

ESC and TSS Guidelines and Processing of Billing Statements

GASTPE Regional Orientation

School Year 2025-2026

June 19, 2025 to August 28, 2025

Private Education Assistance Committee

Education Service Contracting Guidelines

SY 2025-2026

Requirements for ESC Participating JHS

Slot Allocations

Selection of ESC Grantees

ESC Grantee Folder

Amount of ESC Grant

Terms of the ESC Grant

Requirements for ESC Participating JHS

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
 - Schools that fail to attend the ESC and TSS Orientation
 - Shall not be allowed to create their ESC and TSS Billing Statements in the IMS.
 - Shall be required to access the IMS and create a service request and upload a copy of their explanation letter.

Requirements for ESC Participating JHS

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 and documents the selection process in the participating JHS.
 - **Ensures that the selection of ESC Grantees prioritizes learners who come from low-income households.**
 - Signs the ESC Billing Statement.

Requirements for ESC Participating JHS

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 of the following:
 - Orientation Program
 - Orientation Attendance Sheet

Requirements for ESC Participating JHS

Prepare the ESC Grantee Folder

- ESC Participating JHS are required to create an ESC Grantee Folder for each ESC Grantee.

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 Allocations

Fixed Slots

- **New ESC Participating JHS:** 50 slots
- **Old ESC Participating JHS:** Total fixed, additional, and incentive slots utilized in SY 2024-2025

Incentive Slots

- **ESC Certification Rating of 4 in 2018 CAI:** 30 slots
- **FAAP Level 1 Accredited School:** 30 slots
- **FAAP Level 2 and Above Accredited School:** 60 slots

Slot Allocations

Incentive Slots (cont.)

- DepEd and PEAC are currently reviewing the automatic provision of incentive slots to ESC Participating JHS.

Additional Slots

- Priority shall be given to requests from schools located in areas where there is congestion in Public JHS.

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.
- Deserves financial assistance from the Government.
- Filipino citizen.

Selection of ESC Grantees

Eligibility (cont.)

- **Additional Requirements for ESC for OHSP:**
 - School aged learners (12-18 years old) at the time of Grade 7 enrollment.
 - 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 or ALS Elementary Level Certificate of Program Completion/Portfolio Assessment for Grade 6 or PEPT Certificate of Rating
- 2x2 photo of ESC Applicant
- Proof of Income (Certificate of Employment/Indigency, Income Tax Return)
- Data Privacy Notice

ESC Grantee Folder

All ESC Grantees shall have an ESC Grantee Folder

- ESC Grantee Folder is prepared once an ESC Grantee is accepted in the ESC Participating JHS.
 - Not required to create a new ESC Grantee Folder for continuing grantees every school year.
- Contains the following documents:
 - **ESC Grantees who started in Grade 7 in the ESC Participating JHS**
 - ESC Application Form
 - Photocopy of PSA Birth Certificate
 - Photocopy of Grade 6 Report Card or ALS Elementary Level Certificate of Program Completion/Portfolio Assessment for Grade 6 or PEPT Certificate of Rating
 - 2x2 photo of ESC Grantee
 - Proof of Income (Certificate of Employment/Indigency, Income Tax Return)
 - Data Privacy Notice

ESC Grantee Folder

All ESC Grantees shall have an ESC Grantee Folder

- Contains the following documents:
 - **Transfer-in ESC Grantees**
 - ESC Transfer-out Certificate issued by previous school
 - Photocopy of PSA Birth Certificate
 - Photocopy of Previous School Year Report Card
 - 2x2 photo of ESC Grantee
 - Data Privacy Notice

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 grantee continues to receive the grant if promoted to the next grade level and enrolled in an ESC Participating JHS.
- The grant is terminated if a grantee:
 - 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

Transferring to another ESC Participating JHS is allowed

- If the grant 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.

Teacher Salary Subsidy Guidelines

SY 2025-2026

Teacher Eligibility and Requirements

Computation of TSS Payments

Teacher Eligibility and Requirements

Eligibility:

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

Requirements:

- PRC License or Certificate of Rating for new passers
- Employment Contract
- Class Schedule
- Data Privacy Notice

Computation of TSS Payments

Each TSS Recipient receives:

- Php2,000 per month of service to the ESC Participating JHS.
- Full subsidy of Php24,000 if employed for at least 10 months or until the end of the school year.

TSS Payments released to ESC Participating JHS are meant for the TSS Recipients only and shall not be pooled and distributed to other teachers and school personnel who are not qualified to receive the TSS.

