ESC and TSS Guidelines and Processing of Payments
SY 2022-2023

Private Education Assistance Committee

Requirements for Continued School Participation

SY 2022-2023

Attend the Orientation

Create a School Committee

Open and Maintain an LBP Account

Orient ESC Grantees and TSS Recipients

Prepare the ESC Grantee Folders

Undergo ESC Recertification

Slot Allocation

Attend the Orientation on the ESC and TSS Programs

- All ESC-participating JHS are required to attend the orientation on the ESC and TSS Programs in order to be allowed to bill their ESC Grantees and TSS Recipients

Create a School Committee

- **Members**
  - School Head (Principal/School Director/School President)
  - Parents' Association President/Representative
  - Faculty Association President/Representative
- **Responsibilities**
  - Prepares the profile of ESC applicants and accepted grantees
  - Establishes the selection process in the participating JHS
  - Signs the ESC Billing Statement

Open and maintain a Land Bank of the Philippine (LBP) account

- ESC and TSS payments are deposited in the school's LBP account
- Account name must be the name of the school

Orient ESC Grantees and TSS Recipients on the guidelines of the programs

- Prepare and retain a copy:
  - Orientation Program
  - Orientation Attendance Sheet

Prepare the ESC Grantee Folder

- ESC-participating JHS are required to create an ESC Grantee Folder for each ESC Grantee
- The ESC Grantee Folder shall contain the following documents:
    - ESC Application Form
    - Photocopy of PSA Certified Birth Certificate
    - Photocopy of Grade 6 Report Card
    - 2x2 photo of ESC Grantee
    - Proof of Income (Certificate of Employment/Indigency, Income Tax Return)

Undergo ESC Recertification

- Failure to submit ESC Recertification documents may compel the PEAC to put on-hold all billing statements until the school submits complete recertification documents

Slot Allocation for SY 2022-2023

- ## Fixed Slots
    - **New ESC-participating JHS**: 50 slots
    - **Old ESC-participating JHS**: Total billed Grade 7 ESC Grantees in SY 2021-2022 or their fixed slot allocation in SY 2021-2022 whichever is higher
- ## Incentive Slots
    - **ESC Certification Rating of 4 in 2018 CAI**: 30 slots
    - **ESC Certification Rating of 3.00 or higher in old CAI**: 30 slots
    - **FAAP Level 1 Accredited School**: 30 slots
    - **FAAP Level 2 and Above Accredited School**: 60 slots

ESC Grantee Participation

SY 2022-2023

Selection of ESC Grantees

Amount of ESC Grant

Terms of the ESC Grant

Selection of ESC Grantees

Eligibility

- Elementary graduate from a Public or DepEd Recognized Elementary School
- Incoming Grade 7 student (ALS A&E/PEPT Grade 7 Qualifiers are included)
- Has not been a recipient of the ESC in the previous school years
- Filipino citizen
- **ESC for OHSP only**:
    - School age (12-18 years old) at the time of Grade 7 enrolment
    - Students who are unable to attend the regular class program (i.e., cannot attend school for five weekdays)

Selection of ESC Grantees

Requirements

- ESC Application Form
- Photocopy of PSA Certified Birth Certificate
- Photocopy of Grade 6 Report Card
- 2x2 photo of ESC Applicant
- Proof of Income (Certificate of Employment/Indigency, Income Tax Return)

Amount of ESC Grant

Location of ESC-participating JHS	ESC Grant
National Capital Region (NCR)	13,000
Highly urbanized cities (HUCs) outside of NCR	11,000
All other locations	9,000

Terms of the ESC Grant

Coverage
- Four years of JHS starting in Grade 7

Conditions of the ESC Grant
- The grant remains in force for the next school year
  - If the grantee is promoted to the next grade level
  - Enrolled in an ESC-participating JHS
- The grant is terminated if a grantee does any one of the following:
  - Drops out for non-health reasons in the middle of the school year
  - Does not reenroll the following school year
  - Fails to be promoted to the next grade level
  - Is dismissed or expelled by the school for disciplinary reasons
  - Transfers to a non-ESC-participating JHS

