



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					
DATE OF BIRTH: (mm/dd/yyyy)			PLACE OF BIRTH:			CITIZENSHIP:					
PRESENT ADDRESS:								Passport Size Picture (3.5cm x 4.5 cm)			
PERMANENT ADDRESS:											
CELLPHONE NO.:				EMAIL ADDRESS:							
SOCIAL MEDIA ACCOUNT (FACEBOOK, TWITTER, INSTAGRAM, ETC.)											
STATUS		SEX		Student		ALS student		out-of-school (OSY)			
Single		Married		Widow/er		Separated		Male		Female	
CURRENT STATUS OF PARENTS:		Living together		Solo Parent		Separated		Person With Disability		Senior Citizen	
Sugar Plantation Worker		Indigenous People		Displaced Worker		(1) Local		(2) OFW			
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											
<b>DOCUMENTARY REQUIREMENTS:</b>											
(Original and other documents, when applicable, should be presented for validation)											
1) Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30)											
2) Photocopy of the latest Income Tax Return (ITR) of parents/legal guardian <b>OR</b> certification issued by BIR that the Parents/guardians are exempted from payment of tax <b>OR</b> original Certificate of Indigence <b>OR</b> original Certificate of Low Income issued by the Barangay/DSWD or CSWD where the applicant resides; and											
3) <b>For students</b> , any of the following, in addition to requirements no. 1 and 2:											
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; <b>OR</b>											
b) Original copy of Certification by the School Registrar as to passing grade immediately preceding semester/year if grades are not yet available											
4) <b>For Out of School Youth (OSY)</b> , 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.											
<b>SPECIAL SKILLS:</b>											
<b>HISTORY of SPES Availment/ Name of Establishment</b>						<b>YEAR</b>		<b>SPES ID NO.</b> (if applicable)			
1 <sup>st</sup> Availment											
2 <sup>nd</sup> Availment-											
3 <sup>rd</sup> Availment											
4 <sup>th</sup> Availment											
<b>Other related information/ requests/ interventions from DOLE:</b>											
<p><i>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.</i></p>											
<p>_____ Signature of Applicant</p>											