



June 10, 2014

DIVISION MEMORANDUM
No. 268, s. 2014

POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION (GASTPE) PROGRAM EFFECTIVE SCHOOL YEAR 2014-2015

TO : Assistant Superintendents
Division Supervisors/Coordinators
Heads, Private Secondary Schools

1. Attached is DepEd Order No. 26 s. 2014 entitled, **POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION (GASTPE) PROGRAM EFFECTIVE SCHOOL YEAR 2014-2015** for the information and guidance of all concerns.
2. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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Republic of the Philippines
Department of Education

08 MAY 2014

DepEd ORDER
No. **26**, s. 2014

POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION (GASTPE) PROGRAM EFFECTIVE SCHOOL YEAR 2014-2015

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. The Government Assistance to Students and Teachers in Private Education (GASTPE), consisting of the Education Service Contracting (ESC) and the Teachers Salary Subsidy (TSS), is a demonstration of the Government's commitment to maintain the viability of private education as a key partner in the delivery of quality basic education.
2. In support of this commitment, the Department of Education (DepEd) has issued the enclosed **Policies and Guidelines on the Implementation of the Government Assistance to Students and Teachers in Private Education (GASTPE) Program Effective School Year (SY) 2014-2015** to ensure its effective and efficient Program implementation.
3. These policies and guidelines shall remain in effect unless otherwise amended.
4. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Order: No. 11, s. 2013

To be indicated in the Perpetual Index
under the following subjects:

FUNDS
POLICY
PROGRAMS
SCHOOLS

SECONDARY EDUCATION
STUDENTS
TEACHERS

Sally: DO-policies & guidelines (GASTPE)
0317-April 25, 2013

(Enclosure to DepEd Order No. 26, s. 2014)

**POLICIES AND GUIDELINES FOR THE GOVERNMENT ASSISTANCE TO STUDENTS AND
TEACHERS IN PRIVATE EDUCATION AT THE BASIC EDUCATION LEVEL
EFFECTIVE SY 2014-2015**

I. LEGAL BASES

- A. Article XIV of the 1987 Constitution of the Republic of the Philippines and Republic Act 8545, otherwise known as the "Expanded Government Assistance to Students and Teachers in Private Education (GASTPE)," provide the legal bases for the Education Service Contracting (ESC) and the Education Voucher System (EVS). It is the declared policy of the State, in conformity with the mandate of the Constitution, to promote and make quality education available to all Filipino citizens. The State also recognizes the complementary roles of public and private schools in the education system, especially the latter's invaluable contribution to education. The ESC, since its pilot test in 1982-1984, has become a symbol of private-public school partnership in making quality secondary education accessible to all Filipino citizens.
- B. The management of GASTPE has been contracted out by DepEd to the Private Education Assistance Committee, which is the trustee of the Fund for Assistance to Private Education (FAPE), a perpetual trust fund created by and between the Philippine and US governments under E.O. 156, s. 1968 for the purpose of providing assistance to private education in the country and which, by amendment under Executive order 150, s. 1994 is authorized to manage and administer: contributions, donations, grants, bequests, gifts and/or loans from the Government of the Republic of the Philippines for programs of assistance to private education.

II. SCOPE AND COVERAGE

- A. In conformity to the foregoing mandates, the Department of Education (DepEd) shall expand the coverage of the ESC, as the progressive phase out of the EVS is completed with the Fourth Year grantees of the program finishing their secondary education in SY 2013-2014.

- B. The Teacher Salary Subsidy (TSS) shall continue in fulfillment of the government's support to private secondary education. The TSS program of the GASTPE was implemented for the first time in SY 2009-2010. It provides the grant of salary subsidy to *licensed secondary school teachers* in participating private secondary schools in the ESC program.

III. GENERAL PRINCIPLES AND POLICIES

The guidelines and procedures for the implementation of the ESC shall be governed by the following general principles and policies:

- A. ESC is aimed at democratizing and improving access to quality secondary education through government extension of financial assistance to deserving elementary school graduates who wish to pursue their secondary education in private schools. It is geared towards reducing the class size to manageable levels in public secondary schools, especially those experiencing shortage of classrooms and teachers. Thus, through the ESC, the government will be able to decongest public secondary schools.

