



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 9
Zamboanga City

OMNIBUS GUIDELINES
For the Implementation of SPES
(Special Program for the Employment of Students)
CY 2010

These rules shall serve as the guidelines for all program implementers and partners both from the government and private sectors to ensure efficient and effective implementation of the SPES.

Rule I. Procedures for Enrollment:

1. Government Agencies and/or Local Government Units (LGUs) through Public Employment Service Offices (PESOs) shall submit their Pledges of Commitments on or before December 15, 2009 duly approved by the Local Chief Executive and by the Budget Officer as to the availability of funds and per Budget approved by the City/Municipal/Provincial Council for the purpose.
2. Presidents/Managers/Chief Executive Officers (CEOs) of the private companies shall also submit to the DOLE Regional/City/Provincial Offices or the nearest PESOs their Pledge of Commitments duly approved by the Chief Executive Officers and Finance Officers/Comptrollers as to availability of funds on or before December 15, 2009.
3. The decision of DOLE as to how much is the counterpart of 40% total pledges will be issued not later than January 15, 2010. The same shall be officially relayed to all concerned Offices.
4. Pledges submitted after the deadline may not be accepted.
5. Sharing of DOLE Counterpart (40%) among Private Employers and LGUs will be on pro-rata basis such as population distribution, poverty incidence and/or past performance of participating Employers/LGU-PESOs.
6. All PESOs/Private Employers shall require the student-trainee/employees to submit the following documents ten (10) days before the start of employment period:
 - 6.1 School rating or Certification stating the general average grade of the students;
 - 6.2 Birth Certificate/Baptismal or Imam Certification for Muslims (original or certified true copy);
 - 6.3 BIR Certification for Tax Exemption or latest Income Tax Return (ITR) shall be the priority over other acceptable documents;
 - 6.4 Photocopy of the school ID

6.5 Two pieces 1 x 1 ID photo (computer-generated photo will not be accepted); and

6.6 Duly accomplished application form for LBP Cash Card; to be forwarded to DOLE FOs for endorsement to the nearest Land Bank Servicing Branch five (5) days prior to the start of employment;

6.7 There will be no cash out from the students. The ONE HUNDRED PESOS (Php 100.00) enrollment fee for Cash Card shall be deducted from the 40% DOLE counterpart of their salary.

7 Student-trainees shall not be allowed to work without complete documents;

8 SCREENING AND SELECTION OF BENEFICIARIES:

8.1 The screening and selection of beneficiaries shall be the responsibility of the Managers of PESO and Personnel Officers in case of private establishments, preferably done from submission of pledge to January 2010;

8.2 For private sector employers, the screening and selection of beneficiaries shall be in coordination with the PESOs and/or City/Provincial DOLE Offices in their area.

8.3 Participating PESOs and employers may conduct examination and establish selection criteria.

9 SUBMISSION OF PLACEMENT REPORTS AND WORK PROGRAMS

9.1 All PESOs/Employers shall submit their individual Placement Report and Work Programs outlining the job functions of the student-trainees together with the Employment Contract five (5) days before the beginning of the employment period of the student;

9.2 The Work Program (WP) shall indicate the type of work that the SPES beneficiaries shall undergo;

9.3 The work program shall also indicate the number of working days of each student. The WP form is attached for reference.

10 Student Group Insurance

10.1 Employers shall pay the Insurance at Five Pesos and Fifty Centavos (Php5.50) per grantee directly to the Government Service Insurance System (GSIS) five (5) days before the employment period of the student-grantee employee (considering the date of validity of the insurance);

10.2 The employers shall furnish the DOLE Regional Office through the Field Offices the official receipt (OR) of payment.

11 The PESOs/Private Employes shall submit the Payroll and Termination Report together with complete documents to DOLE FOs not later than ten (10) days after payment of 60% salary;

12 All photocopied documents submitted shall be authenticated by the duly authorized person. Documents which appear spurious shall not be accepted.

RULE II. Evaluation of SPES Documents:

1. PESOs/Employers shall submit the complete documents to the City/Provincial DOLE Offices in their areas of jurisdiction within ten (10) days from payment of sixty percent (60%) salary and should be within fifteen (15) days after completion of the work by the SPES beneficiaries;
2. The DOLE (City/Provincial Offices) shall not receive incomplete SPES documents;
3. The DOLE (City/Provincial Offices) shall evaluate SPES documents upon receipt from the PESO/Employers and submit to Regional Offices within ten (10) days from receipt.
4. Deadline of submission of all complete claim documents to DOLE shall be within fifteen (15) days from the end of the employment period;
5. Claim documents submitted late shall not be accepted;
6. SPES grantee who shall be paid 100% by employers shall be compliant to all SPES requirements.
7. For student-beneficiaries who work by batches, submission of claims shall be upon completion of work per batch.

RULE III : Processing of 40% DOLE Counterpart:

1. The processing of 40% shall be on “first come first serve” basis;
2. The DOLE City/Provincial Offices shall prepare the voucher and forward the same to the Regional Office with all pertinent documents and covering letter enumerating said documents;
3. The DOLE City/Provincial Offices shall provide the Regional Office the listing of all beneficiaries who have complied with the requirements for payment of DOLE 40% counterpart.
4. The DOLE Regional Office shall inform the City/Provincial Offices if payments are ready. The City/PO s shall in turn inform PESOs and private employers for guidance to all concerned;
5. All payments shall be made in the form of CASH CARD except to those claimants who may have no access to or are far from any LBP branch or its network.

These rules shall take effect immediately.

December 2, 2009, Zamboanga City.

PONCIANO M. LIGUTOM
Regional Director