MODULE 3-ONLINE SPES PROCESS FLOW

Registration

The purpose of the registration process for Students and Employers are for the enrollment of their user name and password that will be used for the verification of their account when logging-in into the Online SPES website. This does not automatically create any SPES application for students. The students may apply to the Online SPES for any vacant position pledge by employers after their registration is completed (see section 6.2.).

Student Registration

Steps

1. From the main Online SPES main page, Click **Student Registration**.
2. Enter all required fields that are marked with red asterisk (*).
3. **Select the Certification of Truth and the Acceptance of the Online SPES Terms and Privacy**. Make sure to read and understand the terms and privacy first. To read the Online SPES Terms and Privacy, click **Terms and Privacy**.
4. Click **Register** button to complete the registration process.
5. Update your profile (education, family background, skills, etc.) before applying to SPES (see Viewing and Updating Profile on how to update your profile).

Employer Registration

Steps

1. From the main Online SPES main page, Click **Employer Registration**.
2. Enter all required fields that are marked with red asterisk (*).
3. **Select the Certification of Truth and the Acceptance of the Online SPES Terms and Privacy**
4. . Make sure to read and understand the **terms and privacy** first. To read the Online SPES Terms and Privacy, click Terms and Privacy.
5. Click **Register** button to complete the registration process.

User's Profile

Viewing and Updating your Profile

Steps

1. Login using your account
2. Click **your name picture** found at the right side of the menu bar.
3. To edit your profile, click **Edit**.
4. Fill-in all necessary fields. All required fields are marked with red asterisk(*).

5. Click **Save**.

Uploading Profile Picture

Steps

1. Open your Profile (see Viewing and Updating Profile).
2. Click **Change Photo**.
3. Click **Choose File**, browse and select your photo.
4. Click **Upload Photo**. Wait until the upload has finished.

Changing Password

Steps

1. Open your Profile (see Viewing and Updating Profile).
2. Click **Change Password**.
3. Fill-in all required fields
4. Click **Change Password**.
5. A success message will appear if you have reset your password without error. Click "here" to login again.

Forgot Password

Steps

1. From the login page, click **Forgot Password**.
2. Enter your email, user name, and matched CAPTCHA.
3. Click **Submit.**
4. Check your email for the link to change your password.
5. Follow the instruction in your email.
6. Enter your new password.
7. Click **Reset Password**.

SPES Application

Objective: This procedure details the process of registering and qualifying employers and students who intends to participate in SPES of DOLE-RXII Office.

Documents: SPES Application Form, SPES Requirements, Birth Certificate, Photo.

Roles: Student, Employer, PESO, FO

Contact : DOLE-RXII TSSD, Focal Officer

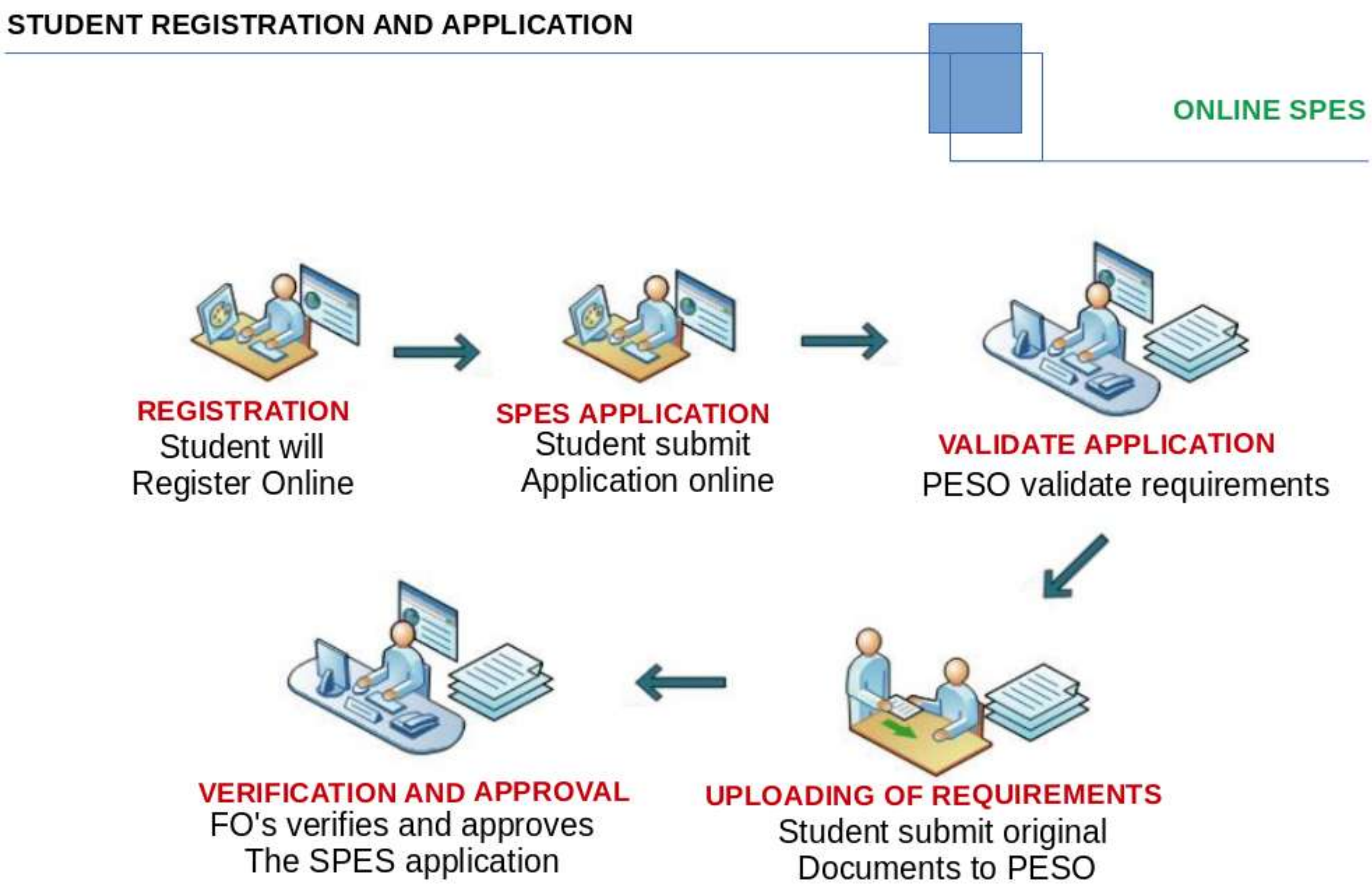

Figure 1. Workflow1: Registration & SPES Application

Document Status Indicator

Depending on the status of the Application, other activities or functions are not available or restricted to a specific process owner and other users for control purposes.

