



PUBLIC EMPLOYMENT SERVICE OFFICE
PROVINCE OF MISAMIS ORIENTAL
City/Municipality/Province
SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)
(RA 7323, as amended by RAs 9547 and 10917)



APPLICATION FORM

Control No.: _____

SURNAME FIRST NAME MIDDLE NAME			GSIS BENEFICIARY/RELATIONSHIP		Passport Size Picture (3.5cm x 4.5 cm)
DATE OF BIRTH: (mm/dd/yyyy)		PLACE OF BIRTH:		CITIZENSHIP:	
CONTACT DETAILS/CELLPHONE NO.:		EMAIL ADDRESS:			
SOCIAL MEDIA ACCOUNT (FACEBOOK, TWITTER, INSTAGRAM, ETC.)					
STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Student <input type="checkbox"/> ALS student <input type="checkbox"/> out-of-school (OSY)	
CURRENT STATUS OF PARENTS: <input type="checkbox"/> Living together <input type="checkbox"/> Solo Parent <input type="checkbox"/> Separated <input type="checkbox"/> Person With Disability <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Sugar Plantation Worker <input type="checkbox"/> Indigenous People <input type="checkbox"/> Displaced Worker (1) <input type="checkbox"/> Local (2) <input type="checkbox"/> OFW					
PRESENT ADDRESS:					
PERMANENT ADDRESS:					
FATHER'S NAME /CONTACT NO.:			MOTHER'S MAIDEN NAME/CONTACT NO.:		
OCCUPATION:			OCCUPATION:		
EDUCATION	NAME OF SCHOOL	DEGREE EARNED/COURSE	YEAR/LEVEL	DATE OF ATTENDANCE	
Elementary					
Secondary					
Tertiary					
Tech-Voc					
DOCUMENTARY REQUIREMENTS: (Original and other documents, when applicable, should be presented for validation) <ul style="list-style-type: none"> <input type="checkbox"/> 1) Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30) <input type="checkbox"/> 2) Photocopy of the latest Income Tax Return (ITR) of parents/legal guardian OR certification issued by BIR that the Parents/guardians are exempted from payment of tax OR original Certificate of Indigence OR original Certificate of Low Income issued by the Barangay/DSWD or CSWD where the applicant resides; and <input type="checkbox"/> 3) For students, any of the following, in addition to requirements no. 1 and 2: <ul style="list-style-type: none"> <input type="checkbox"/> a) Photocopy of proof of average passing grade such as (1) class card or (2) Form 138 of the previous semester or year immediately preceding the application; OR <input type="checkbox"/> b) Original copy of Certification by the School Registrar as to passing grade immediately preceding semester/year if grades are not yet available <input type="checkbox"/> 4) For Out of School Youth (OSY), original copy of Certification as OSY issued by DSWD/CSWD or the authorized Barangay Official where the OSY resides, in addition to requirements no. 1 and 2. 					
SPECIAL SKILLS:					
HISTORY of SPES Availment/ Name of Establishment			YEAR	SPES ID NO. (if applicable)	
<input type="checkbox"/> 1 st Availment					
<input type="checkbox"/> 2 nd Availment-					
<input type="checkbox"/> 3 rd Availment					
<input type="checkbox"/> 4 th Availment					
Other related information/ requests/ interventions from DOLE:					
I hereby attest that the information above are true and correct to the best of my knowledge, including the attached documents / requirements which I also attest as to their veracity. I agree that any false statement would cause the automatic disqualification/ cancellation of the service/ contract/ grant and I shall refund amount received and/or pay damages to DOLE or comply with other sanctions in accordance with law. Any material change in my financial status may affect my eligibility to continue the program.					
<div style="text-align: right;"> _____ Signature of Applicant </div>					