Terms of the ESC Grant

Transfers to another ESC-participating JHS are allowed

- In cases when the applicable subsidy amount of the releasing school is different from that of the accepting school, the accepting school will be paid the lower of the two applicable subsidy amounts

Grantees that drop out due to death of a parent or guardian, force majeure, prolonged illness, or accident

- May be reinstated into the ESC Program provided they submit documents to support their claim

Terms of TSS Participation (Teachers)

SY 2022-2023

Teacher Eligibility

Computation of TSS Payments

Teacher Eligibility

Teacher must be:

- PRC Licensed Teacher
- Teaching ESC Grantees
- Teaching 180 minutes or 1 subject load in the ESC-participating JHS regardless of delivery mode
- Full-time employed in the JHS

Computation of TSS Payments

Each TSS Recipient receives:

- Php1,500 per month of service to the ESC-participating JHS
- Full subsidy of Php18,000 if employed for at least 10 months or until the end of the school year

Processing of ESC and TSS Payments (School)

SY 2022-2023

Creating and Preparing ESC Billing Statements and Supporting Documents

Creating and Preparing TSS Billing Statements and Supporting Documents

Creating ESC Billing Statements in the IMS

Update School Profile

- For the ESC-participating JHS to be allowed to bill, encode the following information
    - School Profile
    - School Fees
        - Generates a PDF file of the Schedule of Tuition, Other, and Miscellaneous Fees
        - E-signature of the School Committee Members is affixed to the PDF file
    - School Committee Members
    - LBP account details
    - Start and end of classes for the school year
    - School Data

Creating ESC Billing Statements in the IMS

Encode New Grade 7 ESC Grantees
- Per Grantee Encoding
- Bulk Encoding

Update Status of Previous School Year's ESC Grantees
- Only ESC Grantees who passed the previous school year and enrolled in the current school year in the ESC-participating JHS may be billed

Process Transfer-in ESC Grantees
- If there are transfer-in ESC Grantees from other ESC-participating JHS

Creating ESC Billing Statements in the IMS

Upload Supporting Documents

- Upload Board Resolution/Secretary's Certificate on ESC and TSS Billing Statement and Other Supporting Documents Signatories
- Upload LBP STI1 or IMI1
- Upload Official Receipt

Create ESC Billing Statements

- Select ESC Grantees to be billed
  - Must have attended classes at least 30 days after opening of classes

Creating ESC Billing Statements in the IMS

Affix E-Signature on the following documents

- ESC Billing Statement
- Schedule of Tuition, Other, and Miscellaneous Fees
- Attestation of ESC Grantees

Preparing ESC Supporting Documents

Board Resolution/Secretary's Certificate on ESC and TSS Billing Statement and Other Supporting Documents Signatories

- Signatories to the ESC and TSS Billing Statement and Supporting Documents
  - Information on the School Committee Members
  - Signature specimen of the School Committee Members for uploading in the IMS
- Signatories to the Attestation of ESC Grantees
  - Information on the School Registrar and School President/School Director
  - Signature specimen of the School Registrar and School President/School Director for uploading in the IMS
- Template may be downloaded in the IMS
- Scan and upload in the IMS

Preparing ESC Supporting Documents

STI1 or IMI1
- Printout from Land Bank of the Philippines (LBP) that indicates the account name and account number of the ESC-participating JHS
- Printout should be as of **June 2022**
- Signed by the LBP Branch Manager
- Scan and upload in the IMS

Official Receipt
- Issued for ESC payments received in the previous school year
- Scan and upload in the IMS

Preparing ESC Supporting Documents

Schedule of Tuition, Other, and Miscellaneous Fees
- Lists the school fees from Grade 7 to Grade 10 in SY 2022-2023
- IMS-generated Schedule of Tuition, Miscellaneous, and Other School Fees(PDF file)
- Attested by the School Committee through IMS (Affix e-signature facility)
- No scanning and uploading involved