Status	Description
New	The application is newly created.
Validated	The application is checked and validated.
Invalid	The application is invalid if one or more application requirements are not met. Or there are any lacking in student profile.
Verified& Approved	The application is verified and approved. The student is now ready to be recommended for any vacant job pledged by employers.
Canceled	The pledge was canceled by the student.

Viewing List of SPES Applications

Steps

1. To open the list of Applications, either click on **Students > Applications** from the menu bar or you may easily access all the list of Applications from the user's home page dashboard under Applications indicator form.
2. You may search for other Applications by entering some or all of the search fields (Description, Application Date Range, PESO Office, and Status). Click Search to search for the Applications with matching **search** fields.
3. You may navigate through pages of lists by clicking on the |<< (newest), << (newer), and >> (older) links.

Viewing SPES Application

Steps

1. Open list of Applications (see section 8.1).
2. Click the **Application No**. to view.
3. To return to the list page of Employment Contract, click the **Back Arrow**. Do not click the browsers back button.

Applying to SPES

Steps Process Owner: Student

1. A. Click **Apply Now** from the dashboard on your student home page. Keep your profile updated before applying for SPES.
   B. To apply for a specific job, search directly on the **SPES Vacancy Page** by clicking on **SPES Vacancy** from your home page to search or browse for all vacant jobs available. Click **Apply to**....
2. Select **PESO Office** where this application will be processed.
3. Select Out-of-School Youth if you are out-of-school.
4. **Select the Certification of Truth and the Acceptance of the Online SPES Terms and Privacy**. Make sure to read and understand the terms and privacy first. To read the Online SPES **Terms and Privacy**, click Terms and Privacy.
5. **Click Apply**.

Generating SPES Application Form (SPES Form-2)

Steps Process Owner: Student

1. Open the Application to generate SPES Form-2 (see Section 8.2).
2. Click **View SPES Form-2**. Depending on your browser, the file will be opened in a new tab to view and download or the file will be downloaded automatically.

Uploading Copies of Application Requirements

Steps Process Owner: Student

1. Open the Application to upload the requirements (see Section 8.2 / Figure 14).
2. Scroll down to **Documentary Requirements panel**.
3. Click **Upload**for a specific requirements.
4. Click **Browse** and select your file to upload. The file must be in PDF format.
5. Click **Upload**. Wait until the upload has finished.
6. Repeat step 3 to upload another file until all requirements has been uploaded.

Downloading Application Requirements

Steps

1. Open the Application to download the requirements (see Section 8.2 / Figure 14).
2. Scroll down to Documentary Requirements panel.
3. Click **View**for a specific requirements. Depending on your browser, the file will either be opened in a new tab to view and download or the file will be downloaded automatically.

Validating SPES Application Requirements

Steps Process Owner: PESO

1. Open the Application to validate (see Section 8.2 for instruction / Figure 14).
2. Scroll down to Documentary Requirements panel.
3. Check the specific requirements that are already validated.
4. Click **Save.**
5. To completely validate the application. Click **Validate.**
6. If one or more requirements is invalid or the profile is incomplete click **Invalid**. Fill-in your remarks and click **Invalid.**

Updating Student Placement History: Adding Placement History

Only add placement history of a student if the student is placed prior to Online SPES.

Steps Process Owner: PESO

1. Open student profile to update (see Section 7.3 for instruction).
2. Click **Edit Old Placement History**.
3. To add new record, Click **Add Old Placement History**.
4. Fill-in all required fields. All required fields are marked with red (*)
5. **Select the Certification of Truth and the Acceptance of the Online SPES Terms and Privacy**. Make sure to read and understand the terms and privacy first. To read the Online SPES Terms and Privacy, click **Terms and Privacy**.
6. Click **Save.**
7. To add another record, repeat step 4.
8. Click the **back arrow** to return to the student placement history page.

Editing Placement History

The placement history can only be edited by the specific PESO office.

Steps Process Owner: PESO

1. Open student profile to update (see Section 7.3 for instruction).
2. Click **Edit Old Placement History**.
3. Click **Edit** of the specific placement history. (see Figure 18)
4. Update all necessary fields. All required fields are marked with red (*)
5. **Select the Certification of Truth and the Acceptance of the Online SPES Terms and Privacy**. Make sure to read and understand the terms and privacy first. To read the Online SPES Terms and Privacy, click **Terms and Privacy**.
6. Click **Save**.
7. Click the **back arrow** to return to the student placement history page. Do not click the browser back button.

8. Repeat step 3 to edit other placement history record.

Delete Placement History

The placement history can only be deleted by the specific PESO Office.

Steps

1. Open student profile to update (see Section 7.3 for instruction). PESO
2. Click **Edit Old Placement History**.
3. Click **Delete** of the specific record. The record will be deleted immediately. (see Figure 18)
4. Repeat step 2 to delete other placement history record.

Verifying and Approving SPES Applications

Steps Process Owner: FO

1. Open the Application to verify and approve (see Section 8.2 / Figure 14).
2. Scroll down to **Documentary Requirements panel**.
3. To view the uploaded requirements, click **View.** Depending on your browser, the file will be opened in a new tab to view or download or the file will be automatically downloaded.
4. To completely approve the application. Click **Verify**.
5. If one or more requirements in invalid or the profile is incomplete click **Invalid.** Fill-in your remarks and click **Invalid.**

Canceling SPES Application

Steps

1. Open the Application to cancel (see Section 8.2 / Figure 14).
2. Click **Cancel**. You may only cancel your application if you are not yet placed.

