

# **ESC and TSS Guidelines and Processing of Billing Statements**

**GASTPE Regional Orientation**

**School Year 2023-2024**

August 1 to 31, 2023

**Private Education Assistance Committee**

# Education Service Contracting Guidelines

## SY 2023-2024

Requirements for ESC Participating JHS

Slot Allocation for SY 2023-2024

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 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

# 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:
  - 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 Allocation for SY 2023-2024

## Fixed Slots

- New ESC-participating JHS: 50 slots
- Old ESC-participating JHS: Total utilized fixed slots in SY 2022-2023

## 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

# 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) or new grantees in Grades 8 to 10 are allowed to participate
- Has not been a recipient of the ESC in the previous school years
- Filipino citizen

# Selection of ESC Grantees

## Eligibility (cont.)

- Additional Requirements for ESC for OHSP:

- 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 Report Card
  - **Grade 7 Applicants:** Grade 6 Report Card
  - **Upper Grade Level Applicants:** Previous Grade Level 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 if 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 and 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

# **Teacher Salary Subsidy Guidelines**

## **SY 2023-2024**

Teacher Eligibility

Computation of TSS Payments

# Teacher Eligibility

## **Teacher must be:**

- 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

# 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 Billing Statements

ESC Grantee Folder

Preparing the Supporting Documents

Preparing the ESC Billing Statement

Affixing of Electronic Signatures

# ESC Grantee Folder

## All ESC Grantees must have an ESC Grantee Folder

- 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/ALS Certificate/PEPT Certificate of Rating
    - 2x2 photo of ESC Grantee
    - Proof of Income (Certificate of Employment/Indigency, Income Tax Return)
  - **ESC Grantees who started in the upper grade levels**
    - ESC Application Form
    - Photocopy of PSA Birth Certificate
    - Photocopy of Previous School Year Report Card
    - 2x2 photo of ESC Grantee
    - Proof of Income (Certificate of Employment/Indigency, Income Tax Return)

# 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
    - 2x2 photo of ESC Grantee

# 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 VP Payments are not allowed
- Printout should be **on or after June 2023**
- Signed by the LBP Branch Manager
- Scan and upload in the IMS

# 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
- Scan and upload in the IMS

# Preparing the Supporting Documents

## **Board Resolution or Secretary's Certificate**

- Signatories to the ESC and TSS Billing Statement and Supporting Documents (3 signatories)
  - Information on the School Committee Members
  - Email Address and signature specimen of the School Committee Members
- Signatories to the List of ESC Grantees (2 signatories)
  - Information on the School Registrar and School President/School Director
  - Email Address and signature specimen of the School Registrar and School President/School Director
- Template is available for download in the IMS
- Scan and upload in the IMS

# 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
- Transfer-in ESC Grantees processed
- Supporting Documents Uploaded
  - STI1 or IMI1
  - Official Receipt and Summary of Official Receipts Form
  - 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 Enrolment List (SF-1)
  - Attending classes for 30 days
  - Have complete documents/requirements 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 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

# Affixing of Electronic Signatures

## **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

# 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

# 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
- Scan and upload in the IMS-TSS

# Preparing the Supporting Documents

## **TSS Payroll for SY 2022-2023**

- IMS-TSS-generated TSS Payroll (PDF file)
- Signed by the TSS Recipient (manual signature or e-signature is allowed)
- Signed by the School Committee (manual signature or e-signature is allowed)
- Scan and upload in the IMS

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
  - PRC License and Class Schedule Uploaded
- Supporting Documents Uploaded
  - Official Receipt and 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

## **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 validated by the PEAC RS

## **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

# Monitoring of GASTPE Participating Schools

Monitoring Forms

GASTPE Documents Reviewed During Monitoring

Monitoring Findings

Post-Billing Audit

List of Offenses

Sanctions

# Monitoring Host Institutions (MHI) Based Monitoring

## Monitoring Guidelines and Processes

- Adjusted in SY 2020-2021 to comply with government-mandated health protocols
- Monitoring will be through MHIs and will not require physical visits to schools unless necessary
- Focus on documents as proof of enrolment of ESC Grantees or VPBs and evidence of compliance with other requirements of GASTPE
  - GASTPE Participating Schools for monitoring are given three weeks to prepare their documents

