



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



April 6, 2016

DIVISION MEMORANDUM
No. 180, s. 2016

POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION (GASTPE) PROGRAM EFFECTIVE SCHOOL YEAR 2016 – 2017

TO : Assistant Superintendent
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads
Heads, Private Secondary Schools

1. Attached is DepEd Order No. 18 s. 2016, entitled, **POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION (GASTPE) PROGRAM EFFECTIVE SCHOOL YEAR 2016 – 2017**, for your reference and guidance.
2. Wide and immediate dissemination of this Memorandum is directed.


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Department of Education

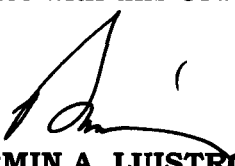
05 APR 2016

DepEd O R D E R
No. **18** s. 2016

POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION (GASTPE) PROGRAM EFFECTIVE SCHOOL YEAR 2016-2017

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

1. The Government Assistance to Students and Teachers in Private Education, consisting of the Education Service Contracting (ESC) and the Teacher 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 2016-2017** 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. 6, s. 2015
To be indicated in the Perpetual Index
under the following subjects:

FUNDS
POLICY
PROGRAMS
SCHOOLS

SECONDARY EDUCATION
STRAND: Finance and Administration
STUDENTS
TEACHERS

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23 POLICIES AND GUIDELINES FOR THE GOVERNMENT ASSISTANCE TO
24 STUDENTS AND TEACHERS IN PRIVATE EDUCATION
25 EFFECTIVE SCHOOL YEAR 2016-2017

26 I. Legal Bases

27 Article XIV of the 1987 Constitution of the Republic of the Philippines and Republic Act No. 8545 (RA 8545) – the
28 Expanded Government Assistance to Students and Teachers in Private Education (GASTPE) Act – provide the
29 legal bases for Education Service Contracting (ESC). It is the declared policy of the State, in conformity with the
30 mandate of the Constitution, to promote and make quality education available to all Filipino citizens. The State
31 also recognizes the complementary roles of public and private schools in the education system, especially the
32 latter's invaluable contribution to education. The ESC, since its pilot test in 1982 to 1984, has become a symbol
33 of private-public school partnership in making secondary education accessible to all Filipino citizens.

34 A key provision of Republic Act No. 10533 (RA 10533) – the Enhanced Basic Education Act of 2013 – is the
35 introduction of two (2) additional year levels in secondary education. In School Year (SY) 2016-2017, secondary
36 education shall consist of four (4) years of junior high school and the first of two (2) years of senior high school.
37 Further, RA 10533 expands support for private education by extending the coverage of GASTPE to qualified
38 students in senior high school.

39 The management of GASTPE has been contracted out by the Department of Education (DepEd) to the Private
40 Education Assistance Committee (PEAC), which is the trustee of the Fund for Assistance to Private Education
41 (FAPE), a perpetual trust fund created by and between the Philippine and United States governments under
42 Executive Order No. 156, s. 1968 for the purpose of providing assistance to private education in the country.

43 II. General Principles and Policies

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

46 The ESC Program aims to democratize and improve access to quality junior high school education through
47 government extension of financial assistance to deserving elementary school graduates who wish to pursue their
48 junior high school education in private schools. By providing support to students in private schools, the Program
49 also contributes towards reducing class sizes in public junior high schools to desired levels, especially for those
50 experiencing shortage of classrooms and teachers. Thus, the ESC is one means by which the government is
51 able to decongest public junior high schools.

52 Program beneficiaries in ESC participating private junior high schools are assured of the Government's
53 commitment to support their education for as long as they meet the requirements for regular promotion to each
54 of the succeeding school years until they graduate.

55 The ESC is a concrete demonstration of public-private partnership that is apparent at all levels of the program's
56 operations. DepEd, the PEAC through its National Secretariat, and the participating private schools recognize
57 the need to continuously monitor and evaluate the ESC. A database on the ESC has been developed and is
58 being maintained. The DepEd shall allocate and obligate the annual GASTPE budget within the calendar year so
59 that payments can be effected to the participating schools on time.

60 As part of the ESC program and pursuant to Section 14, "Teachers' Salary Subsidy Fund" (TSS) of RA 8545, the
61 DepEd has earmarked a portion of its GASTPE appropriations to finance the grant of salary subsidy to teachers
62 in participating private secondary schools in the ESC Program. The grant of salary subsidy to licensed teachers
63 in participating private junior high schools in the ESC program was implemented beginning in SY 2009-2010.