Employer Pledging and SPES Placement

Objective	To detail the process from pledging of vacant positions to the placement of students.
Documents	Pledge Form(Form-1), Employment Contract(Form-2B), Placement Report(Form-4), & SPES ID, GSIS Receipt,
Roles	Student, Employer, PESO, FO, RO-TSSD, RO-Finance
Contact	DOLE-RXII TSSD, Focal Officer

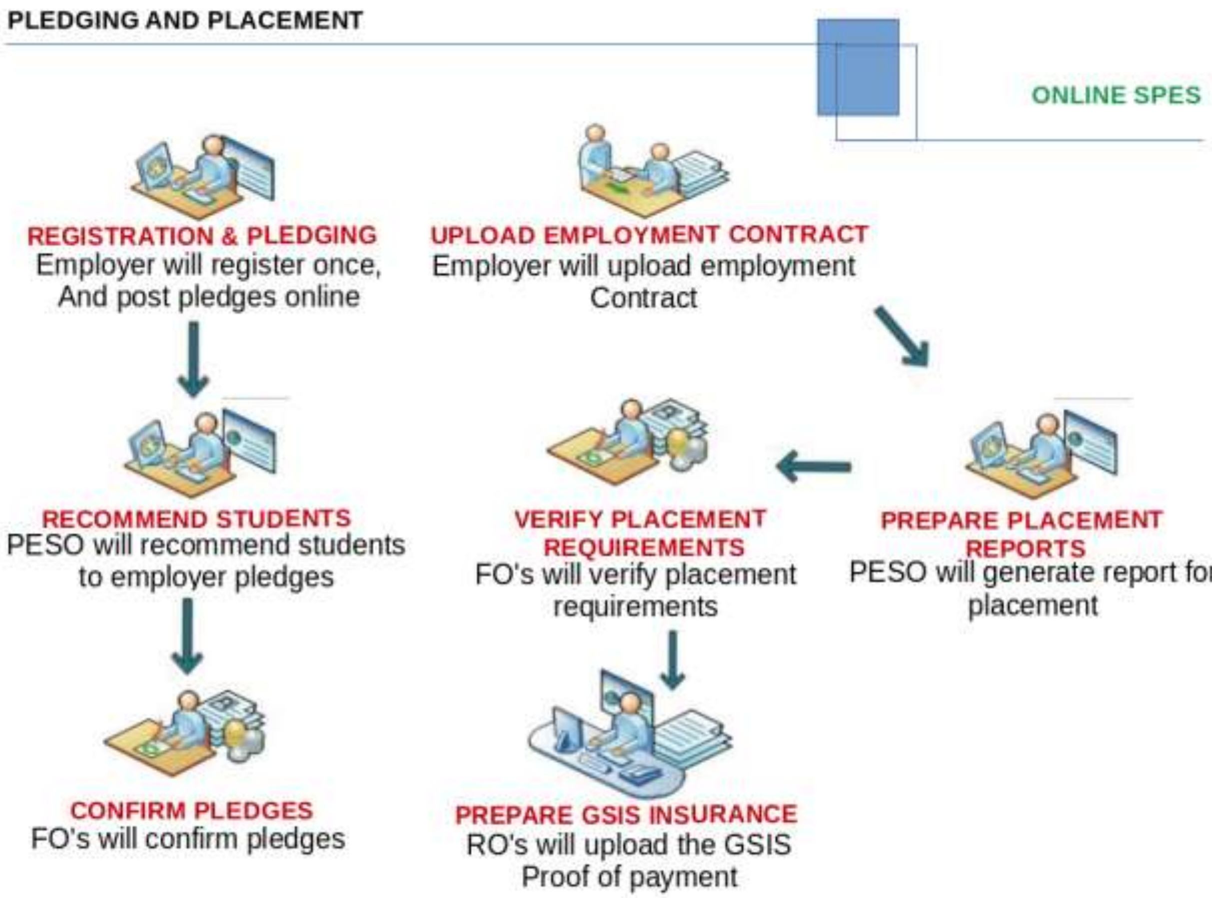

Figure 2. Workflow 2: Pledging and Placement

Pledge

Document Status Indicator

Depending on the status of the pledge other activities or functions are not available or restricted to a specific process owner and other users for control purposes.

Status	Description
Draft	The initial status of the pledge. The Pledge is in "draft" if the pledge is not yet submitted to PESO for recommendation. In this state the pledge can still be modified or updated.

Pending The pledge is waiting for any recommendation of students from PESO. Once in this state the pledge can never be edited but the pledge can be canceled.

Recommended The PESO has completed the recommendation of students.

Confirmed The recommendation of students by PESO is now confirmed by the regional office field officers.

Canceled The pledge was canceled by the employer.

Viewing List of Pledges

Steps

1. To open list of pledges, either click on **Employer > Pledges** from the menu bar or you may easily access all list of pledges from the user home page dashboard under pledges indicator form.
2. You may search for other Pledges by entering either or all of the search fields (Pledge No, PESO Office, Pledge Date, and Status). Click **Search** to search for the pledges with matching search fields.
3. You may navigate through pages of lists by clicking on the |<< (newest), << (newer), and >> (older) links.

Viewing Pledge Information

Steps

1. Open the list of pledges.
2. To view any existing students recommended, click on **Show Recommended Students** for every position you want to view. You can hide or unhide the list of recommended students by clicking the **Hide List or Show List**.
3. You may click on **back arrow** to return to the list of pledges or you may proceed with other activities available for the current pledge.

Creating Pledge

Steps Process Owner: Employer

1. Open the list of pledges.
2. Click **New**. You may easily **create new pledge** by clicking on the Create New Pledge link from the dashboard under pledges indicator form.
3. Select the **PESO Office** where this pledge will be submitted to.

4. Click **Add Position**.
5. Enter all required fields that are marked with red asterisk (*)
6. Click **Save Position** to complete the process of adding vacant position. At this point, the new position details has already been saved to the database.
7. To add another position, repeat the process from step 4.
8. To remove or **delete** any position, click Delete on the right side of the list. You may not submit your pledge for now if you still have any position left to add later. Click (image here) **back arrow** located at the left side of the form title to return to the list of pledges.
9. To proceed submitting the pledge**, accept the Online SPES Terms and Privacy Policy** by checking the box on the left.
10. Click **Submit** button to complete the process of pledging.

