



eSPES

**Batangas City
Special Program
For Employment of Students (SPES)
Online Registration**

USER MANUAL

Batangas City Sports Coliseum
A delas Alas Dr Rd, Batangas City
09256164648
<https://batangascity-spes.online>

About SPES

The Special Program for Employment of Students (SPES) is a program initiated by the DOLE. It aims to provide employment opportunities to students who want to earn money during their summer vacation. SPES aims to help students from low-income families to finance their education while gaining work experience.

The program requires private and public sector employers to hire students as temporary employees during the summer break. Employers will pay 60 percent of the students' salaries, while DOLE will cover the remaining 40 percent.

About eSPES

The eSPES is an online registration system that provides an outlet for SPES applicants to apply for the program and submit documents together with necessary personal information conveniently through an online application form.

The use of this online registration system provides an efficient and convenient process for aspiring applicants.



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Basic Information

Qualifications

- 1. 18 to 30 years old**
- 2. Resident of Batangas City**
- 3. NOT a Recipient of EBD Scholarship Program**

Initial Requirements

- Photocopy of recent Report Card**
- Latest Income Tax Return of Parents or Certificate of Indigency**
- Birth Certificate**
- Photocopy of School ID**
- Certificate of Non Enrollment from Barangay Captain for OUT OF SCHOOL YOUTH**



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Basic Information

Flow of Online Application

- Register for an account
- Log in using your username and password
- Fill out the application form
- upload all required documents
- Submit your information

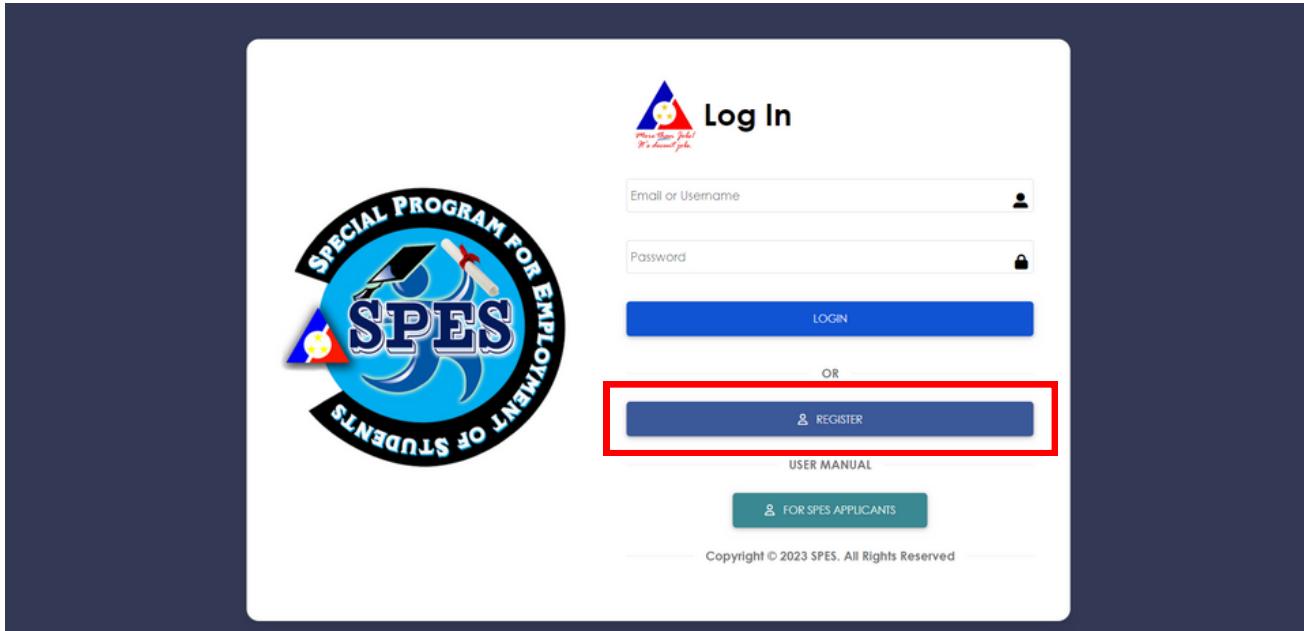
Flow of Application Process

- Apply and pass initial documents through eSPES. An email will be sent for confirmation
- Wait for application approval notice for the next step.
- Attend the orientation followed by face-to-face application and interview with the assigned company.
- Wait for employment approval.
- Start of job!