64 III. Program Management

65 A. General Responsibilities of DepEd

66 In general, the DepEd Central Office shall ensure the smooth and efficient implementation of the program
67 through the following:

- 68 1. Coordinate with PEAC in implementing the ESC and TSS nationwide;
- 69 2. Prescribe the necessary policies and directives for the ESC and TSS, as well as issue and disseminate
70 the necessary Orders/Memos regarding their implementing guidelines to its field offices and other
71 parties concerned;
- 72 3. Ensure that the annual as well as long-term funding requirements of the ESC and TSS are supported
73 and provided for by their inclusion in the DepEd's annual budget;
- 74 4. Expedite the prompt release of the entitlements of the participating schools in the ESC and TSS with
75 complete billing documents;
- 76 5. Coordinate with PEAC for the formulation, management, and conduct of teacher and administrator
77 training programs in accordance with DepEd's training priorities for purposes of supporting and
78 ensuring the delivery of quality educational services by participating private schools;
- 79 6. Coordinate with PEAC for the conduct of research and evaluation studies on the ESC and TSS as well
80 as on priority education-related issues subject to DepEd's approval;
- 81 7. Conduct monitoring and evaluation activities and report to appropriate authorities, the performance of
82 the ESC and TSS and of the stakeholders, including but not limited to PEAC, the participating private
83 schools, and the DepEd field units, as well as report other concerns in connection with or relating to the
84 ESC and TSS and its stakeholders;
- 85 8. Provide PEAC with access to data, documents and other information that are pertinent to the ESC and
86 TSS, such as status reports on the payment of grants to participating schools, and the Basic Education
87 Information System (BEIS);
- 88 9. Organize at the regional level, the Regional Program Committees (RPCom) whose functions shall be as
89 follows:
 - 90 a) Oversee public and private participating secondary schools' compliance with the general guidelines
91 and policies of the GASTPE Program
 - 92 b) Review, compile, sign and forward schools' Billing Statements to the PEAC National Secretariat
 - 93 c) Resolve problems that may occur and recommend measures to improve program implementation
- 94 10. The composition of the RPCom shall be as follows:
 - 95 a) DepEd Regional Director as Chair
 - 96 b) PEAC Regional Program Director as Co-chair
 - 97 c) President of the Schools Division Superintendent Association in the region as member
98 representing the schools division offices
 - 99 d) DepEd Regional Chief of Quality Assurance Division
 - 100 e) DepEd Regional Chief of the Policy, Planning and Research Division
 - 101 f) PEAC Regional Program Coordinator as Member

102 B. General Responsibilities of PEAC

103 In general, PEAC shall have the following responsibilities upon DepEd's instructions:

- 104 1. Conduct orientation conferences on ESC and TSS policies, guidelines, procedures, and other related
105 matters for the RPSCom, the DepEd Schools Division Offices concerned, participating schools, and other
106 concerned entities and individuals;
- 107 2. Conduct continuous certification of ESC participating schools as a system of quality assurance of
108 service providers;
- 109 3. Evaluate and process the billing statements of each school participating in the ESC and TSS, including
110 the supporting documents required under DepEd-approved policies and guidelines;
- 111 4. Submit to DepEd the processed ESC and TSS billing statements and supporting documents for
112 processing of payment;
- 113 5. Formulate, manage, and conduct teacher and administrator training programs in accordance with
114 DepEd's training priorities to support and ensure the delivery of quality educational services by
115 participating schools in line with the provisions and government funding support;
- 116 6. Propose, for DepEd approval and funding, the conduct of research and evaluation studies on the ESC
117 and TSS as well as on priority education related issues subject to DepEd's approval;
- 118 7. Undertake, in aid of policy recommendation and standard-setting, field audits of participating schools in
119 the ESC and TSS to confirm or validate the veracity of the information contained in the billing
120 statements and supporting documents submitted by such participating schools, which shall serve as
121 basis for the payment of individual school grants;
- 122 8. Report to the DepEd violations of program policies and guidelines as well as other concerns affecting
123 the proper implementation of the ESC and TSS and provide recommendations for the appropriate
124 action of the DepEd;
- 125 9. Maintain a database in accordance with the ESC and TSS requirements and provide the DepEd with
126 complete data;
- 127 10. Submit to the DepEd reports on a quarterly basis or whenever necessary, including annual reports and
128 the liquidation of expenses incurred in the conduct of teacher and administrator training and research;
129 and
- 130 11. Designate PEAC Regional Program Directors and Coordinators in each region to serve as members of
131 the RPSCom and to provide technical and administrative support in the overall management of the ESC
132 and TSS in accordance with the functions listed in the programs' guidelines.