Canceling Pledge

Steps Process Owner: Employer

1. Open the list of pledges page.
2. Only the pledge in draft status can be canceled. The pledge that can be canceled have a **Cancel** link at the right side of the status field. Click Cancel of the pledge to cancel.
3. Click **Yes** button to confirm or no to abort the cancellation process.

Updating Pledge

Steps Process Owner: Employer

1. Only the pledge in draft status can be modified. Open the pledge you want to update.
2. You may modify your pledge details by adding or removing positions. Follow the steps in Creating Pledge (see section 7.1.3) to add/remove a position.

Generating Pledge of Commitment Form (SPES Form-1)

Steps Process Owner: Employer

1. Open the pledge you want to Generate SPES Form-1
2. Click **Generate SPES Form-1**. Depending on your browser, a preview of the SPES Form-1 will be opened in a new tab where you can also download the form or the form will be automatically download without any preview.

Recommending Students for Pledge

Steps Process Owner: PESO

1. Open the pledge you want to recommend students.
2. Click (image here) **View/Add** of the position.
3. Click **Add SPES Recommendation**.
4. **Select every student** you want to add for recommendation. You may search for available student to add, enter the name of the student and click **Search**. Depending on the preferences (age, education, gender) of pledged position, a student may or may not show in the list of available students.
5. Click **add to recommendation**.
6. To remove one or more students from the List of Recommended Students, Select the student(s) to remove and click **Remove Students**.
7. If recommending of students are finished, Click (image here) **back arrow** to return to Pledge page.
8. Select the **Certification and the Acceptance of the Online SPES Terms and Privacy** check box. Make sure to read and understand the terms and privacy first. To read the Online SPES Terms and Privacy, click **Terms and Privacy**.
9. Click **Submit Recommendation** to complete the process of recommendation.

Confirming Pledge

Steps Process Owner: Field Officer

1. Open the pledge you want to confirm.
2. Select the **Certification and the Acceptance of the Online SPES Terms and Privacy** check box. Make sure to read and understand the terms and privacy first. To read the Online SPES Terms and Privacy, click **Terms and Privacy**.
3. Click **Confirm Pledge** button to complete the process of confirming pledge.

Employment Contract

Below are the Employment Contract 5 status indicators. Depending on the status of the pledge other activities or functions are not available or restricted to a specific process owner and other users for control purposes.

Status	Description
Draft	The initial status of the Contract. The Contract is in "New" state if the contract is newly created and not yet posted for PESO for validation. In this state the pledge can still be modified or updated.
Posted	The Contract cannot be edited, but can be canceled.
Validated	The PESO has already validated the Employment Contract.
Verified	The DOLE Field Officer has already verified the Employment Contract.
Canceled	The Employment Contract was canceled by the employer.

Viewing List of Employment Contract

Steps

1. To open list of Employment Contracts, either click on **Employer > Contracts** from the menu bar or you may easily access all list of Employment Contracts from the user home page dashboard under Employment Contracts indicator form.
2. You may search for other Employment Contracts by entering either or all of the searchfields (Description, Contract Date Range, and Status). Click **Search** to search for the Employment Contracts with matching search fields.
3. You may navigate through pages of lists by clicking on the |<< (newest), << (newer), and >> (older) links.

Viewing Employment Contract

Steps

1. Open list of Employment Contract.
2. Click the **Contract No.** to view.
3. To return to the list page of Employment Contract, click **List View.**

Creating Employment Contract

Steps Process Owner: Employer

1. Open Employment Contract page
2. Click **New.** You may click on the **Create New Employment Contract** from the users home page dashboard.

3. Fill all data required. All required fields are marked with red asterisk (*).
4. Click **Save.**
5. Click **Add Students.**
6. Select one or more students to include in the contract.
7. Click **Add Students.**
8. Click back arrow to return to the current Employment Contract. Do not click the browsers back button
9. Repeat the steps to add more students from step 5. The list is blank and a No students available is displayed if all students has already been added to the contract.
10. To remove one or more students from the contract. Select all students to remove and click **Remove Selected Students.**
11. Upload a copy of the actual and signed Employment Contract.
12. Click Post if the Employment Contract is finished. You are not opt to post immediately if you are not yet finished with the Employment Contract, you may return later and do the posting.

Generating Employment Contract (SPES Form 2-B)

Steps Process Owner: Employer

1. Open the Employment Contract to generate SPES Form 2-B.
2. To generate Employment Contract (SPES Form 2-B), click **Generate SPES Form 2-B.**

Uploading a Copy of Signed SPES Form 2-B

Steps Process Owner: Employer

1. Open the Employment Contract (see section 7.2.2) to upload a copy of the actual and signed SPES Form 2-B.
2. To upload a copy of actual and signed SPES Form 2-B, the status of Employment Contract must be "Posted". (See section 7.2.8 on how to post an Employment Contract). Click **Upload Contract.**
3. Browse and select the file to upload.
4. Click **Upload**. Do not proceed with anything until the download has finished.

Downloading a Copy of Signed SPES Form 2-B

Steps

1. Open the Employment Contract (see section 7.2.2) to download a copy of the actual and signed SPES Form 2-B.
2. Click **View Contract**.

3. Depending on your browser, the file will be opened in a new tab to view and download or the file will be upload automatically.

Canceling Employment Contract

Steps Process Owner: Employer

1. Open the Employment Contract to cancel (see section 7.2.2).
2. Only the Employment Contract in “Draft” status can be canceled. Click **Cancel.**

Updating Employment Contract

1. Steps Process Owner: Employer
2. Only the Employment Contract in "New" status can be modified. Open the Employment Contract to update (see section 7.2.2).
3. You may modify the Employment Contract details. Follow the steps in Creating Employment Contract (see section 7.2.3) to add/remove a student.
4. Click **Save Changes** to save the changes you made.

Validating Employment Contract

Steps Process Owner: PESO

1. Open the Employment Contract to validate.
2. To preview or download the Employment Contract file. Click **View Contract**.
3. Click **Validate.**

Verifying Employment Contract

Steps Process Owner: Field Officer

1. Open the Employment Contract to verify.
2. To preview or download the Employment Contract file. Click **View Contract.**
3. Click **Verify.**

SPES Placement

Generating Placement Report

Steps Process Owner: PESO

1. Open Employer profile to generate Placement Report From.
2. Select the **Month** and **Year** of the GSIS Insurance Coverage
3. To download the report in PDF format, Click **Export PDF**. Depending on your browser, the report file is either will be opened to view and to download or the report file will be downloaded automatically.
4. To download the report in XLS format, click **Export XLS**. The report file will be automatically downloaded.