Processing of ESC Billing Statements (School)

Prerequisites Prior to Creation of ESC Billing Statement in the IMS

Validation of ESC Grantees in the DepEd Learner Information System (LIS)

Update School Profile in the IMS

Encode/Update ESC Grantees

LBP STI1 or IMI1 Printout

Invoice and Summary of Invoices Form

Documentation of the ESC Grantee Selection Process

Board Resolution or Secretary's Certificate

Creating ESC Billing Statements

Affixing of Electronic Signatures

Notarized Attestation to the List of Billed ESC Grantees

Submission of ESC Billing Statements

Prerequisites Prior to Creation of ESC Billing Statement in the IMS

Encode all learners in the DepEd Learner Information System (LIS)

Update School Profile in the IMS

Encode/Update ESC Grantees

Upload Supporting Documents

- LBP STI1 or IMI1
- Invoice
- Summary of Invoices Form
- Documentation of the ESC Selection Process

Prerequisites Prior to Creation of ESC Billing Statement in the IMS

Upload Supporting Documents (cont.)

- Board Resolution or Secretary's Certificate
- Electronic Signatures of Authorized Signatories
 - The IMS shall only allow the creation of ESC Billing Statements after the Board Resolution or Secretary's Certificate and the electronic signatures are validated by the PEAC RS.

Validation of ESC Grantees in the DepEd LIS

Grade 7 ESC Grantees encoded in the IMS shall be validated against the LIS to check the following:

- Enrolled in the ESC Participating JHS in the current school year.
- Grade Level in the current school year.
- Date of First Attendance.

Continuing ESC Grantees from Grades 8 to 10:

- Enrolled in the ESC Participating JHS in the current school year.
- Grade Level in the current school year.
- Date of First Attendance.

Update School Profile in the IMS

Ensure that your school profile is updated in the IMS

- Basic School Profile
- School Officials
- School Signatories
- School Fees
- School Data
- LBP Account
- Contact Person

Details to be discussed in the IMS Walkthrough

Encode/Update ESC Grantees

Update status of previous school year's ESC Grantees

- Validate in the IMS after updating the status of the ESC Grantee

Encode Grade 7 ESC Grantees

- Encode per grantee or upload CSV template.
- Ensure that all encoded Grade 7 ESC Grantees are validated.

Transfer-in ESC Grantees processed

- ESC Transfer-out Certificate issued by the previous school.

LBP ST1 or IM1 Printout

Features of the LBP ST1 or IM1 Printout

- Printout issued by LBP that indicates the following:
 - Account Name
 - Account number of the ESC Participating JHS
- Printout should be on or after **June 2025**.
- Signed by the LBP Branch Manager.
- LBP Accounts used for SHS VP Payments are not allowed.

Invoice and Summary of Invoices Form

Features of the Invoice

- Issued to the **Department of Education**.
- Issued for ESC Payments received in the previous school year.

Features of the Summary of Invoices Form

- Summary of Invoices Form may be downloaded in the IMS.
- Encode all invoices issued to ESC payments received in the previous school year.
- Required even if only one invoice was issued.

Documentation of the ESC Grantee Selection Process

Features of the Documentation of the ESC Grantee Selection Process Form

- Attendees: School Committee and Others
- Indicate prioritization of Grade 7 Learners.
- Documents reviewed by the School Committee.
- Total number of applicants accepted and disallowed.
- Template is available for download in the IMS.

Board Resolution or Secretary's Certificate

Features of the Board Resolution or Secretary's Certificate

- Full Name, Mobile Number, Email Address and signature specimen of the signatories should be clear and legible
- Signatories to the ESC and TSS Billing Statement and Supporting Documents.
 - ESC and TSS Billing Statement and Supporting Documents (3 signatories)
 - School Committee Members
 - Attestation to the List of ESC Grantees/TSS Recipients Billed (2 signatories)
 - School President/School Director or Authorized Representative
 - School Registrar
- Template is available for download in the IMS.
- Board Resolution or Secretary's Certificate shall be notarized.

Creating ESC Billing Statements

Ensure that all ESC Grantees billed meet the following:

- Listed in the School's Official Enrollment List (SF-1)
- Attending classes for 30 days
- Have complete documents in the ESC Grantee Folder

Do not bill names that have not met the above criteria.