133 C. PEAC Regional Program Secretariat

134 To assist PEAC in the discharge of its functions, the PEAC shall establish Regional Secretariats (PEAC
135 RS). The PEAC RS shall be headed by the Regional Program Director and assisted by a Regional Program
136 Coordinator. The main responsibility of the PEAC RS shall be to provide technical and administrative
137 support in the overall management of the programs at the regional and school levels. The PEAC RS is
138 expected to address/respond to the specific needs of participating schools in their mission of improving
139 student learning.

140 The functions of the PEAC RS shall be as follows:

- 141 1. Manage the day-to-day implementation of the programs in accordance with Program Guidelines and
142 coordinate its efforts with members of the RPSCom;
- 143 2. Provide advisory, guidance and assistance to the participating schools in the proper accomplishment of
144 program forms and supporting documents;
- 145 3. Receive and undertake review of the completeness and accuracy of the documents submitted by the
146 participating schools;

- 147 4. Forward to the PEAC National Secretariat (PEAC NS) the completed program forms after signing of the
148 schools' billing statements by the RPCom;
- 149 5. Conduct field audit of participating schools' compliance with Program Implementing Guidelines and
150 Procedures; verify existence of grantees through visits to schools; and recommend to PEAC
151 appropriate action on violations found;
- 152 6. Submit monitoring and implementation reports to the PEAC NS and the RPCom;
- 153 7. Based on the specific needs of school administrators, teachers, and grantees in the region, organize
154 workshops, training programs, and coaching and mentoring activities.

155 IV. General Guidelines

156 The following guidelines shall apply to the ESC program:

157 A. Conditions of the ESC Grants

158 1. ESC Grantees in Formal Schooling

159 The ESC grants shall cover four (4) years of junior high school from Grade 7 to Grade 10. The provision
160 of ESC grants starts at the Grade 7 level. No new grants shall be awarded at higher grade levels. If the
161 grantees are enrolled in night high schools or evening classes designed for a five-year curriculum, the
162 grant can be availed for four (4) years only.

163 The grant is deemed renewed for the next school year if the student is promoted to the next grade level
164 and enrolls in the same school. Since the ESC is a system of financial assistance to grantees, no
165 maintaining grade shall be required for retention in the program.

166 The grant is deemed terminated for any one of the following reasons:

- 167 • If the student drops out for non-health reasons in the middle of the school year;
- 168 • If the student does not re-enroll the following school year;
- 169 • If the student is retained at the same grade level or not promoted to the next higher grade
170 level;
- 171 • If the student is suspended for more than two (2) weeks or 1s dismissed or expelled by the
172 school for disciplinary violation; or
- 173 • If the student transfers to a non-ESC-participating school

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

177 Grantees that dropped out due to the following reasons shall be readmitted into the ESC program
178 provided that they submit documents that will support their claim:

- 179 • Death of the grantee's parent or guardian
- 180 • Force majeure events
- 181 • Sickness supported by a medical certificate

182 2. ESC Grantees in the Open High School Program (OHSP)

183 The ESC grants in the OHSP shall cover the four (4) years of junior high school from Grade 7 to Grade
184 10. The provision of ESC grants starts at the Grade 7 level. No new grants shall be awarded at higher
185 grade levels.

186 The grant is deemed renewed for the grade level if the student completes and passes a given grade
187 level within one calendar year (12 months) from enrolment and enrolls in the next grade level within at
188 least two (2) months from completing and passing the previous grade level. No maintaining grade shall
189 be required for retention in the program.

190 A grantee who fails to complete a grade level within one calendar year (12 months) from enrolment
191 shall automatically be dropped from the program.

192 A grantee who fails to enroll in the next grade level within two (2) months of completing and passing the
193 previous grade level shall also be automatically dropped from the program.

194 B. Amounts of the ESC and Other Financial Matters

195 1. ESC Grantees in Formal Schooling

196 a) Amount of Subsidy

197 The amount of subsidy for Grade 7 and Grade 8 grantees in School Year 2016-2017 in regions
198 outside the NCR shall be Eight Thousand Five Hundred Pesos (Php 8,500) per grantee for an
199 entire school year, subject to adjustments approved by the State Assistance Council (SAC).
200 Meanwhile, the amount of subsidy for Grade 9 and Grade 10 ESC grantees shall be the same as
201 that received by these students in the previous school year, SY 2015-2016 (Grades 9 – Php7,500
202 and Grade 10 – Php 6,500 per grantee).