Updating Employment Contract with GSIS Receipt No.

Steps Process Owner: RO-Finance

1. Open the Employment Contract to update.
2. Fill in the **GSIS Reference No**. and the **GSIS Reference** Date fields.
3. Click **Save Changes** to save the changes you made.

Uploading a Copy of GSIS Receipt

Steps Process Owner: RO-Finance

1. Open the Employment Contract to upload a copy of GSIS Receipt.
2. Click **Upload GSIS Receipt**.
3. Click **Browse** and select the file to upload.
4. Click **Upload** button. Do not do anything until the uploading has finished.

Downloading a Copy of GSIS Receipt

Steps Process Owner:

1. Open the Employment Contract to view or download a copy of GSIS Receipt.
2. Click **View GSIS Receipt**. Depending on your browser, the file will be either opened in another tab to view and to download or the report file will be downloaded automatically.

Generating SPES ID

Steps Process Owner: PESO

1. Click **Reports > SPES Identification Card** from the menu bar.
2. Select one or more students to generate their SPES ID. To search for other students, enter the name of the student and click Search.
3. Click **Add Selected Students** to move the selected students to the list on the right.
4. To remove one or more students from the list of selected students, Click **Remove SelectedStudents**. The selected students will be moved back to the list on the left.
5. Click **Generate SPES I.D.**, a preview of SPES ID. will be opened in new a tab where you can also download the PDF file to print.

Post-Employment

Objective	This procedure details the process of preparing, releasing, and monitoring payments to SPES Students.
Documents	Payroll 60%, Certificate of Employment, Payroll 40%, Payroll 40%(DV No., OBR No., and ADA No.), Payroll 40% with KTPN and Claimed Payments.
Roles	Employer, PESO, FO, RO-TSSD, RO-Finance
Contact	DOLE-RXII TSSD, Focal Officer.

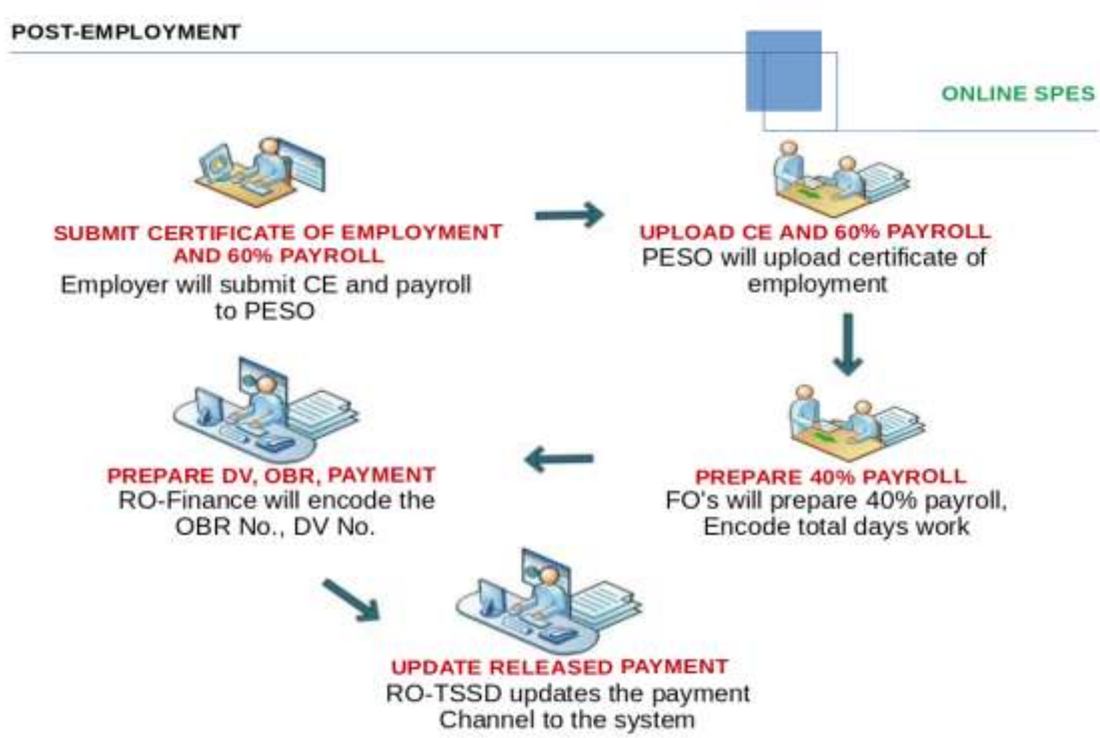

Figure 28: Workflow 3 - Post- Employment Diagram

60% Payroll

Document Status Indicator

Depending on the status of the document, other activities or functions are not available or restricted to a specific process owner and other users for control purposes.

Status	Description
New	The initial status of the 60% Payroll. The 60% Payroll is in "New" state if the document is newly created and not yet posted for PESO for validation.
Posted	The 60% Payroll cannot be edited, but can be cancelled.
Validated	The PESO has already validated the 60% Payroll.
Verified	The DOLE Field Officer has already verified the 60% Payroll.
Canceled	The 60% Payroll was cancelled by the employer.

