**OLD SPES APPLICANT ENDORSEMENT**

**TO** : **MS. MARY JANE T. BANASIHAN-CORCUERA**

Supervising Labor and Employment Officer

OIC-Provincial Employment Service Office

Dear Madam:

Good day!

Enclosed, are pertinent papers of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of Brgy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Bay, Laguna. After careful evaluation of her/his credentials, may I respectfully endorse to your good office for your approval, for the ***RENEWAL OF SPES***.

Thank you very much and more power!

Respectfully yours,

***ANTONETTE S. AMATORIO***

**PESO MANAGER**

**REQUIREMENTS PRIOR RENEWAL**

**Senior High School** - Latest Copy of Grade (1st Quarter of School Year 2024-2025) with Certified True Copy of Registrar

**College -**Registration form(1st Semester & 2nd Semester, School Year 2024-2025) with Certified True Copy of Registrar

**Copy of Grades** (1st Semester School Year 2024-2025)with Certified True Copy of Registrar

Brgy. Indigency. (Parents/Guardian) (4 copy) **Photocopy must Certified by PESO Manager**

Copy of Birth Certificate. (4 copy) **Photocopy must Certified by PESO Manager**

School Certification (Certification that you are currently enrolled for School Year 2024-2025)

(4 copy) **Photocopy must Certified by PESO Manager**

SPES Form 2/ Application Form (4 copy) **Computerized**

CERTIFICATE OF EMPLOYMENT (4 copy)

EMPLOYMENT CONTRACT (4 Copy) **Computerized**

Endorsement Letter from Municipal/City PESO Manager

4pcs Passport Size Picture (Blue Background)

4pcs Folder Long & 1 Plastic Envelop

**NOTE:**

* No grades below 80 or 2.75 per subject.
* SPES beneficiary should not be a scholar of any LGU and any Government Agency/Officials.
* Only ONE (1) beneficiary per family at the time during the period of availment.
* Incomplete requirements should not be accepted.

**STRICTLY NO: Slippers, Sleeveless, Shorts, Capri Pants, Ripped Jeans,**

**Earrings for boys**

**Received and Checked by: Date:**

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**Signature over Printed Name**