203 For NCR, the amount of subsidy for Grade 7 and Grade 8 grantees shall be Eleven Thousand
204 Pesos (Php11,000) per grantee for an entire school year, subject to adjustments approved by the
205 SAC. The amount of subsidy for Grade 9 and Grade 10 ESC grantees shall be the same as that
206 received by these students in the previous school year, SY 2015-2016 (Grades 9 and Grade 10 –
207 Php10,000 per grantee). The higher subsidy is in recognition of the fact that private school tuition
208 and all other fees are much higher in NCR than in the rest of the country.

209 However, if the total school fees (TSF) – tuition, other, and miscellaneous fees – charged by a
210 school are lower than the ESC subsidy, the amount that shall be paid the school shall not be more
211 than the TSF it charges.

212 b) Grantee Transfers

213 If a grantee transfers to another ESC participating school before the 15th of July, the DepEd shall
214 pay the subsidy to the receiving school, not the school of origin. No payment of subsidy to the
215 receiving school shall be made for transfers beyond this date.

216 If a grantee transfers to another ESC-participating school after the 15th of July, DepEd shall pay
217 the subsidy to the school of origin. It shall be the responsibility of the grantee to settle accounts
218 with the receiving school. It has been the policy per DepEd Order No. 31, s. 2010 that the receiving
219 school cannot collect payment from the DepEd for the transferees. For statistical purposes, the
220 student who transfers after said date shall be counted as a grantee at the school of origin for the
221 current school year.

222 It shall be the responsibility of the receiving school to report in its online school account in the ESC
223 Information Management System (ESC IMS) in the PEAC Secretariat's website the names and
224 other details of transferees in and out of the school concerned.

225 2. ESC Grantees in the OHSP

226 The grant amount for incoming grantees of the OHSP for all regions including the NCR shall be the
227 same as that for formal schooling. However, the grant represents full payment such that no TSF
228 differentials need to be paid by grantees in the OHSP, except for the cost of reproduction of the
229 prescribed student learning modules provided by the PEAC through its Secretariat.

230 C. Private School Participation in the ESC

231 1. For Regular (Formal Schooling)

232 A private junior high school desiring to participate in the ESC may write a letter of intent (containing the
233 school's contact details and email address) to the Executive Director of the PEAC National Secretariat
234 at the 5th Floor, Salamin Bldg., 197 Salcedo St., Legaspi Village, Makati City. The conditions for school
235 participation in the formal instruction mode of the program are as follows:

236 a) The school should be recognized by the government. It should be accredited at least as Level I by
237 any member of the Federation of Accrediting Agencies of the Philippines (FAAP), or has garnered
238 a rating of at least 2.00 (Within Standard) in the ESC Certification Program conducted by the
239 PEAC.

240 A participating school whose government recognition is revoked must secure recognition before
241 the start of the school year. Failure to do so shall bar the school from accepting Grade 7 ESC
242 grantees.

243 b) Newly-certified or newly-accepted applicant schools as of end-March of every year, which are
244 listed in the PEAC website under List of Newly-Accepted Schools, may participate in the ESC
245 program, subject to the availability of slots and based on a queuing system.

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

248 c) An orientation on the DepEd guidelines for the program is conducted yearly in every region to
249 ensure that schools are aware of the policies, guidelines and requirements of the program.

250 d) The PEAC RS shall assist ESC participating schools in assessing and continuously improving their
251 quality.

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

253 a) The private school has a School Committee composed of the school head as chairperson, the
254 representative of the parents-teachers association, and the representative of the faculty
255 association. This committee screens and prepares each grantee's profile as basis for grantee
256 selection.

257 b) The school must make itself available for re-certification after three (3) years from its last
258 certification if its last rating was within standard (WS) or, five (5) years if its last rating was above
259 standard (AS). It must submit all the necessary requirements for a re-certification visit within two (2)
260 months of receipt of written notice for re-certification; otherwise, the school shall be barred from
261 accepting Grade 7 ESC grantees the following school year. Submission of all complete
262 documentary requirements is necessary before a certification visit of the school is scheduled.

263 c) Schools that fail re-certification with a rating of less than 2.00 shall not be allotted additional slots
264 and shall be given one school year to comply with the recommendations of the Certification Team.
265 After this period, they must pass a final re-certification visit; otherwise, these schools shall only be
266 allowed to graduate their remaining grantees until their phase out as participants of the ESC
267 program. Schools that fail a final re-certification visit may, only after a period of three (3) years,
268 consider re-applying in the ESC program as an applicant-school.