Viewing List of 60% Payroll

Steps

1. To open list of 60% Payroll, either click on **Employer > 60% Payroll** from the menu bar or you may easily access all the list of 60% Payroll from the user's home page dashboard under 60% Payroll indicator form.
2. You may search for other 60% Payroll by entering either or all of the search fields (Description, 60% Payroll Date Range, and Status). Click Search to search for the 60% Payroll with matching search fields.
3. You may navigate through pages of lists by clicking on the |<<(newest), <<(newer), and >>(older) links

Viewing 60% Payroll

Steps Process Owner

1. Open the 60% Payroll list page (see Section 10.1.1).
2. Click the 60% Payroll **Series No**.to view.
3. To return to the list page of 60% Payroll, click **List View.**

Creating 60% Payroll

Steps Process Owner: Employer

1. Open the 60% Payroll list page (see Section 10.1.1).
2. Click **New.**
3. Fill in all necessary fields. All required fields are marked with red asterisk (*).
4. Click **Save**. The document at this point is in "Draft" state.
5. To add students in the 60% Payroll, Click **Add Students**.
6. Select one or more students from the list by selecting the box of the corresponding students.
7. Click **Add Students**.
8. Click the back arrow to return from the current 60% Payroll page. Do not click the back button of the browser.
9. Repeat the steps to add more students from step 5. If the list is blank and a "No students available"is displayed means that all students has already been added to the 60% Payroll.
10. To remove one or more students from the 60% Payroll. Select all students to be removed and click **Remove Selected Students**.
11. Update all **Days Worked** of each student.
12. Click **Update Changes**, to recompute the total wages.
13. Click **Save Changes**, to save the changes you made.
14. Upload a copy of the actual 60% Payroll (see section 10.1.2, step 2).
15. Click **Post** if the 60% Payroll is finished. You are not opt to post immediately if you are not yet finished with the 60% Payroll, you may return later and do the posting.

Uploading a Copy of Actual 60% Payroll

1. Steps Process Owner: Employer
   Open the 60% Payroll list page (see Section 10.1.2).
2. Click **Upload 60% Payroll.**
3. Click Browse and select the file to upload.
4. Click **Upload** button. Do not do anything until the uploading has finished.

Downloading a Copy of Actual 60% Payroll

Steps

1. Open the 60% Payroll to view or download a copy of the actual 60% Payroll (see Section 10.1.2).
2. Click **View 60% Payroll**.Depending on your browser, the file will be either opened in another tab to view and to download or the file will be downloaded automatically.

Cancelling 60% Payroll

Steps Process Owner: Employer

1. Open the 60% Payroll to cancel (see Section 10.1.2).
2. Only the 60% Payroll in "Draft" status can be cancelled. Click **Cancel.**

Validating 60% Payroll

Steps Process Owner: PESO

1. Open the 60% Payroll to validate (see Section 10.1.2).
2. Preview or download the actual 60% Payroll (see section 10.1.5).
3. Click Verify.

Verifying 60% Payroll

Steps Process Owner: Field OFficer

1. Open the 60% Payroll to verify (see Section 10.1.2).
2. Preview or download the actual 60% Payroll (see section 10.1.5).
3. Click **Verify.**

Certificate of Employment

Depending on the status of the document, other activities or functions are not available or restricted to a specific process owner and other users for control purposes.

Status	Description
New	The initial status of the Certificate of Employment. The document is in "New" state if the document is newly created and not yet posted for PESO for validation.
Posted	The Certificate of Employment is submitted to PESO for validation. At this point, the document cannot be edited, but can be cancelled.
Validated	The PESO has already validated the Certificate of Employment.
Verified	The DOLE Field Officer has already verified the Certificate of Employment.
Canceled	The Certificate of Employment was cancelled by the employer.

Viewing List of Certificate of Employment

Steps

1. To open list of Certificate of Employment, either click on **Employer > Certificate** from the menu bar or you may easily access the list of certificate of employment from the user's home page dashboard under Certificate of Employment indicator form.
2. You may search for other Certificate of Employment by entering either or all of the search fields (Description, Certificate of Employment Date Range, and Status). Click **Search** to search for the Certificate of Employment with matching search fields
3. You may navigate through pages of lists by clicking on the |<<(newest), <<(newer), and >>(older) links.

Viewing Certificate of Employment

Steps

1. Open the Certificate of Employment list page (see Section 10.2.1).
2. Click the Certificate of Employment **Series No.** to view.
3. To return to the list page of Certificate of Employment, click **List View.**

Creating Certificate of Employment

Steps Process Owner: Employer

1. Open the Certificate of Employment list page (see Section 10.2.1).
2. Click **New.**
3. Fill in all necessary fields. All required fields are marked with red asterisk (*).
4. Click **Save**. The document at this point is in "Draft" state.
5. To **add students**, Click Add Students.
6. Select one or more students from the list by selecting the box of the corresponding students.
7. Click Add Students.
8. Click the back arrow to return from the current Certificate of Employmentpage. Do not click the back button of the browser.
9. Repeat the steps to add more students from step 5. If the list is blank and a "No students available"is displayed means that all students has already been added to the Certificate of Employment
10. To remove one or more students from the Certificate of Employment. Select all students to be removed and click **Remove Selected Students**.
11. Upload a copy of the actual and signed Certificate of Employment (see section 8.2.6), step 2).
12. Click **Post** if the Certificate of Employmentis finished. You are not opt to post immediately if you are not yet finished with the Certificate of Employment, you may return later and do the posting.

Canceling Certificate of Employment

Steps Process Owner: Employer

1. Open the Certificate of Employment to generate SPES Form 4 (see section 10.2.2).
2. Click **Cancel.**

Generating Certificate of Employment (SPES Form 4)

Steps Process Owner: RO-Finance

1. Open the Certificate of Employment to generate SPES Form 4 (see section 10.2.2).
2. Click **Export Certificate**.

Uploading a Copy of Signed Certificate of Employment

Steps Process Owner: Employer

1. Open the Certificate of Employment to upload a signed copy of the SPES Form 4 (see section 10.2.2)
2. Click **Upload Certificate of Employment**.
3. Click **Browse** and select the file to upload.
4. Click **Upload** button. Do not do anything until the uploading has finished.

Downloading the Copy of Signed Certificate of Employment

Steps

1. Open the Certificate of Employment to upload a signed copy of the SPES Form 4 (see section 10.2.2)
2. Click **View Certificate of Employment**. Depending on your browser, the file will be either opened in another tab to view and to download or the file will be downloaded automatically.

Validating Certificate of Employment

Steps Process Owner: PESO

1. Open the Certificate of Employment to validate (see section 10.2.2)
2. Preview or download the actual Certificate of Employment (see section 8.2.6).
3. Click **Validate.**

Verifying Certificate of Employment

Steps	Process Owner: Field Officer

1. Open the Certificate of Employment to verify (see section 10.2.2)
2. Preview or download the actual Certificate of Employment (see section 10.2.6).
3. Click **Verify.**

Payroll 40%

Depending on the status of the document, other activities or functions are not available or restricted to a specific process owner and other users for control purposes.