In an effort to expedite the decongestion of public secondary schools and subsequently improve their learning environment, ESC shall be expanded to include the Open High School Program (OHSP) as an alternative mode of delivery providing students with greater access to secondary education.

- B. Program beneficiaries in ESC participating private secondary schools are assured of the Government's commitment to support their education for as long as they meet the requirements for regular promotion to each of the succeeding school years until they graduate.
- C. The ESC is a concrete demonstration of strong public-private sector partnership that is mirrored at all levels of the program's operations.
 - 1. DepEd, FAPE and the participating private schools recognize the need to continuously monitor and evaluate the ESC. A database on the ESC shall be developed and maintained.

DepEd shall allocate and obligate the annual GASTPE budget within the calendar year so that payments can be effected to the participating schools on time.

IV. GENERAL GUIDELINES

The following general guidelines shall apply to the ESC program.

A. CONDITIONS OF THE ESC GRANTS

ESC Grantees in Formal Schooling

1. The ESC grants shall cover four (4) years of Junior High School from Grades 7 to 10. The provision of ESC grants starts at the Grade 7 level. No new grants shall be awarded at higher grade levels. If the grantees are enrolled in night high schools or evening classes designed for a five-year curriculum, the grant can be availed for four (4) years only.
2. The grant is deemed renewed for the next school year if the student is promoted to the next grade level and enrolls in the same school. Since the ESC is a system of financial assistance to the grantees, no maintaining grade shall be required for retention in the program.
3. The grant is deemed terminated for any one of the following reasons:
 - a. If the student drops out for non-health reasons in the middle of the school year;
 - b. If the student has not applied for an official leave and does not re-enroll the following year;
 - c. If the student is retained at the same grade level or not promoted to the next higher grade level;
 - d. If the student is suspended for more than 2 weeks or is dismissed or expelled by the school for disciplinary violation; or
 - e. If the student transfers to a non-ESC-participating school.

4. A grantee may apply for transfer to another ESC-participating school; however, transfers from outside the National Capital Region (NCR) into NCR are not allowed. Transfers from NCR to participating schools outside the NCR may be allowed, but the amount of the grant is reduced accordingly.

ESC Grantees in the Open High School Program (OHSP)

1. The ESC grants in the OHSP shall cover the four years of Junior High School from Grade 7 to Grade 10. The provision of ESC grants starts at the Grade 7 level. No new grants shall be awarded at higher grade levels.
2. The grant is deemed renewed for the next grade level if the student completes and passes a given grade level within one calendar year (12 months) from enrolment and enrolls in the next grade level within at least 2 months from completing and passing the previous grade level. No maintaining grade shall be required for retention in the program.
3. A grantee who fails to complete a grade level within one calendar year (12 months) from enrolment shall automatically be dropped from the program.
4. A grantee who fails to enroll in the next grade level within two months of completing and passing the previous grade level shall also be automatically dropped from the program.

B. AMOUNTS OF THE ESC AND OTHER FINANCIAL MATTERS

ESC Grantees in Formal Schooling

1. The amount of subsidy for Grade 7 grantees in SY 2014-2015 in regions outside the NCR shall be Six Thousand Five Hundred Pesos (P6,500.00) per grantee for an entire school year, subject to adjustments approved by the State Assistance Council (SAC). Meanwhile, the amount of subsidy for Grade 8 to Grade 10 ESC grantees shall be the same as that received by these students in the previous school year, SY 2013-2014 (Grades 8 and 9 – P6,500.00, Grade 10 – P5,500.00 per grantee).

For student grantees in the NCR, the amount of subsidy shall be Ten Thousand Pesos (P10,000.00) per grantee for an entire school year, subject to adjustments approved by the SAC. The higher subsidy is in recognition of the fact that private school tuition and all other fees are much higher in NCR than in the rest of the country.

However, if the tuition and other fees (TFOFs) charged by a school are lower than the ESC subsidy, the amount that shall be paid the school shall not be more than the TFOFs it charges.