269 3. For OHSP Schools

- 270 a) The school should be recognized by the government. It must be accredited at least as Level I by
271 any member of the FAAP, or has passed the PEAC Certification program.
- 272 b) Schools participating in the ESC OHSP are required to have the following:
273 (1) ICT facilities with good internet connectivity;
274 (2) Student guidance services;
- 275 c) Schools that have been assessed to have met the requirements and consequently allowed to
276 participate in the ESC OHSP are listed in the PEAC website under the List of Certified OHSP
277 Schools;
- 278 d) Schools that are accepted in the ESC OHSP are required to attend the orientation and training of
279 school heads and teachers on the OHSP instructional design and mode of delivery provided by the
280 PEAC Secretariat;
- 281 e) Schools participating in the ESC OHSP are expected to be compliant with all the other
282 requirements for inclusion and retention in the ESC program;
- 283 f) For SY 2016-2017, no new schools shall be accepted in the OHSP as an evaluation of the OHSP
284 shall be conducted by the PEAC.
285

286 D. Allocation of Slots

287 1. Fixed Slot Allocation

288 a) Regular Formal Schooling

- 289 (1) For SY 2016-2017, an ESC-participating school receives Grade 7 ESC slots equal to its actual
290 number of Grade 7 ESC grantees in the preceding school year or 50 Grade 7 slots whichever
291 is higher (referred to as its fixed slot allocation), on the condition that the school is in good
292 standing in the Program and has demonstrated its capacity to utilize its allocated slots. A
293 school is considered to be in good standing in the program if:

- 294 (a) It has passed the latest certification/re- certification;
295 (b) It has no adverse findings in its last monitoring visit;
296 (c) It has not incurred sanctions or penalties.

- 297 (2) A school participating in the program for the first time shall be allocated a maximum of fifty (50)
298 fixed Grade 7 slots.

299 b) Open High School Program

300 For SY 2016-2017, ESC schools participating in the OHSP shall receive Grade 7 OHSP slots equal
301 to the actual number of Grade 7 OHSP grantees they had in the previous school year.
302

303 2. Additional Slot Allocation

- 304 a) Allocation of additional slots shall depend on the approved GASTPE budget for the school year.
- 305 b) Additional slots are allocated a participating school based on the incidence of shortage or
306 congestion in public secondary schools in the municipality where it is located and on the school's
307 ESC certification rating.
- 308 c) The determination of additional slots to a school shall take into account the following:
309 (1) If the school has a Level I accreditation from any member of the Federation of Accrediting
310 Agencies of the Philippines (FAAP), it is allocated a maximum of thirty (30) additional incentive
311 slots.
- 312 (2) If the school has at least a Level II accreditation from any member of the Federation of

313 Accrediting Agencies of the Philippines (FAAP), it is allocated a maximum of sixty (60)
314 additional incentive slots.

315 (3) If the school rates Above Standard (3.00 and above) in the ESC Certification, it is allocated a
316 maximum of thirty (30) additional incentive slots.

317 d) Applicable sanctions and penalties are imposed on a participating school that submits its billing
318 statement beyond the prescribed deadline as well as for violations of any of the provisions in the
319 previous school year's implementing guidelines. Sanctions and penalties range from the non-
320 allocation of Grade 7 ESC slots in the subsequent school year to termination.

321 e) The distribution of slots to individual participating schools is also indicated in their respective online
322 accounts in the ESC IMS.

323 f) Given that the total slot allocation of each participating school has been predetermined, requests
324 for more slots shall not be entertained.
325

326 E. Selection of Grantees

327 1. Preference shall be given to graduates of public elementary schools. While these students are eligible
328 for ESC subsidies, they must undergo assessment for selection by the School Committees of ESC-
329 participating schools they have chosen to apply in.

330 2. An ESC-participating private school shall form a School Committee headed by the principal that shall
331 be responsible for profiling applicant-grantees on the basis of need, considering the limited number of
332 slots of the school.

333 3. The office of the School Governance and Operations Division in the Schools Division Office may review
334 during its own monitoring visits the records of all grantee-applicants from which the participating
335 schools' grantees were selected in order to ensure appropriate targeting of program beneficiaries.

336 4. The principal shall be responsible for orienting the grantees and their parent/guardians regarding ESC
337 program policies. As proof of the conduct of the orientation, an attendance form showing the signatures
338 of the parents and/or guardians is required. It shall be made clear during the orientation that the ESC is
339 a government program provided for under RA 8545 or the GASTPE Law. At the end of the orientation,
340 individual contracts (templates available in the ESC IMS under Downloads link) between the school and
341 grantees' parents and/or guardian are signed to affirm the latter's commitment to support the grantees'
342 completion of secondary education under the program. The school shall file these contracts for
343 inspection and review by the DepEd and PEAC NS.

