student-beneficiaries -PESO	-Upon application with PESO -Within one (1) week before the start of employment
b) Cash Card Application	-Student-beneficiaries -PESO	-Not later than March 30, 2014 - Not later than March 30, 2014
c) Placement Report	-PESO	-Five (5) days after the start of employment
d) GSIS Insurance Form (duly accomplished)	-PESO	- At the start of employment
e) Remittance of GSIS Premium	-DOLE Field Offices	-Within five (5) days from the start of employment
f) Request for Exemption of Cash Card (as the case maybe)	-PESO and Participating Employers	- Not later than March 30, 2014
g) Establishment Report Form and Certificate of Employment	- Participating Employers -PESO	-Not later than five (5) working days after the end (last day) of employment - Not later than three (3) working days after receipt from participating employers
6. Submission of the following Reports:		
a) Profile of Participating Students, Employers and Vacancies	-DOLE Field Offices	-Within thirty (30) days after end of each semester
b) Report on SPES Babies	-DOLE Field Offices	-Within thirty (30) days after end of each semester

Prepared by:


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Noted by:


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