2. If a grantee transfers to another ESC-participating school before the 15th of July, the DepEd shall pay the subsidy to the receiving school, not the school of origin. No payment of subsidy to the receiving school shall be made for transfers beyond this date.
3. If a grantee transfers to another ESC-participating school after the 15th of July, DepEd shall pay the subsidy to the school of origin. It shall be the responsibility of the grantee to settle accounts with the receiving school. It has been the policy per DepEd Order No. 31, s. 2010 that the receiving school cannot collect payment from DepEd for the transferee/s. For statistical purposes, the student who transfers after said date shall be counted as a grantee at the school of origin for the current school year.
4. It shall be the responsibility of the receiving school to report in its online school account on the FAPE website the names and other details of transferees in and out of the school concerned.

ESC Grantees in the OHSP

The grant amount for incoming grantees of the OHSP for all regions including the NCR shall be an all-in P6,500 per grantee per grade level, subject to adjustments approved by the SAC. As the grant represents full payment, no school tuition and other fee differentials need to be paid by grantees in the OHSP.

C. PRIVATE SCHOOL PARTICIPATION IN ESC

For Regular (Formal Schooling)

1. A private school desiring to participate in the ESC may write a letter of intent (containing the school's contact details) to their respective DepEd Division Superintendents, who shall, in turn, certify the eligibility of the school and endorse the same to the concerned FAPE Regional Program Coordinators (RPCs). The conditions for school participation in the formal instruction mode of the program are as follows:

- a. The school should be recognized by the government. It must be accredited at least as Level II by any member of the Federation of Accrediting Agencies of the Philippines (FAAP), or has passed the FAPE Certification Program.

A participating school whose government recognition has lapsed must renew its recognition before the start of the school year. Failure to do so will prevent the school from accepting Grade 7 ESC grantees.

- b. Newly certified applicant schools as of end-March of every year, which are listed on the FAPE website, may participate in the ESC program, subject to the availability of slots and on a queuing system.

Applicant schools certified after end-March of every year shall be considered for participation the following school year, subject to the availability of slots and based on a queuing system.

- c. An orientation on the annually-issued guidelines is conducted every year in every region to ensure that schools are aware of the policies, guidelines and requirements of the program.

- d. FAPE, in collaboration with the DepEd Division Office, shall assist ESC-participating schools in assessing and continuously improving their quality.

2. Other requirements for participating private schools include the following:

- a. The private school has a School Committee composed of the school head as chairperson, the representative of the Parent-Teachers Association, and the representative of the faculty association. This committee screens and prepares each grantee's profile as basis for grantee selection.
- b. The school must make itself available for re-certification after three (3) years from its last certification and must submit all the necessary requirements for a re-certification visit within two (2) months of receipt of notice for re-certification. Otherwise, the school shall be barred from accepting Grade 7 ESC grantees the following school year. Submission of all necessary documents does not mean a school will be immediately visited.

Schools that fail re-certification or those that earn a rating of less than 2.00 shall not be allotted additional slots and shall be given one school year to improve their curriculum, governance or school operations. After this period, they must pass re-certification; otherwise, these schools shall no longer be allowed to recruit Grade 7 grantees and shall only be allowed to graduate their remaining grantees.

For OHSP Schools

1. The school should be recognized by the government. It must be accredited at least as Level II by any member of the FAAP, or has passed the FAPE Certification Program with a rating of at least 2.5.
2. Schools participating in the ESC OHSP must also have the following:
 - a. ICT facilities with good internet connectivity;
 - b. Teacher competence: technological fluency and knowledge of instructional design;
 - c. One or more classrooms for guided learning;
 - d. Availability of guidance services; and
 - e. Trained school head and teachers on the alternative mode of delivery.
3. Schools that have been assessed to have met the requirements and consequently allowed to participate in the ESC OHSP are listed in the ESC Online Encoding System (EOES).

D. ALLOCATION OF SLOTS

Fixed Slot Allocation

1. As has been policy, an ESC-participating school receives, on the minimum, Grade 7 ESC slots equal to its number of actual Grade 7 ESC grantees in the preceding school year (referred to as its fixed slot allocation), on the condition that the school is in good standing in the program and that the school has demonstrated capacity to utilize its allocated slots. A school is considered to be in good standing in the program if: (a) it has passed the latest certification/re-certification, (b) it has no adverse findings in its last monitoring visit, and (c) it has not incurred sanctions or penalties.
2. A school participating in the program for the first time shall be allocated with fifty (50) Grade 7 slots.