# Monitoring Forms

## **Monitoring Report Form 1 (MRF-1)**

- Main instrument in monitoring ESC and VP Participating schools
- Serves as the list of billed ESC Grantees or VPBs for monitoring
- Records the presence of documents for the ESC Grantees and VPBs listed in the MRF-1
- Encodes compliance of the schools with the requirements of the ESC or VP Guidelines

# Monitoring Forms

## **Monitoring Summary Report Form (MSRF)**

- Summary of MRF-1
- Lists all ESC Grantees or VPBs with documentary issues
- Lists the school's non-compliance with the requirements of the GASTPE Program

**This form shall also be used as basis for processing schools with adverse findings. The PMT and the school official present during the monitoring are required to attest and sign this form.**

# **GASTPE Documents Reviewed During Monitoring**

## **ESC Participating JHS**

- ESC Grantee Folder
- School Documents
  - Class Records
  - DepEd School Form 1
  - DepEd School Form 2
- Compliance with Program Guidelines
  - ESC Grantees and Parents Orientation Program
  - ESC Grantees and Parents Orientation Attendance Sheet
  - ESC School Committee Minutes of Meetings
  - ESC Selection Process/Profiling of Grantees
  - ESC Logo in Student's ID of ESC Grantees only

# **GASTPE Documents Reviewed During Monitoring**

## **VP Participating SHS**

- VPB Folder
- School Documents
  - Class Records
  - DepEd School Form 1
  - DepEd School Form 2
- Compliance with Program Guidelines
  - VPB and Parents Orientation Program
  - VPB and Parent Orientation Attendance Sheet

# Monitoring Findings

## **GASTPE Participating Schools Common Findings**

- ESC Grantees or VPBs not listed in School Form 1
- ESC Grantees or VPBs not listed in School Form 2
- ESC Grantees or VPBs not listed in the Class Record
- Incomplete ESC Grantee Folder or VPB Folder

# Monitoring Findings

## ESC Grantees or VPBs with Issues

- Reported as
  - Have not attend classes since the opening of the school year
  - Dropped or transferred but no record of dropping or transferring
  - Reporting in another branch or delivery mode
  - Reporting in another grade level
  - Double-billed
  - Foreign students (ESC)

# 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

# Post-Billing Audit

**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

## For TSS

- Billed teachers who are not qualified to participate in the TSS Program
- Non-release and/or deductions in the TSS payments to TSS recipients.

## Other Offenses

- 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

## List of 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.

# Other Information

Important Dates and Deadlines

Processing of Refunds

Tutorial Vides on the IMS, IMS-TSS, VMS

# Important Dates and Deadlines

## Voucher Applications ([ovap.peac.org.ph](http://ovap.peac.org.ph))

Activity	Date
Start of Voucher Application period	July 28, 2023
Deadline on creating accounts in the Online Voucher Application Portal (OVAP)	August 16, 2023
Deadline for submission of applications in OVAP	August 18, 2023
Posting of application results in OVAP and start of voucher redemption	September 22, 2023

# Important Dates and Deadlines

## ESC and VP

Program	Deadline
Creation of ESC and VP Billing Statements ( <b>Opening:</b> <a href="#">September 1, 2023</a> )	October 17, 2023
Submission to PEAC RS	October 24, 2023
Submission to PEAC NS	November 14, 2023
Submission to DepEd CO	November 28, 2023

# Important Dates and Deadlines

## TSS Program

Program	Deadline
Creation of TSS Billing Statements ( <b>Opening:</b> <a href="#">February 1, 2024</a> )	March 29, 2024
Submission to PEAC RS	April 19, 2024
Submission to PEAC NS	May 3, 2024
Submission to DepEd CO	May 17, 2024

# Important Dates and Deadlines

## **Billing Period for ESC and VP**

- 30 days after opening of classes
  - if the GASTPE-Participating School opens on September 1, 2023, the school can only bill their ESC Grantee on October 1, 2023

# Processing of Refund

## Below are the steps to process refunds:

- The school sends 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 or VMS)
- The PEAC NS reviews and endorses the documents to DepEd GASO
- 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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