344 5. Students accepted as ESC grantees are required to submit to the ESC participating schools the
345 following documents:

346 a) ESC Form 1 (available in the ESC IMS)

347 b) Original copy of Philippine Statistics Authority (PSA) Birth Certificate

348 These documents shall be kept in the school and presented to the GASTPE Monitoring Team during
349 monitoring.

350 6. ESC participating schools must place in the lower right portion of the back of the grantees' school IDs
351 the icon provided in the ESC IMS under the "Downloads" link to indicate that they are ESC grantees.

352 F. Reporting and Billing Arrangements for ESC and TSS

- 353 1. Participating schools must assign an IT-proficient staff to be responsible for encoding data for their
354 Billing Statement/s in the schools online account in the ESC IMS and to prepare and ensure complete
355 and correct documentary submission to the PEAC RS by the deadline. A seminar is conducted in every
356 region to instruct the participating schools' staff on the proper and complete accomplishment of the
357 requirements for online and documentary submissions.
- 358 2. Participating schools are provided with a unique PEAC School ID and a password to access their
359 school account in the ESC IMS found at www.fape.org.ph.
- 360 3. A school's online account should contain:
- 361 a) Names and other information of its new grantees (Grade 7) as encoded by the school;
- 362 b) List of the school's existing/continuing grantees (Grades 8 to 10). The status of each grantee must
363 be updated by the school on a yearly basis (e.g. retained, transferred out).
- 364 4. After the accomplishment of Item 3, the system will generate an ESC Billing Statement covering new
365 and continuing grantees for the current school year. The school shall print its Billing Statement in the
366 number of copies indicated by the system and have each copy signed by the members of its School
367 Committee before submitting these with Items 5 and 6 below to the PEAC Regional Secretariat for
368 processing.
- 369 5. For the Teachers' Salary Subsidy (TSS), participating schools shall be required to encode the names
370 and information of all their licensed teachers teaching junior high school and create billing statements
371 for their qualified TSS recipients.
- 372 Since SY 2015-2016, schools are required to encode the names of all teachers (licensed, non-licensed,
373 part-time, and full-time) in the ESC IMS.
- 374 6. The deadline for participating private schools to submit their ESC and TSS Billing Statements along
375 with other supporting documentary requirements to the PEAC RS is on August 15 of every school year.
376 The PEAC RS shall facilitate the review, compilation, signing of the ESC Billing Statements and
377 forwarding the same to the PEAC NS not later than August 30. All valid claims received within this
378 period shall be paid within the school year.
- 379 Claims received after the deadline shall be subject to review and verification.
- 380 Furthermore, the concerned schools shall be penalized with a 30% reduction in their total slot allocation
381 in the following school year.

382 G. Processing of School Claims

- 383 1. Each school's online account in the ESC IMS contains a guide/checklist indicating what constitutes a
384 complete documentary submission to the PEAC RS.
- 385 2. The PEAC RS shall receive school Billing Statements, TSS forms, and supporting documents. The
386 guide/checklist in Item 1 above shall be used to ensure that the documents are complete before these
387 are accepted. The PEAC RS shall check the documents for accuracy and consolidate these into
388 batches on a first-come, first-served basis for the signing by signatories at the region before submitting
389 these to the PEAC NS.
- 390 3. The PEAC NS shall compare the data in the submitted school Billing Statements with the electronically-
391 generated program forms. It shall consolidate the Billing Statements in batches on a first-come, first-
392 served basis, and endorse these for payment to the DepEd Accounting Division not later than October
393 30. The batch numbers indicate the priority or queuing order of payment of schools. A school may
394 check its batch number in its online account in the PEAC website.