Preparing ESC Supporting Documents

List of ESC Grantees

- Attests to the enrollment of the ESC Grantee in the ESC-participating JHS
- IMS-generated List of Grantees (PDF file)
- Attested by the School President/Director and the School Registrar through IMS (Affix e-signature facility)
- No scanning and uploading involved

Creating TSS Billing Statements in the IMS-TSS

Encode TSS Recipients
- Licensed Teachers or Recent LET Passers with Certification of Rating
- Upload class schedule
- Upload scanned copy of PRC License or Certificate of Rating

Upload Supporting Documents
- TSS Payroll
- Official Receipt

Creating TSS Billing Statements in the IMS-TSS

Create TSS Billing Statements

- Encode the number of months in service
- Select TSS Recipients to be billed
- Generates a PDF file of TSS Billing Statement
- E-signature of the School Committee Members is affixed to the PDF file

Creating TSS Billing Statements in the IMS-TSS

Create List of TSS Recipients in SY 2022-2023

- List of TSS Recipients Billed
- Generates a PDF file of TSS Recipients Billed
- E-signature of the School Committee Members is affixed to the PDF file

Affix E-Signature on the following documents

- TSS Billing Statement
- List of TSS Recipients Billed

Preparing TSS Supporting Documents

TSS Payroll for SY 2021-2022
- IMS-TSS-generated TSS Payroll (PDF file)
- Signed by the TSS Recipient (manual and e-signatures are allowed)
- Attested by the School Committee (manual and e-signatures are allowed)
- Scan and upload in the IMS-TSS

Official Receipt
- Issued for TSS payments received in the previous school year
- Scan and upload in the IMS-TSS

Preparing TSS Supporting Documents

List of TSS Recipients in SY 2022-2023

- IMS-TSS-generated List of TSS Recipients (PDF file)
- Attested by the School Committee through IMS-TSS (Affix e-signature facility)
- No scanning and uploading involved

