

# PESO OFFICE

<b>SERVICE NAME: SPECIAL PROGRAM OF EMPLOYMENT OF THE STUDENT (SPES)</b>				
Classification: Complex				
Type of Transaction: G2C - Government to Citizens				
Who may avail: qualified Female, Male, Senior Citizens, PWD and Students 15-25 years old				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
All requirements based on the DOLE list		PESO OFFICE		
Application Form (4 copies)		PESO OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Filling-Out of application form at the Office  2.Submit the application form together with attached documents based on the DOLE list to the Peso Manager or Immediate Supervisor/s	1.Give the application form to the applicant	<i>None</i>	<i>5 minutes</i>	ALONA RUTH ANCHO PESO Manager or the assigned Administrative Aide
	2.Receive application form together with attached documents based on the DOLE list and check for the completeness.	<i>None</i>	<i>10 minutes</i>	ALONA RUTH ANCHO PESO Manager or the assigned Administrative Aide
	2.1Forward all application forms and other documents at the DOLE for their validation and approval.	<i>None</i>	<i>*Documents will be forwarded at the DOLE</i>	ALONA RUTH ANCHO PESO Manager
<b>TOTAL</b>			<b>15 minutes</b>	
-End of Transaction-				