Status	Description
New	The initial status of the 40% Payroll. The 60% Payroll is in "Draft" state if the document is newly created and not yet posted for PESO for validation.
Posted	The 40% Payroll cannot be edited, but can be cancelled.
Released	The RO-Finance has already released the 40% Payroll.
Canceled	The 40% Payroll was cancelled by the Field Officer.

Viewing List of 40% Payroll

Steps

1. To open list of 40% Payroll, either click on **40% Payroll** from the menu bar or you may easily access all the list of 40% Payroll from the user's home page dashboard under 40% Payroll indicator form.
2. To search for other 40% Payroll,enter either or all of the search fields (Description, Field Office, 40% Payroll Date Range, and Status). Click **Search** to search for the 40% Payroll with matching search fields
3. You may navigate through pages of lists by clicking on the |<<(newest), <<(newer),and >>(older) links

Viewing 40% Payroll

Steps

1. Open the 40% Payroll list page (see Section 8.3.1).
2. Click the 40% Payroll **Series No**.to view.
3. To return to the list page of 40% Payroll, click **List View.**
4. To view the corresponding 60% payroll, click **Payroll-60%.**
5. To view the contract of each student, click **View Contract.**

Creating 40% Payroll

Steps Process Owner: Field Officer

1. Open the 40% Payroll list page (see section 10.3.1).
2. Click **New.**
3. Select **60% Payroll** to generate the 40% Payroll.
4. Click **Generate.**

Cancelling 40% Payroll

Steps Process Owner: Field Office

1. Open the 40% Payroll to cancel (see section 10.3.2).
2. Only the 40% Payroll in "Draft" status can be cancelled. Click **Cancel.**

Releasing 40% Payroll

Steps Process Owner: RO-Finance

1. Open the 40% Payroll to release (see section 10.3.2). Only the "Posted" 4 0% Payrollcan be released.
2. Fill in the DV No., ADA No., and the OBR No.
3. Click Release..

Generating Proof list Report

Steps Process Owner: RO-Finance

1. Open the 40% Payroll to generate proof list report (see section 10.3.2).
2. You can generate the proof list report in two different format. Either click **Export to XLS** or click **Export to PDF**

Updating Payment Reference No. and Claimed Payment

Steps Process Owner: RO-TSSD

1. Open the 40% Payroll to update payment information (see section 10.3.2).
2. Fill in the payment reference no. (KPTN/Ref No.) for every students. and select the claimed box if the payment has already been claimed by the student. You may opt not to fill in all of the students payment information for now.
3. Click **Save** to apply the changes you made. You may update any lacking information later by repeating these steps from (1 to 3) until all the information has been updated.

Bulk Updating of Claimed Payments

Steps Process Owner: RO-TSSD

1. From your User Home Page, click on **Payroll 40% > Update ClaimedPayment** in the header menu.
2. Fill-in Reference Numbers separated by a carriage return (enter key), space, or a comma (,). You may copy and paste from the whole column of reference numbers from the ML – Claimed Payment Report downloaded from the ML website.
3. If you want to set the payments as unclaimed. Click on **Set as unclaimed** checkbox.
4. Click **update** button.
5. An update result will be shown below the page to indicate whether a payment with the specified reference no has been updated successfully.

Processing 40% Payroll For MLhuillier

Viewing List of 40% Payroll

Steps Process Owner: Mlhuillier

1. From your Home Page, either click on the **Payroll 40%** in the menu or click on the **View allPayroll 40%** in the recent payroll box.
2. You may search or filter the list. Enter keywords or series nos. in the description, select status and click **search** button.

Viewing 40% Payroll

Steps Process Owner: Mlhuillier

1. From the Payroll list, click on the series number of payroll to view.
2. You may also click on the series number of a payroll from your Home Page in the Recent Payroll box or in the On-screen Notification.

Downloading 40% Payroll Report

Steps Process Owner: Mlhuillier

1. From the Payroll 40% form view, click on **Export ML-Template**. You can only export the report if the payroll status is **released.** Once the payroll has been marked as **processed**, the link will not be accessible.

Marking 40% Payroll as Processed

Steps Process Owner: Mlhuillier

1. Open Payroll 40% form page, click on **process** button..

Student's Feedback and Success Story

Student's Feedback

Only placed student can post a feedback to the Online SPES.

Steps Process Owner: Student

1. Click **Feedback** from the menu bar.
2. Enter your answers to all questions and comments.
3. Click **Submit** button to complete the process.

Student's Success Story

Steps Process Owner: Student

1. Click "**Share your success story**" from student home page.
2. Enter your story. Keep your story short at 350 characters only.
3. Click **Share** button to complete the process. Figure

Periodic Reports

SPES Evaluation Sheet and Payment Information (Form 2A)

Steps Process Owner: RO-Finance

1. Open the SPES Application to generate this report.
2. Click **View SPES Form 2-A**. Depending on the status of the application this link will only be visible if the status is "Placed".

Summary of Participating Establishments Report (Form 3)

Steps Process Owner: PESO

1. Click **Reports > Summary of Participating Establishment** from the menu bar.
2. Select **Field Office, PESO Office**.
3. Click **Edit** of the specific placement history. (see Figure 18)
4. Update all necessary feils. all required feilds are marked with red (*).
5. You can generate the report in 2 different format. Click **Export PDF** or **Export to XLS**

Placement Report Cum GSIS Insurance (Form 4)

Steps Process Owner: PESO

1. Open the employer profile from which this report will be generated.
2. Enter the **Month** and **Year.**
3. You can generate the report in 2 different format. Click Export PDF or Export to XLS.

Quarterly Placement Report (Form 5)

Steps Process Owner: RO-TSSD

1. Click **Reports > Placement Report** from the menu bar.
2. Select the range of date that the report will be generated.
3. Click **Run View** button. The list of placed student will appear.
4. The list of placed student will display.
5. Click Export XLS to download the file in spreadsheet format.

