

ESC and TSS Guidelines and Processing of Billing Statements

GASTPE Regional Orientation

School Year 2024-2025

June 20, 2024 to August 29, 2024

Private Education Assistance Committee

Education Service Contracting Guidelines

SY 2024-2025

Requirements for ESC Participating JHS

Slot Allocations

Selection of ESC Grantees

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 to be allowed to bill their ESC Grantees and TSS Recipients.

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 ESC Grantees selected are those who deserve financial assistance from the Government.**
 - 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 2023-2024

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

Slot Allocations

Incentive Slots (cont.)

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

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 2024-2025

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:

- 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.

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

Validation of ESC Grantees Against the LIS

ESC Grantee Folder

Preparing the Supporting Documents

Preparing the ESC Billing Statement

Affixing of Electronic Signatures

Submission of ESC Billing Statements

Validation of ESC Grantees in the LIS

Beginning SY 2024-2025

- 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.

ESC Grantee Folder

All ESC Grantees must 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 must 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 or ALS Certificate of Completion/Portfolio Assessment or PEPT Certificate of Rating
 - 2x2 photo of ESC Grantee
 - Data Privacy Notice

Preparing the Supporting Documents

STI1 or IMI1 from Land Bank of the Philippines

- Printout from Land Bank of the Philippines (LBP) that indicates the account name and account number of the ESC Participating JHS
- LBP Accounts used for SHS VP Payments are not allowed.
- Printout should be on or after **June 2024**.
- Signed by the LBP Branch Manager.

Preparing the Supporting Documents

Official Receipt and Summary of Official Receipts Form

- Issued to the **Department of Education**.
- Issued for ESC Payments received in the previous school year.
- Summary of Official Receipts Form may be downloaded in the IMS.

Documentation of the ESC Grantee Selection Process

- Attendees: School Committee and Others
- Indicate prioritization of Grade 7 Learners.
- Documents reviewed by the School Committee.
- Total number of applicants accepted and disallowed.

Preparing the Supporting Documents

Board Resolution or Secretary's Certificate

- Signatory to the ESC and TSS Billing Statement and Supporting Documents.
 - Full Name, Mobile Number, Email Address and signature specimen of the signatories should be clear and legible.
 - ESC and TSS Billing Statement and Supporting Documents (3 signatories)
 - School Committee Members
 - List of ESC Grantees (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.

Preparing the ESC Billing Statement

Ensure the following processes in the IMS are accomplished before creating the billing statement:

- Date of Opening of Classes
- School Profile Updated
 - Basic School Profile
 - School Officials
 - School Signatories
 - School Fees
 - School Data
 - LBP Account
 - Contact Person

Preparing the ESC Billing Statement

Ensure the following processes in the IMS are accomplished before creating the billing statement (cont.):

- ESC Grade 7 Grantees encoded
- Previous school year's ESC Grantees status updated
- Transfer-in ESC Grantees processed
- Supporting Documents Uploaded
 - STI1 or IMI1
 - Official Receipt and Summary of Official Receipts Form
 - Documentation of the ESC Grantee Selection Process
 - Board Resolution or Secretary's Certificate

Preparing the ESC Billing Statement

Create the ESC Billing Statement

- 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

Take note of the following:

- Board Resolution or Secretary's Certificate uploaded in the IMS.
- Electronic Signatures of signatories uploaded in the IMS.
- Board Resolution or Secretary's Certificate and electronic signatures are validated by the PEAC RS.

Documents for Affixing of Electronic Signatures

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

Submission of ESC Billing Statements

Submit the ESC Billing Statement to the PEAC RS

- Proceed to Tools then **“View/Print/Delete ESC Billing Statement”** in the IMS.
- Click **“Submit Billing Statement”** button to submit the ESC Billing Statement to the PEAC RS.

Processing of TSS Billing Statements

Preparing Documents of TSS Recipients

Preparing the Supporting Documents

Preparing the TSS Billing Statement

Affixing of Electronic Signatures

Submission of TSS Billing Statements

Preparing Documents of TSS Recipients

All TSS Recipients must have the following documents

- Photocopy of PRC License or Certificate of Rating
- Photocopy of Employment Contract
- Photocopy of Class Schedule
- Data Privacy Notice

Preparing the Supporting Documents

Official Receipt and Summary of Official Receipts Form

- Issued to the **Department of Education**.
- Issued for TSS Payments received in the previous school year.
- Summary of Official Receipts Form may be downloaded in the IMS-TSS.

Preparing the Supporting Documents

TSS Payroll for SY 2023-2024

- IMS-TSS-generated TSS Payroll (PDF file)
- 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.

Preparing the TSS Billing Statement

Ensure the following processes in the IMS-TSS are accomplished before creating the billing statement:

- ESC Grantees billed
- TSS Recipients encoded
 - Following documents of TSS Recipients are uploaded in the IMS-TSS:
 - PRC License
 - Employment Contract
 - Class Schedule
- Supporting Documents Uploaded
 - Official Receipt
 - Summary of Official Receipts Form
 - TSS Payroll

Preparing the TSS Billing Statement

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.
 - Php1,500 per month or full subsidy (Php18,000) 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
- List of TSS Recipients Billed

Affixing of Electronic Signatures

Submit the TSS Billing Statement to the PEAC RS

- Proceed to Tools then **“View/Print/Delete TSS Billing Statement”** in the IMS-TSS.
- Click **“Submit Billing Statement”** button to submit the TSS Billing Statement to the PEAC RS.



PRIVATE EDUCATION ASSISTANCE COMMITTEE

Trustee of the Fund for Assistance to Private Education

