

GASTPE Guidelines and Processing of Billing Statements

GASTPE Regional Orientation

School Year 2026-2027

April to July 2026

Private Education Assistance Committee

ESC Guidelines for Learners

Learner Eligibility

Learner Application

Guidelines for ESC Grantees

Amount of ESC Grant

Learner Eligibility

Category	SEG Classification	Additional Documentary Requirements
Category A Grade 6 graduates under one of the listed Social Equity Group (SEG) classification, except ALS or PEPT grade 6 passers. Basic Documents: - Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: - National ID - Birth Certificate - Passport - Copy of SF 9 - Learner's Progress Report Card. - Accomplished ESC Application Form.	Poor or near poor, based on the Community-Based Monitoring System (CBMS).	
	Beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps).	Copy of 4Ps ID issued by the Department of Social Welfare and Development (DSWD).
	Learners residing in Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCAs).	Barangay Certification specifying that the learner is residing in GIDCA or Certification from the Department of Health - Center for Health Development (DOH-CHD).

Learner Eligibility

Category	SEG Classification	Additional Documentary Requirements
Category A (cont.) Grade 6 graduates under one of the listed Social Equity Group (SEG) classification, except ALS or PEPT grade 6 passers. Basic Documents: - Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: - National ID - Birth Certificate - Passport - Copy of SF 9 - Learner's Progress Report Card. - Accomplished ESC Application Form.	Learners from Indigenous Peoples (IP) communities.	Copy of Certificate of Indigenous People Membership (CIPM) issued by the National Commission on Indigenous Peoples (NCIP), and/or an equivalent certification issued by a recognized Tribal Leader or authorized representative of the indigenous community where the learner belongs.
	Persons with Disabilities (PWDs).	Copy of PWD ID issued by the LGU.
	Learners with special needs.	Medical or psychological assessment or equivalent proof of the learner's special needs or disability.

Learner Eligibility

Category	Eligibility Criteria	Documentary Requirements
Category B	Grade 6 graduates from public elementary schools except those in ALS or PEPT, belonging to poor to middle-middle income households. Priority shall be given to completers from congested public schools or those living in areas with congested public schools at the SDO level.	• Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: • National ID • Birth Certificate • Passport • Copy of SF 9 - Learner's Progress Report Card. • Accomplished ESC Application Form. • Notarized affidavit of Family's Financial Capacity with attached documents showing proof of financial capacity.

Learner Eligibility

Category	Eligibility Criteria	Documentary Requirements
Category C	Elementary passer of the ALS Accreditation and Equivalency (A&E) Test or the Philippine Educational Placement Test (PEPT), belonging to poor to middle-middle income households.	- Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: - National ID - Birth Certificate - Passport - Copy of Certificate of Rating (COR), showing that the learner has completed and passed the required program. The COR shall be submitted within thirty (30) calendar days from the school's opening of classes. - Accomplished ESC Application Form. - Notarized affidavit of Family's Financial Capacity with attached documents showing proof of financial capacity.

Learner Eligibility

Category	Eligibility Criteria	Documentary Requirements
Category D	Grade 6 graduates from private elementary schools belonging to poor to middle-middle income households.	• Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: • National ID • Birth Certificate • Passport • Copy of SF 9 - Learner's Progress Report Card. • Accomplished ESC Application Form. • Notarized affidavit of Family's Financial Capacity with attached documents showing proof of financial capacity.

Learner Eligibility

Ineligibility

- Learners who fall under any of the following circumstances shall not be eligible for the ESC:
 - Learners residing or studying outside the Philippines; or
 - Learners enrolling in non-ESC-participating JHS.