Additional Slot Allocation

1. Additional slots may be allocated to a participating school based on the incidence of shortage or congestion in public secondary schools in the municipality and/or based on the school's performance in the ESC program.
2. The distribution of additional slots shall take into consideration the following:
 - a. DepEd Office of Planning Service (OPS) data on shortages of public secondary school classrooms and seats in cities and municipalities across the country; and
 - b. The participating school's accreditation or certification rating:
 - i. If the school holds at least Level II accreditation from any member of the Federation of Accrediting Agencies of the Philippines (FAAP), it can receive at least thirty (30) additional slots.
 - ii. If the school rates Above Standard (3.00 and above) in the FAPE Certification, it can receive at least fifteen (15) additional slots.

3. However, sanctions or penalties will apply if a participating school submitted its billing statement beyond the deadline or if a participating school is found to have violated any of the provisions in Section VI of DepEd Order No.11, series of 2013 in the preceding school year. Sanctions include a 30% reduction in total slot allocation or even the non-allocation of Grade 7 ESC slots in the subsequent school year.
4. A summary of the distribution of the Grade 7 ESC slots for School Year 2014-2015 by regions, city/municipality is shown in **Annex A** of these guidelines.
5. The distribution of slots to individual participating schools is indicated in the schools' online account in the ESC Online Encoding System (EOES).
6. Given that the total slot allocation of each participating school has been predetermined based on the above, requests for more shall not be entertained, especially after classes have started.
7. Unused slots may not be redistributed to other schools, except in extraordinary cases as verified by the concerned Regional Office/s and as authorized by the DepEd Central Office.

E. SELECTION OF GRANTEES

1. Preference shall be given to graduates of public elementary schools as well as students certified by the DepEd Division Superintendents as aisle students in public secondary schools where they have registered and/or are enrolled in. While these students are eligible for ESC subsidies, they must undergo assessment for selection by the School Committees of the ESC-participating schools they have chosen to enroll in.
2. The ESC participating private schools shall form a School Committee headed by the principal that shall be responsible for profiling applicant-grantees on the basis of need, considering the limited number of slots of the school.
3. The office of the DepEd Education Supervisor-in-Charge of private schools in the Division may review during its own monitoring visits the records of all grantee-applicants from which the participating schools' grantees were selected in order to ensure appropriate targeting of program beneficiaries.

4. The principal shall be responsible for orienting the grantees and their parent/guardians regarding ESC program policies. As proof of the conduct of the orientation/s, an attendance form showing the signature/s of the parent/s and/or guardians is required. It shall be made clear during the orientation that the ESC is a government program provided for under RA 8545 or the GASTPE Law. At the end of the orientation, individual contracts (templates available on the FAPE website) with the school are signed by the parents to affirm the latter's commitment to support the students' completion of secondary education under the program. The school shall file these contracts for inspection and review by DepEd and FAPE.
5. ESC-participating schools must place in the lower right portion of the back of the grantees' school IDs the icon provided on the FAPE website to indicate that they are ESC grantees.

F. REPORTING AND BILLING ARRANGEMENTS FOR ESC

1. Participating schools must each assign a staff that is IT-proficient to be responsible for encoding data for their Billing Statement/s and BEIS in the ESC Online Encoding System (EOES) as well as to prepare and ensure complete and correct documentary submission to the FAPE RPC by the deadline. A seminar is conducted in every region to instruct the participating schools' staff on the proper and complete accomplishment of the requirements for online and documentary submissions.
2. Participating schools are provided with a unique FAPE School ID and a password to access their school account in the EOES found at www.fape.org.ph.
3. A school's online account should contain: (a) the names and other information of its new grantees (Grade 7) as encoded by the school, and (b) the list of the school's existing/continuing grantees (Grades 8 to 10). The status of each grantee must be updated by the school on a yearly basis (e.g. retained, transferred out).

Beginning SY 2014-2015, schools shall be required to encode the names and information of non-ESC Grade 7 students and update their status yearly. Schools shall also be required to indicate the status of their Grade 10 grantees as to whether or not they have graduated from secondary school.