395 4. For the OHSP, given the irregular entry/enrollment dates of grantees into the program, only those
396 grantees billed by participating schools by the August 15 deadline for submission of the Billing
397 Statements shall be considered for payment for that school year. Deadline for submission of OHSP
398 billing statements shall be on December 15, 2016. Billing statements for OHSP grantees shall be made
399 separate from that for regular ESC grantees.
400

401 H. Payment of Grants to Official School Land Bank Accounts

- 402 1. The DepEd shall credit to the schools' Land Bank of the Philippines (LBP) accounts, the payment of the
403 ESC and TSS grants. This bank account must be in the official name of the school. In no case shall
404 payment be made directly to a person.
- 405 2. Once schools receive payment of subsidies, they must issue an official receipt to the DepEd Central
406 Office and submit this to the PEAC RS. The PEAC RS shall forward the receipts to the PEAC National
407 Secretariat, which in turn, shall forward these to DepEd Central Office Accounting Division. Failure of
408 schools to issue official receipts shall cause the withholding of the following year's grant payments.
- 409 3. Overpayment to a school due to errors and mistakes in the ESC Billing Statements shall be refunded by
410 the school only through check payment issued to the DepEd Central Office. The checks shall be
411 submitted to the concerned PEAC RCom, who shall acknowledge receipt of the checks and shall
412 forward the same to the PEAC National Secretariat for consolidation and submission to the DepEd
413 Central Office Accounting Division. Official receipts issued by the DepEd for cleared check refunds shall
414 be turned over to the PEAC National Secretariat for delivery to the schools concerned. Failure by the
415 school to do so shall cause, among others, the suspension of the school's admission of new ESC
416 grantees.

417 V. Teacher Salary Subsidy (TSS)

418 The following guidelines are issued to ensure the smooth implementation of the grant of then Teacher Salary
419 Subsidy:

420 A. Coverage and Amount of Teacher Salary Subsidy

- 421 1. In support of Section 14 of RA 8545, a Teachers' Salary Subsidy Fund was established by the DepEd
422 to grant salary subsidy to teachers in private secondary schools participating in the ESC program of
423 GASTPE, provided that they meet all the following criteria:
- 424 a) Teachers teaching ESC grantees of an ESC-participating school a minimum of 180 minutes per
425 week;
- 426 b) LET passers that were issued licenses by the Professional Regulation Commission (PRC) on or
427 before August 15, 2016 as evidenced by;
- 428 (1) Photocopy of latest issued PRC license;
- 429 (2) Photocopy of LET Certificate of Rating
- 430 Non-teaching staff are not entitled to the salary subsidy.
- 431 2. The amount of salary subsidy to qualified teachers shall be Eighteen Thousand Pesos (PhpP18, 000)
432 per teacher per year, subject to adjustments by the SAC.
- 433 3. Teachers, who have resigned or retired from the service at the time of payment of the TSS due to
434 health reasons and in accordance with school regulations, shall likewise be entitled to payment of the
435 salary subsidy proportionate to actual services rendered. Unexpended subsidies must be returned to
436 the DepEd and are not transferable to teachers not listed among those billed by the school for the
437 school year. See Section IV.H.3 on how to return funds to the DepEd.

438 4. The DepEd or PEAC Secretariat reserves the right to verify the PRC licenses of teachers listed by
439 participating schools to claim the TSS. Any false claims shall subject the school to a suspension of its
440 entire TSS program support.

441 B. Procedure for paying TSS of Participating Private Schools

442 1. Schools shall submit to the PEAC RS, along with their ESC Billing Statements, a form indicating its
443 certified list of licensed teachers and their PRC license numbers and other related information. The List
444 of TSS Teachers may be downloaded and printed in the ESC IMS under "Print TSS Billing and List"
445 link.

446 2. Upon receipt of the Teachers' Salary Subsidy payment, the head of the participating school shall
447 prepare a payroll in five (5) copies, consisting of the following:

- 448 a) Name: of TSS recipients;
- 449 b) Corresponding PRC license number;
- 450 c) Amount received; and
- 451 d) Signature of recipients

452 3. The school payroll must bear the signatures of its authorized officials and the head of the faculty
453 organization, or its equivalent, in said school. The payroll shall be submitted the following school year
454 during submission of TSS Billing Statements to the PEAC RS. A copy of the School Payroll form may
455 be downloaded in the ESC IMS under the Downloads link.

456 4. In case there is no faculty organization operating in the ESC participating private secondary school, the
457 teachers whose names appear in the payroll prepared by school authorities shall elect an official
458 representative who shall then witness the grant of TSS to qualified teachers.

459 5. Non-compliance with these guidelines by ESC participating schools shall be subject to sanctions that
460 may include the withholding of the subsidy.

461 6. The DepEd Schools Division Office is tasked to monitor the smooth implementation of the TSS under
462 the ESC Program and to report immediately to the DepEd Regional Office, cc: Central Office, all
463 violations, if any, that have been committed by ESC participating private schools.

464 VI. Grounds for Penalties, Suspension and Termination of School Participation

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

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

468 B. Padding and/or inclusion of "ghost students" and unqualified teachers and/or "ghost teachers" in the list of
469 billed ESC grantees and TSS teacher-beneficiaries that are discovered during a singular or joint PEAC
470 Secretariat and DepEd field audit (monitoring) of the school.