Learner Application

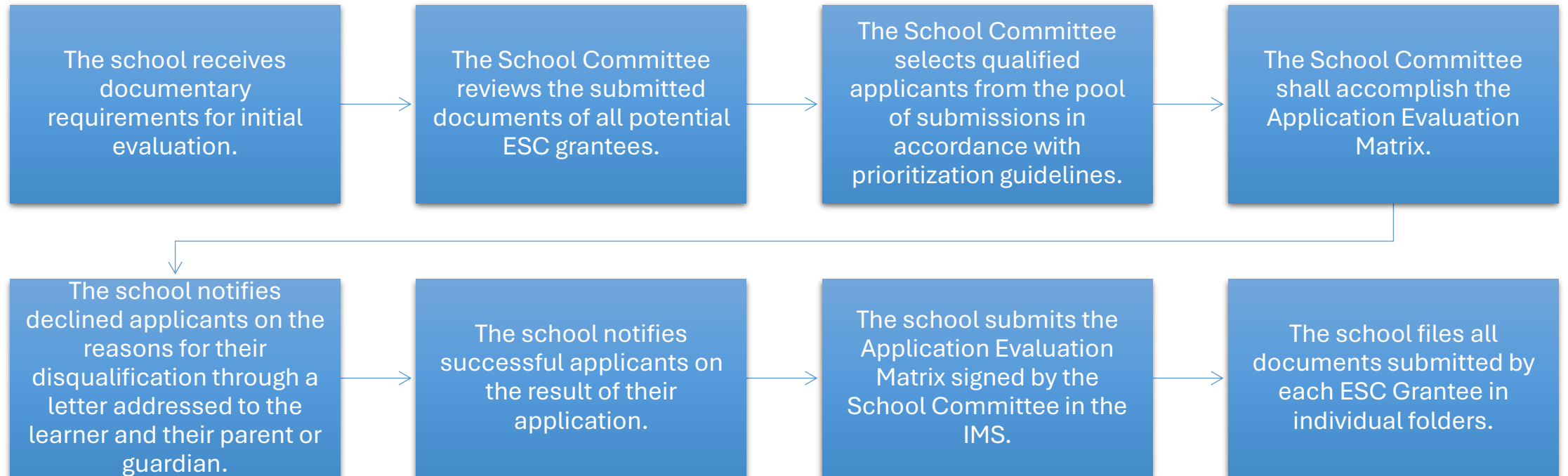
Learner (All Categories)

- Submits their application to the ESC-participating JHS.
- Ensures that all supporting documents are provided to the ESC-participating JHS.

ESC-Participating JHS

- Ensure the proper, transparent, and compliant implementation of the program guidelines and that all applicants are screened and selected with fairness and impartiality.

Learner Application



Learner Application

Grounds for ESC Application Disapproval

- **Failure to Meet Eligibility Criteria**
 - Applications submitted by learners who do not meet the established eligibility requirements of the ESC Program shall be ineligible.
- **Falsified or Misleading Information**
 - Any application containing false, misleading, or intentionally misrepresented information, whether in the application form or supporting documents, shall be disqualified.
- **Late Submission**
 - Applications and/or supporting documents submitted after the deadline prescribed by DepEd-GASS shall not be accepted or processed.
- **Incomplete Requirements**
 - Applications with incomplete information or missing supporting documents shall be considered invalid and shall not be processed.

Guidelines for ESC Grantees

Grounds for Termination of ESC Grantees from the ESC Program

- Dropping out within the school year without a valid reason;
- Failure to be promoted to the next grade level;
- Received notice of suspension exceeding two (2) weeks, or dismissal or expulsion from the school on disciplinary grounds, following due process conducted by the school;
- Failure to re-enroll in the succeeding school year without valid justification;
- Transfer to a private JHS that does not participate in the ESC Program; or
- Transfer to a public JHS.

Guidelines for ESC Grantees

ESC Grantees Under “Balik-Aral”

- Learners who dropped out for valid and verified reasons may be reinstated in the ESC Program by re-enrolling in an ESC-participating JHS within two (2) school years from the time they stopped schooling.
 - During this period, the subsidy shall be placed on hold and will only be reactivated upon re-enrollment in an ESC-participating JHS.
 - Failure to re-enroll within the allowed period shall result in the permanent loss of the ESC grant.

Guidelines for ESC Grantees

Valid Reasons for ESC Grantees Under “Balik-Aral”

- **Prolonged illness** including physical and psychological conditions that require extended medical treatment and prevents the learner from attending school.
- **Critical accidents** resulting in physical or psychological conditions that temporarily hinder the learner’s ability to continue schooling.
- **Incidents of bullying** that cause the learner to discontinue enrollment for safety or psychological reasons.
- **Force majeure events**, such as natural disasters, calamities, public health emergencies, or government restrictions.