4. After the accomplishment of Item 3, the system will generate an ESC Billing Statement covering new and continuing grantees for the current school year. The school shall print its Billing Statement in the number of copies indicated in the system and have each copy signed by the members of its School Committee before submitting these with Items 4 and 5 below to the FAPE RPC for processing.
5. Participating schools must accomplish their Basic Education Information System (BEIS) form online in the EOES.
6. For the Teachers' Salary Subsidy (TSS), participating schools shall accomplish the Form for TSS that is available on the FAPE website, which indicates the certified list of licensed secondary teachers and their PRC license numbers and other related information.
7. The deadline for participating private schools to submit their ESC Billing Statements, BEIS and TSS forms along with other supporting documentary requirements to the FAPE RPC shall be on August 15 of every school year. With the help of the FAPE RPCs, the RPCom shall facilitate the review, compilation, signing of the ESC Billing Statements and forwarding the same to FAPE in Makati not later than August 30. All valid claims received within this period shall be paid within the fiscal year.

Claims received after the deadline shall be subject to further review and verification. Furthermore, the concerned schools shall be penalized with a 30% reduction in their total slot allocation.

G. PROCESSING OF SCHOOL CLAIMS

1. Each school's online account in the EOES contains a guide/checklist indicating what constitutes a complete documentary submission to the FAPE RPC.

2. The FAPE RPCs shall receive school Billing Statements, fully-accomplished BEIS, TSS forms, and supporting documents. The guide/checklist in Item 1 above shall be used to ensure that the documents are complete before these are accepted. The RPC shall check the documents for accuracy and consolidate these into batches on a first-come, first-served basis for the signing by signatory/ies at the region before submitting these to FAPE.
3. FAPE shall compare the data in the submitted school Billing Statements with the electronically-generated program forms. It shall consolidate the Billing Statements in batches on a first-come, first-served basis, and endorse these for payment to the DepEd Accounting Division not later than October 30. The batch numbers indicate the priority or queuing order of payment of schools. A school may check its batch number in its online account in the FAPE website.
4. For the OHSP, given the irregular entry/enrollment dates of grantees into the program, only those grantees billed by participating schools by the August 15 deadline for submission of the Billing Statements shall be considered for payment for that school year. Grantees not included in the billing statement/s filed by the deadline may be billed for payment for the following school year. Billing statements for OHSP grantees shall be separate from regular ESC grantees.

H. PAYMENT OF GRANTS TO OFFICIAL SCHOOL LAND BANK ACCOUNTS

1. DepEd shall credit to the schools' Land Bank of the Philippines (LBP) accounts, the payment of the ESC, EVS and TSS grants. This bank account shall be in the official name of the school. In no case shall payment be made directly to a person, whether he or she is a grantee or a school official.
2. Once schools receive payment of subsidies, they must issue an official receipt to DepEd Central Office and course this through the FAPE RPC for records purposes. The FAPE RPC shall forward the receipts to FAPE in Makati, which in turn, shall forward these to DepEd Central Accounting Division. Failure of schools to issue official receipts shall cause the withholding of the following year's grant payments.

3. Overpayment to a school due to errors and mistakes in the ESC Billing Statements shall be refunded by the school only through check payment issued to DepEd Central Office. The checks must be submitted to the concerned FAPE RPC, who will acknowledge receipt of the checks and will forward the same to FAPE Central Office for consolidation and submission to DepEd Central Accounting Division. Official receipts issued by DepEd for cleared check refunds shall be turned over to FAPE for delivery to the schools concerned. Failure by the school to do so shall cause, among others, the suspension of the school's privilege to admit new ESC grantees.

V. TEACHER SALARY SUBSIDY (TSS)

Pursuant to Section 14, "Teachers' Salary Subsidy Fund" of Republic Act (RA) 8545, the DepEd, following the implementation of the TSS in SY 2009-2010, has earmarked a portion of its GASTPE Appropriations to finance the grant of salary subsidy to teachers in participating private secondary schools in the ESC Program.

The following guidelines are issued to ensure the smooth implementation of the grant:

A. Coverage and Amount of Teacher Salary Subsidy

1. As defined in Section 14 of RA No. 8545, a Teachers' Salary Subsidy Fund is hereby established in DepEd to grant salary subsidy to teachers in private secondary schools participating in the ESC program of GASTPE, provided that the private secondary school teachers meet all the following criteria:
 - a. Teachers of ESC grantees of an ESC-participating school;
 - b. LET passers that were issued licenses as secondary education teachers by the Professional Regulation Commission (PRC) as evidenced by;
 - i. Photocopy of latest issued PRC license;
 - ii. Photocopy of LET Certificate of Rating

Note: All teachers successfully billed by a school in SY 2013-2014 need not provide the above documents. Their record has been integrated in the EOES. Teachers not billed by a school in SY 2013-2014 must submit photocopies of the above documents.

