**SPES 2025**

**RULES AND REGULATIONS**

1. **ATTRIRE AND APPEARANCE** (Shall conform to the Rules and Regulations implied in the Civil Service Code)

STRICTLY NO : Slippers

Sleeveless

Shorts

Capri Pants

Ripped Jeans

Earrings for boys

Additional earrings for girls

Untrimmed hair

VIOLATION: 1 Day additional for each offense

1. **ATTENDANCE** : Working Days: 20 days

Working Hours: 8:00 – 12:00 am

1:00- 5:00 pm

* Accumulated 30 minutes Tardiness = additional 1 day

Accumulated 1 hour Tardiness = additional 2 days

* Absence without valid reason = 1:2
* Absence with valid reason = 1:1

1. **NO CELLPHONES**

Cellphones shall be surrendered to the supervisor upon reporting from work and shall be returned after working hours.

1. At all time shall adhere to Proper Work Ethics as stipulated in the Civil Service Rules.
2. Daily accomplishments should be logged in a tickler notebook.

Conforme: Conforme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPES Beneficiary**  **Parent/ Guardian**

Witnessed:

**MARY JANE T. BANASIHAN-CORCUERA**

Supervising Labor and Employment Officer

OIC- Provincial Employment Service Office

**OATH OF UNDERTAKING**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_ years of age, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a SPES beneficiary, do hereby agree and undertake to abide and be bound by the following conditions.

1. That I’m willing to work on office and field as Enumerator/Encoder.

2. That anything happens to me beyond SPES period/time is my own risk and responsibilities.

3. That anytime, during and after my employment period, I vow to respect the implementers of SPES, and will not use any profane or disrespectful language/s to any PESO staff or personnel relative to the program as beneficiary;

3. That any deviation of the Rules and Regulation and any fraud or dishonesty in any or all of my declaration in my application shall be a ground for my disqualification in the future availment of SPES

Sign this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2025, in the City/Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Conforme: Conforme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPES Beneficiary**  **Parent/ Guardian**

Witnessed:

**MARY JANE T. BANASIHAN-CORCUERA**

Supervising Labor and Employment Officer

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