Affixing of Electronic Signatures

Documents for Affixing of Electronic Signatures

- ESC Billing Statement
- Certification of Tuition, Other, and Miscellaneous Fees
- Notarized Attestation to the List of Billed ESC Grantees

Notarized Attestation to the List of Billed ESC Grantees

Features of the Notarized Attestation to the List of Billed ESC Grantees

- IMS printout should be used
 - Notarized Attestation to the List of Billed ESC Grantees is per billing statement.
- Notary Dry Seal/Stamp
- Notarial Acknowledgement
 - Location and Date
 - Number of Pages
 - Signature of the Notary Public

Notarized Attestation to the List of Billed ESC Grantees

Upload the Notarized Attestation to the List of Billed ESC Grantees in the IMS

- Uploaded Notarized Attestation to the List of Billed ESC Grantees in the IMS is a requirement prior to submission of ESC Billing Statements to the PEAC RS.

Submission of ESC Billing Statements

Submit the ESC Billing Statement to the PEAC RS

- Proceed to Billing Statement then “**Process ESC Billing Statements**” in the IMS.
- Click “**Submit**” button to submit the ESC Billing Statement to the PEAC RS.

Processing of TSS Billing Statements

Prerequisites Prior to Creation of TSS Billing Statement in the IMS-TSS

Billed ESC Grantees Requirement

Encode TSS Recipients

Invoice and Summary of Invoices Form

TSS Payroll

Creating TSS Billing Statements

Affixing of Electronic Signatures

Notarized Attestation to the List of Billed TSS Recipients

Submission of TSS Billing Statements

Prerequisites Prior to Creation of TSS Billing Statement in the IMS-TSS

Billed ESC Grantees

Encode TSS Recipients

Upload Supporting Documents

- Invoice
- Summary of Invoices Form
- TSS Payroll

Billed ESC Grantees Requirement

Billed ESC Grantees are required prior to the creation of TSS Billing Statements

- **This is to ensure that TSS Recipients are teaching ESC Grantees.**
- **The IMS-TSS shall not allow the deletion of ESC Billing Statements once a TSS Billing Statement is created.**

Encode TSS Recipients

Encode all information required in the IMS-TSS

- **Upload the following documents per TSS Recipient**
 - Photocopy of PRC License or Certificate of Rating
 - Photocopy of Employment Contract
 - Photocopy of Class Schedule
 - Data Privacy Notice

Invoice and Summary of Invoices Form

Features of the Invoice

- Issued to the **Department of Education**.
- Issued for TSS Payments received in the previous school year.

Features of the Summary of Invoices Form

- Summary of Invoices Form may be downloaded in the IMS-TSS.
- Encode all invoices issued to TSS payments received in the previous school year.
- Required even if only one invoice was issued.

TSS Payroll

Features of the TSS Payroll

- IMS-TSS Generated TSS Payroll (PDF file)
 - TSS Recipients in SY 2024-2025
 - Print the IMS-TSS Generated TSS Payroll
 - One TSS Payroll per TSS Billing Statement
- Signed by the TSS Recipient
- Signed by the School Committee

For TSS Recipients who resigned and are no longer available to sign the payroll, you may provide a photocopy of the resignation letter as attachment to the TSS Payroll and proof that the subsidy has been deposited/released to the TSS Recipient.

Creating TSS Billing Statements

Create the TSS Billing Statement

- Ensure that all TSS Recipients meet the following:
 - Assigned 180 teaching minutes per week or 1 subject load
 - Teaching ESC Grantees
 - Have complete documents/requirements and qualified to participate in the TSS Program.
- Select the number of months in service of each TSS Recipient
 - Months of service shall be the basis for computing the subsidy.
 - Php2,000 per month or full subsidy (Php24,000) if the TSS Recipient's number of months in service is at least 10 months.

Affixing of Electronic Signatures

Documents for Affixing of Electronic Signatures

- TSS Billing Statement
- Notarized Attestation to the List of Billed TSS Recipients

Notarized Attestation to the List of Billed TSS Recipients

Features of the Notarized Attestation to the List of Billed TSS Recipients

- IMS-TSS printout should be used
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Notarized Attestation to the List of Billed TSS Recipients

Upload the Notarized Attestation to the List of Billed TSS Recipients in the IMS-TSS

- Uploaded Notarized Attestation to the List of Billed TSS Recipients in the IMS-TSS is a requirement prior to submission of TSS Billing Statements to the PEAC RS.

Submission of TSS Billing Statements

Submit the TSS Billing Statement to the PEAC RS

- Proceed to Billing Statement then **“Process TSS Billing Statement”** in the IMS-TSS.
- Click **“Submit”** button to submit the TSS Billing Statement to the PEAC RS.



PRIVATE EDUCATION ASSISTANCE COMMITTEE

Trustee of the Fund for Assistance to Private Education