Non-teaching staff are not entitled to the salary subsidy.

2. The amount of salary subsidy to qualified teachers shall be P12,000.00 per teacher per year, subject to adjustments by the SAC, and is subject to withholding tax.
3. Teachers, who have resigned or retired from the service at the time of payment of the TSS due to health reasons and in accordance with school regulations, shall likewise be entitled to payment of the salary subsidy proportionate to actual services rendered. Unexpended subsidies must be returned to DepEd and are not transferrable to teachers not listed among those billed by the school for the school year. See Section IV H item 3 on how to return funds to DepEd.
4. The government reserves the right to verify the PRC licenses of teachers listed by participating schools to claim the TSS. Any false claims shall subject the school to a suspension of its entire TSS program support.

B. Procedure for Paying TSS of Participating Private Schools

1. Schools shall submit to the FAPE RPC, along with their ESC Billing Statements, a form indicating its certified list of licensed teachers and their PRC license numbers and other related information. The form is available on the FAPE website.
2. Upon receipt of the Teachers' Salary Subsidy payment, the head of the participating school shall prepare a payroll in five (5) copies, consisting of the following:
 - a. Names of ESC teachers;
 - b. Corresponding PRC license number;
 - c. Amount received; and
 - d. Signatures of recipients
3. The school payroll must bear the signature/s of its authorized officials and the head of the faculty organization, or its equivalent, in said school. The payroll shall be filed separately with DepEd Bureau of Secondary Education

(BSE), FAPE, DepEd Regional Office, DepEd Division Office and the school concerned within two (2) weeks from date of the payroll, for records purposes.

4. In case there is no faculty organization operating in the ESC participating private secondary school, the teachers whose names appear in the payroll prepared by school authorities shall elect an official representative who shall then witness the grant of TSS to qualified teachers.
5. Non-compliance with these guidelines by ESC-participating schools shall be subject to sanctions that may include the withholding of the subsidy.
6. The DepEd Division Office is tasked to monitor the smooth implementation of the Teachers' Salary Subsidy and to report immediately to DepEd Regional Office, cc: Central Office, all violations, if any, that have been committed by ESC participating private secondary schools.

VI. GROUNDS FOR PENALTIES, SUSPENSION AND TERMINATION OF SCHOOL PARTICIPATION

- A. Falsification of data or information in any of the program forms and related attachments

The penalty for this shall be a minimum suspension of one (1) year whereby the school shall not be allowed to recruit freshman grantees.

- B. Padding and/or inclusion of "ghost students" in the list of grantees. This refers to the following:

1. Listed grantees who are absent during a joint FAPE and DepEd field audit of the school and whose existence and whereabouts cannot be sufficiently explained and supported by school authorities;
2. Grantees listed as being enrolled in a specific school campus or unit but who are actually attending classes in a different school campus or unit;

3. Grantees listed as “enrolled” but who have not been attending classes since the opening of classes;
4. Grantees double-listed under the ESC program.

The penalties for the above shall be as follows:

- i. *Immediate return of the concerned subsidies received by the school, otherwise it shall not be allotted grade 7 slots the following school year.*
- ii. *Should a school dispute the findings of the monitoring team especially on unaccounted grantees, only an actual/physical presentation of the concerned grantees to a special monitoring team will suffice.*

- C. Charging grantees in excess of the school’s tuition and other standard and non-standard fees

The penalty shall be a documented return of the excess funds charged by the school and a 50% discount on any TFOF differential the grantee has to pay the school the following school year.

- D. Non-reimbursement or undue delay in the reimbursement of tuition and other fees advanced by grantees after the school has been paid by DepEd

The penalty shall be the same as in Item C above.

- E. A **retention rate** on the total number of ESC grantees **below 90%** except for reasons due to force majeure (e.g. calamities, armed conflict)

The penalty shall be the application of the percentage retention rate on total slot allocation. For example, if the retention rate is 85% and the total allocation is 100 slots (fixed, incentive, additional less other penalties), the final allocation will be 85 slots.

