**SPES REQUIREMENTS CHECKLIST**

**FOLDER 1**

* Application Forms (SPES Form 2) **– 3 copy**
* Certificate of Employment **– 3 copy**
* School Certification **– 3 copy**

**FOLDER 2**

* 1st & 2nd Sem. Registration Form (with Certified Photocopy) – for college **– 3 copy**
* 1ST Sem FY 2023-2024 Copy of Grade (with Certified Photocopy) – for college**– 3 copy**
* 1st Quarter Copy of Grade and Certificate of Enrollment (with Certified Photocopy )

– for Senior High School **– 3 copy**

**FOLDER 3**

* Barangay Indigency – Parent/Guardian (Photocopy must certified by PESO Manager) – **1 original & 2 Photocopy**
* Birth Certificate (with Certified Photocopy) **3 copy**

**FOLDER 4 (LGU FILE)**

* Application Form (SPES Form 2) – 1 copy
* Certificate of Employment – 1 copy
* School Certification –Photocopy- 1 copy
* 1st & 2nd Sem. Registration Form (with Certified Photocopy) -1 copy
* 1ST Sem FY 2023-2024 Copy of Grade (with Certified Photocopy)- 1 copy
* Barangay Indigency – Parent/Guardian (with Certified Photocopy) 1 copy
* 1st Quarter Copy of Grade and Certificate of Enrollment (with Certified Photocopy )

– for Senior High School **– 3 copy**

* Birth Certificate (with Certified Photocopy) - 1 copy