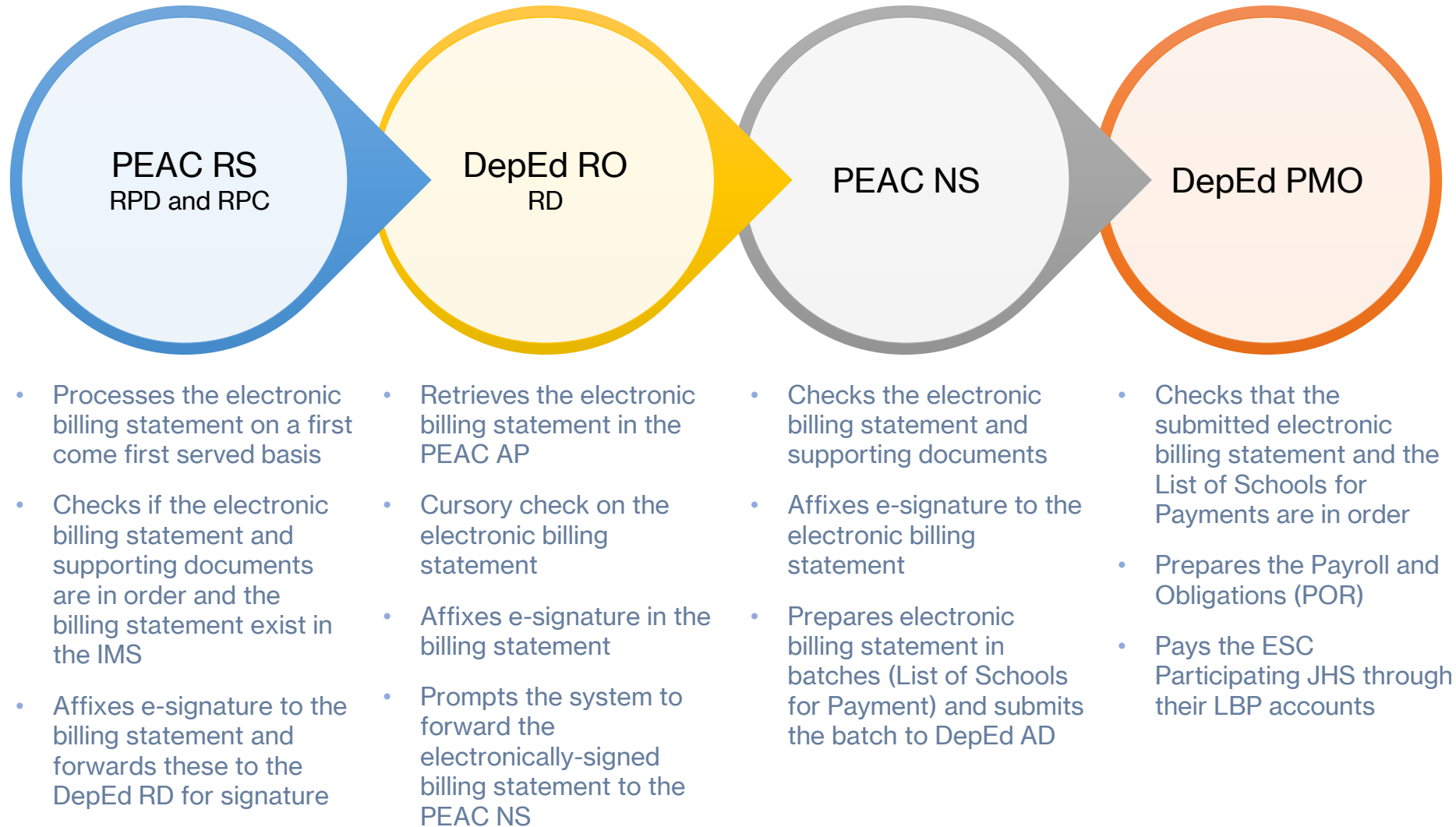# Processing of ESC and TSS Payments (PEAC to DepEd)

SY 2022-2023

Process Flow

Monitoring of Payments

Important Dates and Deadlines

Processing of Refunds

Process Flow

PEAC RS
RPD and RPC

- Processes the electronic billing statement on a first come first served basis
- Checks if the electronic billing statement and supporting documents are in order and the billing statement exist in the IMS
- Affixes e-signature to the billing statement and forwards these to the DepEd RD for signature

DepEd RO
RD

- Retrieves the electronic billing statement in the PEAC AP
- Cursory check on the electronic billing statement
- Affixes e-signature in the billing statement
- Prompts the system to forward the electronically-signed billing statement to the PEAC NS

PEAC NS

- Checks the electronic billing statement and supporting documents
- Affixes e-signature to the electronic billing statement
- Prepares electronic billing statement in batches (List of Schools for Payment) and submits the batch to DepEd AD

DepEd PMO

- Checks that the submitted electronic billing statement and the List of Schools for Payments are in order
- Prepares the Payroll and Obligations (POR)
- Pays the ESC Participating JHS through their LBP accounts

Legend:
Regional Program Director (RPD) | Regional Program Coordinator (RPC) | Regional Director (RD) | Program Management Office (PMO) | PEAC Administration Panel (PEAC AP)

Monitoring of Payments

Status	Handling Unit	Processing Time
On Process (School)	ESC-participating JHS	
On Process (Region)	PEAC RS	1-2 weeks
On Hold (Region)	PEAC RS	
Submitted to DepEd RO for Signature	DepEd RO	
Submitted to PEAC National Secretariat	PEAC RS	1-2 weeks
Received by PEAC National Secretariat	PEAC NS	
On Hold (PEAC National Secretariat)	PEAC NS	
Submitted to DepEd CO	DepEd CO	4-6 weeks
Payment Released	DepEd CO	