- F. Refusal to release transfer credentials to grantees that opt to transfer to other schools

The penalty shall be a documented release of the transfer credentials and a reduction in the total freshman slot allocation of the school by the number of grantees affected.

G. Requiring transferring grantees to pay for unattended school years

The penalty shall be a reduction in the total freshman slot allocation by the number of affected grantees.

H. Schools with unresolved ownership disputes filed in court

Once an ownership dispute is established through receipt of court documents supporting such or when the adverse party makes a claim over the grants received by the school, the school's participation in the programs shall be suspended beginning with ESC freshman recruitment the following school year.

Payment for continuing grantees of the school shall be made only upon the written endorsement by the DepEd Regional Office after consulting its Legal Department.

I. Schools unduly withholding TSS payments to qualified licensed teachers

The penalty shall be a 10% reduction in the school's total freshman slot allocation.

Schools found to be in violation of any of the above by, among others, the field audits jointly conducted by FAPE and DepEd representatives, shall be reported to the DepEd Central Office and the RPCom. The DepEd Central Office shall notify the concerned DepEd Regional Offices (RO) of its receipt of the findings and instruct the RO to investigate and/or confirm the findings as a basis for levying sanctions. The Office of the DepEd Secretary shall exercise veto power over investigative findings of the DepEd RO.

The sanctions against schools for the above violations shall be applied the following school year. In cases such as schools with unaccounted students, DepEd shall expect the school to immediately return the subsidies for the said students, otherwise, DepEd may pursue charges against the school for the return of the subsidies.

VII. PROGRAM MANAGEMENT

This shall remain the same as that provided in Section VII of DepEd Order No. 35, S. 2012

CONTACT NUMBERS AND ADDRESSES:

1. Inquiries regarding GASTPE at the DepEd may be sent to the following contact numbers and addresses:

Office of Planning Service
(02) 633-7216 and 638-8634
ppdopsdeped@gmail.com

Bureau of Secondary Education
(02) 633-7267 and 636-5172

Accounting Division
(02) 633-7961 and 633-7233
ma.teresa.guledew@gmail.com

2. The FAPE may be reached at the following contact numbers and address:

Fund for Assistance to Private Education (Main Office – Makati)
(02) 845-0169 (ask to be connected to ESC staff) and 09175013237
www.fape.org.ph

ANNEX A

Department of Education
Indicative Allocation by Municipality
As of May 2014

Region	Total G7 ESC Slots (SY13-14)	Total Grade 7 ESC Slots (SY14-15)
NATIONAL	257,365	352,328
LUZON	148,209	204,933
Region I - Ilocos Region	16,345	22,841
Region II - Cagayan Valley	10,961	15,081
Region III - Central Luzon	34,758	47,419
C A R	8,134	11,312
N C R	19,148	28,001
Region IV-A - CALABARZON	36,270	50,006
Region IV-B - MIMAROPA	7,802	10,491
Region V - Bicol Region	14,791	19,782
VISAYAS	46,511	64,304
Region VI - Western Visayas	16,367	23,274
Region VII - Central Visayas	21,872	29,643
Region VIII - Eastern Visayas	8,272	11,387
MINDANAO	62,645	83,091
Region IX - Western Mindanao	6,800	9,054
Region X - Northern Mindanao	14,320	19,810
Region XI - Southern Mindanao	12,302	16,798
Region XII - SOCCKSARGEN	14,843	20,556
C A R A G A	6,315	8,598
A R M M	8,065	8,275