471 This refers to any of the following:

472 1. For ESC Grantees:

- 473 a) A significant number of grantees billed by the school that are absent during a field audit
474 (monitoring) visit of the school whose existence cannot be satisfactorily explained and supported
475 by school officials;
- 476 b) Grantees billed under a specific school campus or unit and delivery mode, e.g. regular, night high
477 school, etc. for which a certification rating has been issued but who are actually attending classes
478 in a different school campus or unit or delivery mode;

- 479 c) Grantees listed as "enrolled" but who have not been attending classes since the opening of
480 classes;
- 481 d) Grantees double-listed under the ESC program.
- 482 2. For TSS Beneficiaries:
- 483 a) A significant number of teachers billed by the school that are not qualified recipients of the TSS;
- 484 b) Teachers billed by the school whose existence as a teacher in the school is not evidenced by
485 regular documents at the school.
- 486 The penalty for this shall be the return of funds to the DepEd equivalent to the amounts due for the "ghost
487 students" and/or "ghost teachers" identified and the termination of school participation in the ESC program.
- 488 C. Charging grantees in excess of the school's tuition and other standard and non-standard fees.
- 489 The penalty shall be a documented return of the excess funds charged by the school and a 50% discount on
490 any TSS differential the grantee has to pay the school the following school year.
- 491 D. A retention rate on the total number of Grade 7 ESC grantees below 80% except for reasons due to force
492 majeure (e.g. calamities, armed conflict). Retention rate in Grade 7 refers to the number of Grade 7
493 grantees of the previous school year that are qualified grantees in Grade 8 of the current school year.
494 Determination of retention rates shall begin in SY 2016-2017 and penalties shall apply on SY 2017-2018.
- 495 The penalty shall be the application of the percentage retention rate on total Grade 7 slot allocation. The
496 penalty shall apply in the next school year.
- 497 *For example, if the retention rate for SY 2016-2017 in Grade 7 is 75% and the total allocation is 100 slots*
498 *(fixed, incentive, additional, less other penalties) in SY2017-2018, the final allocation for SY 2017-2018 shall*
499 *be 75 Grade 7 slots. Determination of penalties shall be rounded down to the nearest whole number.*
- 500 E. Refusal to release transfer credentials to grantees that opt to transfer to other schools.
- 501 The penalty shall be a reduction in the total freshman slot allocation of the school by the number of grantees
502 affected.
- 503 F. Requiring transferring grantees to pay for unattended school years.
- 504 The penalty shall be a reduction in the total freshman slot allocation by the number of affected grantees.
- 505 G. Schools with unresolved ownership disputes filed in court.
- 506 Once an ownership dispute is established through receipt of documents supporting such or when the
507 adverse party makes a claim over the grants received by the school, the school's participation in the
508 programs shall be suspended.
- 509 Payment for continuing grantees of the school shall be made only upon the written endorsement of the
510 DepEd Regional Office after consulting its Legal Unit.
- 511 H. Schools unduly withholding TSS payments to qualified licensed teachers.
- 512 Sanctions may include a possible suspension of the TSS program of the school.

- 513 I. Schools which fail two consecutive re-certification visits are considered terminated from the program.
- 514 J. Schools which do not comply with procedural requirements as reported by the Monitoring Units and the
515 PEAC National and Regional Secretariats are given a written warning. Should these violations be repeated,
516 the school shall be penalized with a reduction of freshman slot allocation and a possible suspension for a
517 minimum of one (1) year.

518 VII. Contact Numbers and Addresses

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

520 **For billing concerns: DepEd Accounting Division**
521 (02) 633-7961 and 633-7233
522 ma.guledew@deped.gov.ph

523
524 **For all other program concerns: DepEd Action Center**
525 (02) 636-1663
526 (02) 633-1942
527 (0919) 4560027
528 gastpe@deped.gov.ph

- 529 B. The PEAC National Secretariat may be reached at the following contact numbers and address:

530 **PEAC National Secretariat (Main Office-Makati)**
531 (02) 845-0169 (Trunk Line)
532 Website: www.fape.org.ph

533
534 **ESC IMS**
535 (02) 845-0169 loc. 131 to 133, 135
536 (0917) 5013273

537
538 **ESC Certification**
539 (02) 845-0169 loc. 160 to 162
540 (02) 832-5637

541
542 **ESC INSET**
543 (02) 845-0169 loc. 140 to 141