Important Dates and Deadlines

Education Service Contracting

- Opening of IMS is on **September 1, 2022**
- ESC Billing Period
  - 30 days after opening of classes
    - e.g., if the JHS opens on September 1, 2022, the school can only bill their ESC Grantee on September 31, 2022
- Deadline for Creating ESC Billing Statements in the IMS is on **December 1, 2022**
- Deadline for Submission of ESC Billing Statements in the IMS to the PEAC NS is on **December 9, 2022**
- Deadline for Submission of ESC Billing Statements to DepEd-PMO is on **December 15, 2022**

Important Dates and Deadlines

Teacher Salary Subsidy

- Start of Creating TSS Billing Statements in SY 2022-2023 is on **February 1, 2023**
- Deadline for Creating TSS Billing Statements is on **March 31, 2023**

Processing of Refunds

Below are the steps to process ESC and TSS refunds:
- The GASTPE-participating School shall send to PEAC NS a bank check payable to the **Department of Education OSEC** and a letter explaining the reason for the refund
  - **Attach Payment Refund Form** (Downloadable in the IMS)
  - Ensure that the check is dated within **30 days** from submission of letter of refund.
- The PEAC NS shall review the documents and endorse them to DepEd PMO
- DepEd shall issue official receipts for cleared check refunds
  - Sends the official receipts to PEAC NS for further delivery to the schools concerned

Monitoring of ESC-participating JHS

SY 2022-2023

Monitoring Process

Post-billing Audit

List of Offenses

Sanctions

Monitoring Process

- The monitoring process for SY 2022-2023 will mostly be through the Monitoring Host Institutions (MHI). This process shall focus on alternative monitoring methods such as checking of online submitted billing statements and supporting documents and comparing the ESC Grantee and/or VPB list to DepEd-required school documents and other school documents.

Post-billing Audit

- At the end of the school year, the PEAC shall conduct a post-billing audit of all ESC Grantees and/or VPBs billed by a GASTPE-participating school by comparing the data of billed ESC Grantees and/or VPBs in the IMS and/or VMS against the student data in the LIS
  - Responsibility of the GASTPE-participating school to ensure that the ESC Grantee and/or VPB data encoded in the IMS and/or VMS matches the student data registered by the GASTPE-participating school in the LIS
- The schools shall be made responsible for all discrepancies in the list of billed ESC Grantees and/or VPBs
  - ESC Grantees and/or VPBs billed but based on the LIS were not enrolled in the GASTPE-participating school
  - ESC Grantees and/or VPBs billed but based on the LIS have not stayed in the GASTPE-participating school for 30 days
  - ESC Grantees and/or VPBs not qualified to participate in the GASTPE program

List of Offenses

- Billed the following unqualified ESC Grantees and/or VPBs
    - With no documents showing proof of enrolment in the school
    - Who have not reported to the school for at least 30 days from the opening of classes for the school year monitored
    - Who are reporting in another campus or delivery mode
    - Who are enrolled in another GASTPE-participating School
    - Who do not have documents as required by the GASTPE Program
    - Who are not qualified to participate in the GASTPE Programs (e.g., foreign students, repeaters, non-QVA)

List of Offenses (cont.)

- Billed teachers who are not qualified to participate in the TSS Program
- Non-release and/or deductions in the TSS payments to TSS recipients.
- Failure to appear or be part of a monitoring activity without valid reasons
- Incomplete documents as required by the GASTPE Program

The abovementioned offenses are without prejudice to the other offenses and corresponding sanctions as may be provided for in the GASTPE Guidelines and other relevant issuances or laws.

Sanctions

- Written Reprimand
- Reduction of Slot Allocations
- Suspension from the program (duration of suspension may vary depending on the severity of the offense, habituality, presence or absence of aggravating circumstances)
- Revocation/Termination from the GASTPE Program

Non-waiver of remedies

The imposition of the penalties herein is without prejudice to the right of PEAC, through the GMC, to recommend the filing of the appropriate criminal, civil and/or administrative case/s against the school, its officers, employees, and all other persons who aided, abetted and/or conspired with in committing the offense.