



February 22, 2016


**DIVISION MEMORANDUM**

No. 137 s. 2016

**CALL FOR APPLICATIONS TO THE 2016 SPECIAL PROGRAM  
FOR THE EMPLOYMENT OF STUDENTS (SPES)**

To: District Supervisors/District In-Charge  
Heads, Public and Elementary Schools  
All Others Concerned

1. Herewith is a Regional Memorandum No. 0114, s. 2016, announcing that DepEd is now accepting **Applications for the 2016 Special Program for the Implementation of the Students (SPES)**.
2. For details, refer to the attached communication.
3. For the information and guidance of all concerned.

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge  
02/22/16

23 FEB 2016



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 0114, s. 2016

D: 02/19/16

FEB 19 2016

CALL FOR APPLICATIONS TO THE 2016 SPECIAL PROGRAM  
FOR THE EMPLOYMENT OF STUDENTS (SPES)

To: Schools Division Superintendents  
Officers-in-Charge of Regular and Interim Divisions  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. For information and guidance of all concerned, attached is an UnNumbered Memorandum dated February 5, 2016 signed by the Undersecretary for Governance and Operations, Usec. Rizalino D. Rivera, announcing that DepED is now accepting applications for the Special Program for the Employment of Students (SPES) 2016.
2. For details, refer to the attached Memorandum OM-GO-2016-BLSS-YFD-00003.
3. For immediate and wide dissemination.

  
FIEL Y. ALMENDRA  
OIC – Asst. Regional Director

ESSD  
JAL/PYA/LC/HY021816

Office of the Director (ORD), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-7971 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9090;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

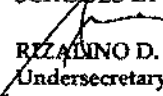
*"EPA 2015: Kapatayan ng Lahat, Pamanagutan ng Lahat"*



DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
BUREAU OF LEARNER SUPPORT  
SERVICES

MEMORANDUM  
OM-GO-2016-BLSS-YFD-00003

TO: REGIONAL DIRECTORS  
SCHOOLS DIVISION/CITY SUPERINTENDENTS

FROM:  RIZAÑO D. RIVERA  
Undersecretary, Governance and Operations

SUBJECT: CALL FOR APPLICATIONS TO THE SPECIAL PROGRAM FOR  
THE EMPLOYMENT OF STUDENTS (SPES) 2016

DATE: February 5, 2016

The Department of Education (DepEd) is now accepting applications for the Special Program for the Employment of Students (SPES) 2016.

The SPES is a program created under Republic Act 7323, series of 1999, as amended by Republic Act 9547 which seeks to encourage employment during summer, through incentives granted by the Department of Education and the Department of Labor and Employment (DOLE).

**Qualifications for acceptance as a SPES trainee:**

1. Students/out-of-school youth who are at least 18 years old but not more than 25 years old;
2. He/she must be enrolled this school year (in-school) or if not, must have intention to enroll next school year (out-of-school);
3. The combined annual net income of both parents, including his/her own income, if any, must not exceed P143,000;
4. Students must have obtained at least an average passing grade during the last school year/term attended;
5. Applicants must possess office skills (priority will be given to those with computer-related skills).

**The following requirements must be accomplished:**

1. SPES application form (Please see the attached document);
2. Birth certificate / baptismal certificate (certified true copy / NSO);
3. Income tax returns of both parents. If the parents are non-filers of ITR, (1) an affidavit, certified by the BIR, stating that the annual net income of both parents does not exceed P143,000, or Barangay Certification as to the economic status of applicant's family, must be produced;



DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
BUREAU OF LEARNER SUPPORT  
SERVICES

MEMORANDUM

OM-GO-2016-BLSS-YFD-00003

4. For college students: Recent grades and school registration preferably in the second semester;
5. For out-of-school youth (OSY): provide grades available before dropping out of school or a certificate of indigence issued by the Barangay, stating where the OSY resides.

SPES 2016 trainees will be employed for 40 working days under the supervision of the SPES 2016 Secretariat, which is located at DepEd Central Office.

The application period is from April 6, 2016 to April 8, 2016 from 9:00A.M. to 6:00P.M.

You may send your certified true copy of documents, enclosed in a brown envelope with your name and date of submission, to Special Program for the Employment of Students Secretariat at the Office of the Undersecretary for Governance and Operations, DepEd Complex, Meralco Ave., Pasig City.

Submission may also be done through email. Send your scanned documents (zip file) with the file name SPES2016 to [youthinformation@deped.gov.ph](mailto:youthinformation@deped.gov.ph).

For inquiries and further details, all concerned may contact the SPES Secretariat of the Office of the Undersecretary for Governance and Operations at (02) 633-53-75 or (02) 637-72-03.

Immediate dissemination and compliance of this memorandum is desired.

Thank you.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF LABOR AND EMPLOYMENT  
DEPARTMENT OF EDUCATION – CENTRAL OFFICE



SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS 2016  
APPLICATION FORM

Attach 2x2 picture here

**PERSONAL INFORMATION**

Full Name			
	Surname	First Name	Middle Name
Date of Birth	Age	Sex	Civil Status
Place of Birth	Citizenship		
Address			
Landline No.	Mobile No.		
E-Mail			

**FAMILY BACKGROUND**

Name of Father	Occupation
Weekly Salary Estimate	
Name of Mother	Occupation
Weekly Salary Estimate	

Status	Please check which applies.		
<input type="checkbox"/> Living Together	<input type="checkbox"/> Separated	<input type="checkbox"/> Deceased Parent	Specify:

**EDUCATIONAL BACKGROUND**

Education	Name of School	Degree / Level	No. of Units Completed	Inclusive Date of Attendance
Secondary				
Tertiary				
Vocational				

**ADDITIONAL INFORMATION**

Special Skills
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How/What do you know about SPES?	
Do you have a relative/acquaintance in the DepEd Central Office?	
Are you a former SPES?	Yes No Where did you get this form?
If accepted, how do you plan to spend your salary?	

I hereby attest that the information above are true and correct to the best of my knowledge, including the attached documents or requirements which I also attest as to their veracity. I agree that any false statement would cause the automatic disqualification or cancellation of the service or grant and I shall refund the amount received and/or pay damages to the Department of Labor and Employment or comply with other sanctions in accordance with law. Any material change in my financial status may affect my eligibility to continue the program.

Signature of Applicant Over Printed Name

**GENERAL REQUIREMENTS**

- ☐ (Original copy, if applicable, or authenticated / certified true copy of documents should be present for validation)
- ☐ Only accomplished SPES Application Form
- ☐ Birth Certificate or any document that could show the applicant's birth date. (NSO/Certified True Copy)
- ☐ 2x2 Recent Photo
- ☐ Resume / Bio Data
- ☐ Income Tax Return (ITR) of both parents -----or-----
- ☐ Affidavit duly certified by the BIR that the annual net income of both parents does not exceed PHP. 143,000.00

**SPECIFIC REQUIREMENTS**

**For High School Students**

- ☐ Form 138 (preferably with 4th Grading Marks)

**For College Students**

- ☐ Recent Grades
- ☐ School Registration preferable in the second semester
- ☐ Form 138

**For Out-of-School Youth (OSY)**

- ☐ Grades before dropping out of school
- ☐ Certificate of indigence from the Barangay where the OSY resides.

After accomplishing this form, e-mail it to [youthinformation@deped.gov.ph](mailto:youthinformation@deped.gov.ph) with (Last name, First Name) in the Subject Field. A confirmation E-mail containing your interview Schedule and Control Number will be sent to you once the Application Form is received. You will need to print a filled-up copy of this form and the notification E-mail. Bring it with other required documents on the date of your interview.