



REPUBLIC OF THE PHILIPPINES
Department of Labor and Employment
REGIONAL OFFICE No. _____



SPES Form 7

BUREAU OF LOCAL EMPLOYMENT
SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS
(RA 7323, as amended by RAs 9547 and 10917)

____ QUARTER SUMMARY WORK AND FINANCIAL REPORT

(as of _____, 20__)

NUMBER OF BENEFICIARIES			BUDGET				AMOUNT AND SOURCE/S OF FUNDS			STATUS AND AMOUNT OF DOLE PAYMENT		REMARKS
(1)			(2)				(3)			(4)		(5)
Target	Accomplishment	Accomplishment Rate	Allocated	Utilized	Utilization Rate	Balance	GAA	Other Sources	Continuing Funds	Claimed	Unclaimed	(Kindly indicate if portion of SPES Budget is being realigned and the purpose for realignment)

- Notes:** 1. This form shall be accomplished by the Regional Office in excel format and shall be submitted to the Bureau of Local Employment via email at spes.ble.dole@gmail.com and od_ble@yahoo.com on or before 10th of the month after the reference quarter.
2. Separate the number of beneficiaries per fund source.
3. Kindly fill the amount claimed and unclaimed which should correspond to the amount utilized less the administrative cost.

Prepared by:

Approved by:

Name, Designation & Signature

Regional Director

Date

Date