

# Other Information

## **GASTPE Regional Orientation**

**School Year 2025-2026**

**June 19, 2025 to August 28, 2025**

**Private Education Assistance Committee**

# **Other Information**

**Important Dates and Deadlines**

**Checking of ESC Grantees and VPBs in the LIS**

**Processing of Refunds**

**Sample Supporting Documents**

**Tutorial Vides on the IMS, IMS-TSS, VMS**

# Important Dates and Deadlines

## ESC and SHS VP

Program	Deadline
Creation of ESC and SHS VP Billing Statements ( <b>Opening:</b> <a href="#">September 1, 2025</a> )	November 7, 2025
Submission to PEAC RS	November 14, 2025
Submission to PEAC NS	November 21, 2025
Submission to DepEd GASS	November 28, 2025

# Important Dates and Deadlines

## TSS Program

Program	Deadline
Creation of TSS Billing Statements ( <b>Opening:</b> <a href="#">February 2, 2026</a> )	March 27, 2026
Submission to PEAC RS	April 10, 2026
Submission to PEAC NS	April 16, 2026
Submission to DepEd GASS	April 30, 2026

# Important Dates and Deadlines

## Billing Period for ESC and SHS VP

- 30 days after opening of classes
  - if the GASTPE Participating School opens on September 1, 2025, the school can only bill their GASTPE Beneficiaries on October 1, 2025.

# **Validation of ESC Grantees and VPBs in the DepEd LIS**

## **IMS and VMS**

- Validate all encoded ESC Grantees and VPBs against the DepEd LIS prior to creation of GASTPE Billing Statements.

## **DepEd GASS**

- Conduct a secondary validation prior to release of GASTPE Payments.
- Deduct payments of billed GASTPE Beneficiaries who are no longer enrolled in the GASTPE Participating School at the time of validation.
- Process appeals from GASTPE Participating Schools contesting the deduction in their GASTPE payments.

# Validation of ESC Grantees and VPBs in the DepEd LIS

## PEAC

- Conduct yearend validation of billed ESC Grantees and VPBs.
- Require all GASTPE Participating Schools to refund **paid GASTPE Beneficiaries** who did not complete the first semester in their school.
  - Amount of refund is **100%** of the paid voucher amount.
- Review appeals from GASTPE Participating Schools that are required to refund payments.
- Process and submit refunds to DepEd
- Place on-hold the GASTPE Billing Statements of schools that have not submitted their refund.

# Sample Supporting Documents

## **ESC Only**

- [Documentation of the ESC Grantee Selection Process](#)

## **SHS VP Only**

- [Certification of School Fees](#)

## **TSS Only**

- [TSS Payroll](#)

## **ESC and SHS VP**

- [Board Resolution or Secretary's Certificate \(ESC and TSS, SHS VP\)](#)
- [LBP STI1/IMI1](#)

## **ESC, TSS and SHS VP**

- [Summary of Invoices Form](#)
- [Notarized Attestation to the List of Billed GASTPE Beneficiaries](#)



# Processing of Refund

## Below are the steps to process refunds:

- School sends to the PEAC NS a **Managers 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 or VMS).
- PEAC NS reviews and endorses the documents to DepEd GASS.
- DepEd issues the official receipts for cleared check refunds.
- DepEd sends the official receipts to PEAC NS for distribution to the schools.

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