What are the duties and responsibilities of employer?
1. Pay the student in cash at least 60% of his/her salary and full payment of other applicable monetary benefits and incentives
2. Pay the full applicable salary or wage for overtime work rendered by the student
3. Ensure that the student shall not be exposed to hazardous undertakings as specified under the Anti-Child Labor Law and its implementing rules and regulations
4. Ensure that the employment of women and young workers shall be in accordance with the Labor Code and its implementing rules and regulations
5. Submit to the PESO not later than 5 working days after the duration of the employment the Establishment Report Form (SPES Form 2) indicating the following: number of students hired, nature of work, occupation of the student, inclusive dates of employment, the wage rate and the total salary or wage paid to the student, number of days worked and other pertinent information

What are the duties and responsibilities of student enrolled in SPES?
1. Report for work based on the schedule indicated in the employment contract
2. Perform tasks and activities assigned by the employer
3. Adhere to the rules and regulations of the employer
4. Use the education voucher for the purpose intended under the SPES law

What is the proof of employment?
The employment of students under the SPES shall be covered by an Employment Contract between the employer and the student.

Are the SPES beneficiaries covered by insurance?
Yes. All student beneficiaries under the SPES working in both private and public establishments/entities are insured under the Government Service Insurance System (GSIS).

DOLE Regional Offices

National Capital Region
DOLE-NCR Building
967 Maligaya St.
Malate, Manila
(632) 389-0124; 303-0364; 400-6011; 384-8844

Cordillera Administrative Region (CAR)
Cabinet Hills, Baguio City
(074) 442-2447; 443-5337

Regional Office No. I
Armel Building, Mabini St.
Catbangan, San Fernando City
La Union
(072) 700-2520; 700-3879

Regional Office No. II
Turingan Building
Caritan Centro
Tuguegarao, Cagayan
(078) 844-2728; 844-1364

Regional Office No. III
Regional Government Center
Barangay Maimpis
City of San Fernando
Pamplona
(045) 455-1613; 455-1617

Regional Office No. IV-A
3/F & 4/F, Anderson Bldg. II
Barangay Parian
Calaemba, Laguna
(049) 545-7360; 545-7662

Regional Office No. IV-B
2/F, Home Mark Building
J.P. Rizal St., Camilmi
Calapan City, Oriental Mindoro
(043) 288-1488; 288-1667

Regional Office No. V
Dofa Aurora St.
Old Albay, Legaspi City, 4500
(052) 480-5831; 481-0768

Regional Office No. VI
Swan Rose Building
Commission Civil St.
Jaro, Iloilo City 5000
(033) 320-8026; 320-6904

Regional Office No. VII
2/F, GMC Plaza
M1 Cuenco Avenue cor.
Legaspi St.
6000 Cebu City
(032) 253-0638; 253-9521
254-5156; 255-0544

Regional Office No. VIII
Trece Martinez St.
Tacloban City
(053) 325-5236; 523-4220
325-6292; 321-3308;
523-1105

Regional Office No. IX
3/F, QNS Building
Veterans Ave. Ext., Tumaga
Zamboanga City 7000
(062) 991-2673

Regional Office No. X
2/F, Gonzalo Go Building
Corrales Avenue
Cagayan de Oro City
(088) 857-2218; 857-2583

Regional Office No. XI
LDL Building, F. Bangoy St.
Davao City
(082) 227-8772; 226-2481

Regional Office No. XII
102 Acapel Building
Mabini Ext.
Koronadal City
(083) 228-4920; 228-2190;
520-0125

Caraga Regional Office
Nimfa Tiu Building
J. P. Rosales Ave., Butuan City
(085) 341-3198; 3429006
**What is the objective of the SPES?**

The objective of the SPES is to develop the intellectual capabilities of children of poor families and harness their potentials for the country’s development.

Specifically, the program aims to assist poor but deserving students pursue their education by encouraging employment of those in the secondary level during summer and/or Christmas vacations and of those in the tertiary, technical or vocational education levels any time of the year.

**Who may participate in the SPES?**

1. **Students/Out-of-School Youth (OSY)**
   a) At least 15 years of age but not more than 25 years old
   b) Combined net income after tax of parents, including his/her own income, if any, does not exceed the latest annual regional poverty threshold level for a family of six (6) as determined and provided by the National Economic and Development Authority (NEDA)
   c) Got an average passing grade during the last school year/term attended

   Any dependent of displaced or about to be displaced workers due to business closures or work stoppages as reported to DOLE, may also apply under the SPES provided he/she meets the qualifications.

2. **Employers**

   Any person or entity employing at least 10 persons, including private establishments, national government agencies, local government units, government-owned or controlled corporations, educational institutions, labor unions and other similar organizations and associations may participate in the program.

**What are the application requirements for the students?**

1. Duly accomplished SPES Application Form (SPES Form 1)
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; and
   b) his/her average passing grade or a copy of the original class card 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
5. For OSY, certificate of good moral character issued by the authorized barangay official where the OSY resides

**Where to apply?**

1. Students may file application at the Public Employment Service Office (PESO) having jurisdiction over their residence. The PESO staff shall not accept incomplete documentary requirements
2. Any private establishment or other employers who intend to participate in the SPES shall be required to submit their pledges containing the number of vacancies, including the qualification requirements to the DOLE through the PESO having jurisdiction over them.

**How are the students paid?**

The student shall be paid a salary or wage not lower than the applicable minimum wage for private employers or the applicable hiring rate for the national or local government agencies.

The employer will pay 60% of the student’s salary or wage, in cash, while the remaining 40% of the applicable minimum wage or hiring rate shall be paid by DOLE.

**Who may participate in the SPES?**

1. **Employers**

   Any person or entity employing at least 10 persons, including private establishments, national government agencies, local government units, government-owned or controlled corporations, educational institutions, labor unions and other similar organizations and associations may participate in the program.

**What is the period of employment?**

1. **For Secondary level** - during summer and/or Christmas vacations only
   a) During summer implementation, the number of days shall neither be less than 20 working days nor more than 52 working days
   b) For Christmas implementation, the number of days shall neither be less than 10 working days nor more than 15 working days
2. **For Tertiary, Technical or Vocational Education level** - any time of the year but in no case be less than 20 working days or more than 52 working days within a period of one year

   In all cases, employment shall not exceed 52 working days within a period of one year.

**Are education vouchers transferable?**

The education voucher shall not be transferred except in the following cases:

a) Death of the payee. In this case, the education voucher/equivalent cash can be transferred to his brothers or sisters or other legitimate heirs; or

b) When the student stops in his studies due to prolonged illness, incapacity, economic necessity and similar causes. In this case, the education voucher/equivalent cash may be transferred to his/her brothers and sisters or other legitimate heirs, as applicable