Profile Indicators of Participating Students and Establishment Report

Steps Process Owner: RO-TSSD

1. Click **Reports > Profile Indicators** from the menu bar.
2. Filter your data by selecting Field Office, PESO Office, the range of date, and the profile indicators you want the report to generate.

3. To show the list of students, Click **Show Student**. Depending on your browser, a preview of List of Student will be open in new tab where you can also download the file in PDF format or the file will be downloaded automatically.
4. To view the profile indicators click **Generate**, the report in pie chart will be displayed for every profile indicator. Click **Export to Excel** to download the file in spreadsheet format.

Terminal Report

Steps Process Owner: RO-TSSD

1. Click **Reports > Terminal Report** from the menu bar.
2. Click on the **Export PDF** of the report you want to generate. You may filter the list of report by field office, series no, and document status.
3. Depending on your browser, the report will be opened in a new tab to view and download or the report file will be downloaded automatically.

Claimed 40% Payroll

Steps Process Owner: RO-TSSD

1. Click **Reports > Claimed 40%Payroll** from the menu bar.
2. You may filter the report by search key, Field Office, and date range.
3. Click on the **Export to Excel**.
4. The report will be downloaded automatically.

Registered Students

Steps

1. Click **Reports > Registered Students** from the menu bar.
2. You may filter the report by province and/or city and date range.
3. Click on the **show details** to detail the list of students.
4. Click **Generate RegisteredStudents Report**.
5. Depending on your browser, the report will be opened in a new tab to view and download or the report file will be downloaded automatically.

SPES Applications by FO by PESO

Steps

1. Click **Reports > SPES Applications by FO by PESO** from the menu bar.
2. You may filter the report by Field Office and/or PESO, date range, OSY, and status.
3. Click on the **show details** to detail the list of students.
4. Click **Generate SPES Application Report**.
5. Depending on your browser, the report will be opened in a new tab to view and download or the report file will be downloaded automatically.

Registered Employers

Steps

1. Click **Reports > Registered Employers** from the menu bar.
2. You may filter the report by Province and/or City or Municipality and date range.
3. Click on the **show details** to detail the list of employers.
4. Click **Generate Registered Employers Report.**
5. Depending on your browser, the report will be opened in a new tab to view and download or the report file will be downloaded automatically.

Registered Employers by Sector

Steps

1. Click **Reports > Registered Employers by Sector** from the menu bar.
2. You may filter the report by sector and date range.
3. Click on the **show details** to detail the list of employers.
4. Click **Generate Registered Employersby Sector Report**.
5. Depending on your browser, the report will be opened in a new tab to view and download or the report file will be downloaded automatically.

Registered Employers by Industry

Steps

1. Click **Reports > Registered Employers by Industry** from the menu bar.
2. You may filter the report by industry and date range.
3. Click on the **show details** to detail the list of employers.
4. Click **Generate Registered Employers by Industry Report**.

5. Depending on your browser, the report will be opened in a new tab to view and download or the report file will be downloaded automatically.

Pledges by FO by PESO

Steps

1. Click **Reports > Pledges by FO by PESO** from the menu bar.
2. You may filter the report by Field Office and/or PESO, status, and date range.
3. Click on the **show details** to detail the list of pledges.
4. Click **Generate Pledge Report**.
5. Depending on your browser, the report will be opened in a new tab to view and download or the report file will be downloaded automatically.

Managing PESO AND DOLE User Accounts

PESO AND DOLE User Accounts

The following are the DOLE-XII and other government agencies who have access to the system.

1. PESO
2. FO (Field Office)
3. RO-TSSD
4. RO-Finance
5. RO-Director
6. BLE
7. COA

Creating New PESO and DOLE User Accounts

Steps Process Owner: Administrator

1. Click **Accounts > Create > New User**. Where user could be one of the following. PESO, FO, RO-TSSD, RO-Finance, RO-RD, BLE, ADMINISTRATOR, and COA.
2. Fill-in all required fields. All required fields are marked with red asterisk (*).
3. Click **Create Account** button to complete the process.

Viewing PESO and DOLE User Accounts

Steps Process Owner: Administrator

1. Click **Accounts > Users**.
2. You may search for other user by user name and Office designation.

3. You may navigate through pages of lists by clicking on the |<< (newest), << (newer), and >> (older) links.
4. Click the name of the user you want to view.

Articles

SPES News

Steps Process Owner: Administrator, RO-TSSD

1. Click **Articles > Bulletin** from the menu bar.
2. You may search the list or navigate through pages to look for previous articles.
3. To add new news, click **Form View**. Click **Add New**.
4. To edit existing news, click on the title of the news to edit.
5. Fill-in the fields **Title, Short Body, Link**, and **Publish Date**.
6. Check **Published** if you want this news to be displayed on the main page. You may publish this news later.
7. Click **Save**.

Success Stories

Steps Process Owner: Administrator, RO-TSSD

1. Click **Articles > SuccessStories** from the menu bar.
2. You may search the list or navigate through pages to look for previous articles.
3. To add new story, click **Form View**. Click **Add New**.
4. To edit existing story, click on the title of the story to edit.
5. Fill-in the fields **Title, Short Body, Link** (Optional), and **Publish Date**.
6. Check **Published** if you want this story to be displayed on the main page. You may publish this story later.
7. Click **Save**.

Success Quotes

Success quotes are taken from the success stories of students that are used to emphasize the meaning of the phrases.

Steps Process Owner: Administrator, RO-TSSD

1. Click **Articles > Success Quotes** from the menu bar.
2. You may search the list or navigate through pages to look for previous articles.
3. To add new quotes, click **Form View**. Click **Add New**.

4. To edit existing quote, click on the quote from the list to edit.
5. Fill-in all necessary fields.
6. Check **Published** if you want this quote to be displayed on the main page. You may publish this quote later.
7. Click **Save**.

Announcements

Steps Process Owner: Administrator, RO-TSSD

1. Click Articles > Announcements from the menu bar.
2. You may search the list or navigate through pages to look for previous articles.
3. To add new announcement, click **Form View**. Click **Add New**.
4. To edit existing announcement, click on the announcement from the list to edit.
5. Fill-in all necessary fields.
6. Check **Publish** if you want this announcement to be displayed on the main page. You may publish this announcement later.
7. Click **Save**.