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Online System - Guide



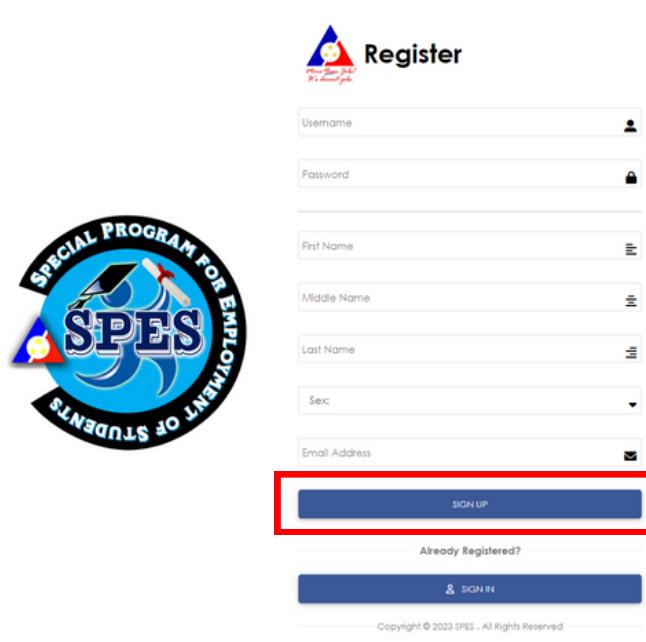
Account Registration

- Go to <https://batangascity-spes.online> using your chosen browser.
- choose the Register button to register for an account.



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Online System - Guide



The image shows a registration form for the SPES Online System. At the top left is the SPES logo, which features a graduation cap and the text "SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS". The word "SPES" is prominently displayed in the center. To the right of the logo is the word "Register" in a blue button. Below the logo are several input fields: "Username" (with a person icon), "Password" (with a lock icon), "First Name", "Middle Name", "Last Name", "Sex" (with a dropdown arrow), and "Email Address". A large blue "SIGN UP" button is centered below these fields, with a red rectangular box highlighting it. Below the "SIGN UP" button is a link "Already Registered?". At the bottom of the form is a "SIGN IN" button and a copyright notice: "Copyright © 2023 SPES . All Rights Reserved".

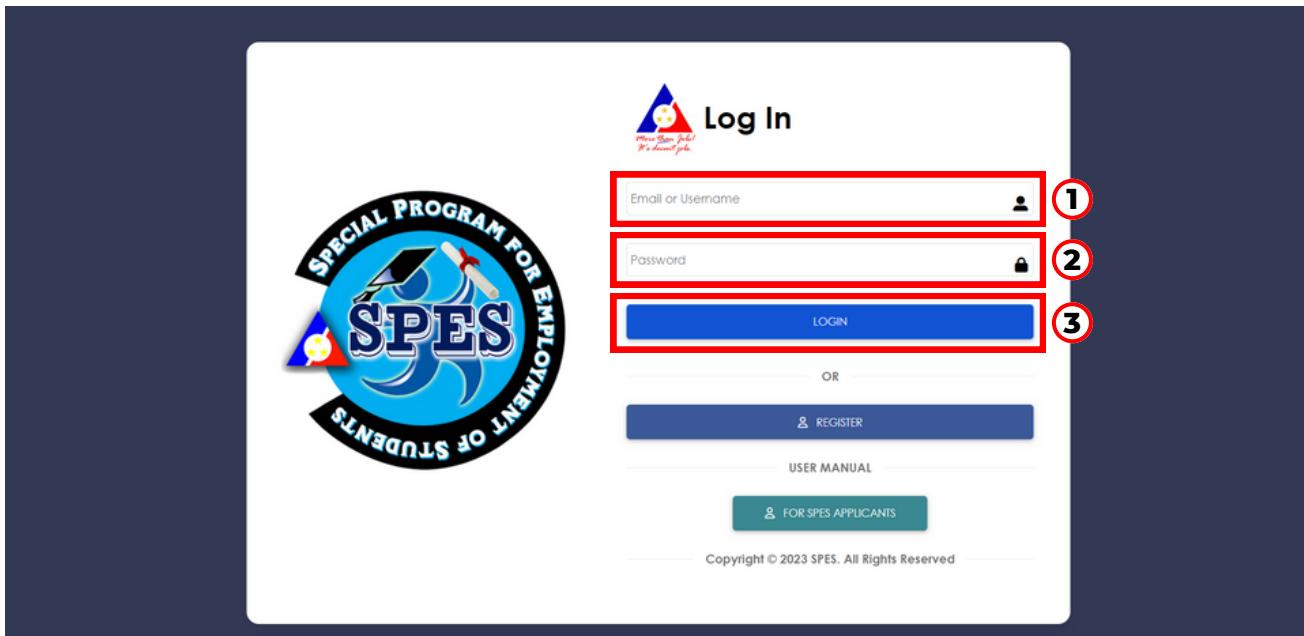
Account Registration

- Fill out all fields with correct information. Make sure to remember the Username/Email Address and Password.
- Click SIGN UP to submit your data and proceed to account login.