Department of Education
 Indicative Allocation by Municipality
 As of May 2014

Region	Division	Municipality	Total G7 ESC Slots (SY13-14)	Total Grade 7 ESC Slots (SY14-15)
Region 7	Bohol	Maribojoc	68	87
Region 7	Bohol	Panglao	188	241
Region 7	Bohol	Pilar	89	129
Region 7	Bohol	President Carlos P. Garcia	120	154
Region 7	Bohol	Sagbayan	90	115
Region 7	Bohol	Talibon	148	191
Region 7	Bohol	Trinidad	129	180
Region 7	Bohol	Tubigon	568	727
Region 7	Bohol	Ubay	381	503
Region 7	Cebu	Alcantara	100	128
Region 7	Cebu	Alegria	233	313
Region 7	Cebu	Argao	127	178
Region 7	Cebu	Asturias	21	27
Region 7	Cebu	Badian	37	63
Region 7	Cebu	Balamban	355	484
Region 7	Cebu	Bantayan	112	159
Region 7	Cebu	Barili	124	159
Region 7	Cebu	Borbon	142	182
Region 7	Cebu	Carcar City	478	627
Region 7	Cebu	Carmen	79	116
Region 7	Cebu	Catmon	156	250
Region 7	Cebu	Compostela	184	236
Region 7	Cebu	Consolacion	36	46
Region 7	Cebu	Cordoba	416	533
Region 7	Cebu	Daanbantayan	74	110
Region 7	Cebu	Dalaguete	61	93
Region 7	Cebu	Dumanjug	89	129
Region 7	Cebu	Ginatilan	118	166
Region 7	Cebu	Liloan	489	656
Region 7	Cebu	Madridejos	40	52
Region 7	Cebu	Malabuyoc	52	67
Region 7	Cebu	Medellin	118	151
Region 7	Cebu	Minglanilla	1,165	1,521
Region 7	Cebu	Moalboal	150	192
Region 7	Cebu	Oslob	103	147
Region 7	Cebu	Pinamungahan	45	58
Region 7	Cebu	Poro	152	195
Region 7	Cebu	Ronda	84	108
Region 7	Cebu	Samboan	47	61
Region 7	Cebu	San Fernando	252	337
Region 7	Cebu	San Francisco	86	110
Region 7	Cebu	Sibonga	61	93
Region 7	Cebu	Sogod	145	186
Region 7	Cebu	Tabogon	171	219

Department of Education
 Indicative Allocation by Municipality
 As of May 2014

Region	Division	Municipality	Total G7 ESC Slots (SY13-14)	Total Grade 7 ESC Slots (SY14-15)
Region 7	Cebu	Tuburan	110	156
Region 7	Cebu	Tudela	53	68
Region 7	Cebu City	Cebu City	3,261	4,537
Region 7	Danao City	Danao City	95	202
Region 7	Dumaguete City	Dumaguete City	73	255
Region 7	Guihulngan City	Guihulngan City	91	117
Region 7	Lapu-lapu City	Lapu-lapu City	532	777
Region 7	Mandaue City	Mandaue City	881	1,174
Region 7	Naga City	Naga City	137	191
Region 7	Negros Oriental	Ayungon	85	109
Region 7	Negros Oriental	Bacong	25	32
Region 7	Negros Oriental	Canlaon City	54	69
Region 7	Negros Oriental	Jimalalud	112	159
Region 7	Negros Oriental	La Libertad	39	65
Region 7	Negros Oriental	Mabinay	36	46
Region 7	Negros Oriental	Santa Catalina	67	86
Region 7	Negros Oriental	Siaton	55	71
Region 7	Negros Oriental	Tayasan	160	205
Region 7	Negros Oriental	Valencia	149	221
Region 7	Negros Oriental	Vallehermoso	125	160
Region 7	Negros Oriental	Zamboanguita	67	86
Region 7	Siquijor	Larena	79	101
Region 7	Siquijor	Lazi	28	36
Region 7	Siquijor	Maria	59	76
Region 7	Siquijor	San Juan	53	68
Region 7	Siquijor	Siquijor	230	310
Region 7	Tagbilaran City	Tagbilaran City	785	1,082
Region 7	Talisay City	Talisay City	1,560	2,041
Region 7	Tanjay City	Tanjay City	323	414
Region 7	Toledo City	Toledo City	363	540
TOTAL Region 7			21,872	29,643
Region 8	Biliran	Naval	71	106
Region 8	Calbayog City	Calbayog City	367	485
Region 8	Eastern Samar	Arteche	32	41
Region 8	Eastern Samar	Balangiga	36	46
Region 8	Eastern Samar	Borongan City	112	174
Region 8	Eastern Samar	Dolores	31	55
Region 8	Eastern Samar	General Macarthur	103	147
Region 8	Eastern Samar	Guiuan	360	490
Region 8	Eastern Samar	Lawaan	43	55
Region 8	Eastern Samar	Llorente	49	63
Region 8	Eastern Samar	Oras	146	202
Region 8	Eastern Samar	San Policarpo	46	59
Region 8	Eastern Samar	Sulat	26	34