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Logging In

- Enter your Username or Email Address.
- Enter your password.
- click the LOGIN button to log in.



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The screenshot displays the SPES Application Form interface. On the left, a sidebar shows navigation options: 'My Profile', 'Required Docs', and 'Submitted'. The main form area has a red header bar with the text 'The My Profile and Required Docs section should be filled 100%'. Below this, the 'SPES Application Form' title is followed by a note 'Profile Details | Please fill out completely'. The form fields include:

- Personal Information:** First Name, Middle Name, Last Name, Date of Birth (with dropdown for Month/Day/Year), Place of Birth, Citizenship, Contact 1 (Mobile No., Email), Contact 2 (Mobile No., Email), Civil Status (Single, Married, Widowed, Separated), Sex (Male, Female).
- Family Information:** SPES Type (Student, Non-Student, Out-of-School Youth (OSY)), Parent Status (Living Together, Solo Parent, Separated), Parent is displaced worker (No, Yes, Local, Yes, Abroad/OFW), Present Address St./Silo, Province/City/Municipality/Banrgay, Permanent Address St./Silo, Province/City/Municipality/Banrgay, Father's Name, Father's Contact No., Mother's Name, Mother's Contact No., Father's Name, Middle Name, Last Name, Father's Contact No., Middle Name, Last Name, Mother's Name, Middle Name, Last Name.
- Education:** Elementary School Name, Degree, Select Grade, Year Ended, High School Name, Degree, In/Out if None, Select Year, Year Ended, College Name (Leave as Blank if None), Select Year, Year Ended.
- Beneficiary History:** How many times have you been a SPES beneficiary? (0 (First Time)).
- Action Buttons:** Cancel, Save, Next (highlighted with a red box).

Application Form

- Once logged in, fill out all fields or select the appropriate options completely with profile details. Make sure to double check if all entered information are correct.
- Proceed to uploading of required documents after filling out the form by clicking next.



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The screenshot shows the 'Please upload required files' section of the SPES Online System. On the left, a dark sidebar lists 'Welcome, Applicant', 'SPES APPLICANT MENU' (My Profile, Required Docs., Submitted), and 'Submitted'. The main area has a light background with a watermark of a graduation cap and the text 'Please upload required files'. A yellow warning bar at the top says 'Warning! You cannot make any changes to these documents once your application is approved.' Below it, there are two sections: 'PDF Files Only*' and 'Images Only*'. Under 'PDF Files Only*', there are four fields for 'Birth Certificate/Gov. Issued ID (PDF File)*', 'Grades/Cert. OSY*', 'ITR/Cert. Indigency*', and '3E-Signature (Scanned Image)*'. Each field has a 'Choose File' button and a placeholder 'No file chosen'. The 'Choose File' buttons for the first three fields are highlighted with a red box. Under 'Images Only*', there are two fields for 'School ID (Scanned Image)*' and '3E-Signature (Scanned Image)*', each with a 'Choose File' button and a placeholder 'No file chosen'. The 'Choose File' button for the first field is highlighted with a red box. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Submit' (highlighted with a red box). To the right of the 'Submit' button is a yellow bar with a red arrow pointing to it, containing the text 'Displays a warning if passed document/s are in low quality'. The footer includes the SPES logo, the text '© Copyright 2023 | Online Special Program for Employment of Student (SPES)', and a small note 'More Than Jobs! It's about life.'

Uploading of Required Documents

- Choose the file (PDF or JPEG) that corresponds to the indicated document. Submit clear copies of the documents.
- Upload and submit your application by selecting the Submit.



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The screenshot shows the SPES Applicant Overview page. On the left, a sidebar lists "SPES APPLICANT MENU" with options: "My Profile", "Required Docs.", and "Submitted". The main area displays application details: Name: 00 00 00, Type of Application: 00, Contact: 00, Sex: 00, and Status: Submitted. A message below states, "Your application has been submitted! We will reach out to you via email (N/A) as soon as we have processed your application. Thank you!" Logos for Bayan ng Batangas City, SPES, and the Department of Education (DepEd) are visible at the bottom right, along with the copyright notice: "© Copyright 2023 | Online Special Program for Employment of Student (SPES)".

Confirmation

- **This notice will appear to confirm that your application has been submitted and subjected for approval and checking. In addition, an email will be sent to your provided Email Address.**



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