Guidelines for ESC Grantees

Valid Reasons for ESC Grantees Under “Balik-Aral” (cont.)

- **Displacement due to involuntary relocation** including armed conflict or other forms of involuntary relocation that interrupted the learner’s schooling.
- **Early parenthood**, in which learners become parents at a relatively young age, requires a temporary pause from schooling to allow for appropriate medical care, personal well-being, and necessary adjustments. This includes:
 - Female learners who experience early pregnancy; and
 - Male learners who assume early fatherhood responsibilities.
- **Death of a parent or legal guardian**, which leads financial distress affecting the learner’s schooling.

Guidelines for ESC Grantees

Transferees

- Transferring to another JHS is permitted. However, an ESC grantee who transfers to a private non-ESC-participating JHS or to a public JHS shall forfeit the subsidy and shall be considered terminated from the ESC Program.
- In cases of learner transfer, the applicable subsidy shall be the lower amount between the releasing and accepting schools, with the cap set at the lower subsidy amount.
- All school fees not covered by the subsidy shall be the responsibility of the learner and/or the parent or guardian.

Amount of ESC Grant

Location of ESC-participating JHS	ESC Grant
National Capital Region (NCR)	Php13,000
Highly urbanized cities (HUCs) outside of NCR	Php11,000
All other locations	Php9,000

ESC Guidelines for Schools

JHS Eligibility

Requirements for ESC Program Participation

ESC Slot Allocation

JHS Eligibility

A JHS may participate in ESC Program upon fulfillment of the following requirements:

- **Valid government recognition** – The school must hold a valid Certificate of Recognition attesting compliance with the regulatory standards and policies set and issued by DepEd.
- **ESC Certification or Accreditation** – The school must either:
 - Accredited by any FAAP-affiliated agency; or
 - Passed the ESC Certification.
 - Only JHS not accredited by any member of FAAP, shall undergo ESC Certification. For detailed information on the assessment process, please refer to the official PEAC website via <https://peac.org.ph/certification/>.

JHS Eligibility

A JHS shall be deemed ineligible to participate in the ESC program under any of the following circumstances:

- Without a valid DepEd-issued Certificate of Government Recognition;
- Not accredited by any FAAP-affiliated agency or failed to obtain or pass the ESC Certification; or
- A private JHS with an active suspension or terminated from the ESC Program.

Requirements for ESC Program Participation

School Committee

- Members
 - School Head (Principal/School Director/School President)
 - Parents' Association President/Representative
 - Faculty Association President/Representative
- Responsibilities
 - Ensures the proper selection and prioritization of ESC applicants based on the provisions in the E-GASTPE guidelines.
 - Responsible for ensuring the accuracy and completeness of all school billing documents.
 - Signs the ESC billing statements.

Requirements for ESC Program Participation

Land Bank of the Philippines (LBP) Account

- The LBP account shall be officially registered in the name of the school and used exclusively for transactions related to the ESC and TSS Programs.
- ESC and TSS payments are deposited to the school's LBP account.
- Schools are required to obtain a bank certificate from LBP which includes their account name and account number.
 - The scanned copy of the LBP bank certificate is uploaded in the IMS prior to creation of the ESC billing statement.

Requirements for ESC Program Participation

Orientation of ESC Grantees and TSS Recipients on the guidelines of the programs.

- Prepare and retain a copy of the following:
 - Orientation Program
 - Orientation Attendance Sheet

Prepare and Maintain the ESC Grantee Folder

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

Requirements for ESC Program Participation

Ensure continued accreditation with any FAAP-affiliated agency or 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.

ESC Slot Allocation

Fixed Slots

- New ESC-participating JHS: 50 slots
- ESC-participating JHS that have billed ESC grantees in the previous school year:
 - The total utilized slots during the last school year shall be granted or 50 slots, whichever is higher.

ESC Slot Allocation

Additional Slots

- Additional slots refer to those requested by ESC-participating JHS with more than their existing slot allocation.
- The approval and allocation of additional ESC slots shall be subject to the discretion of DepEd based on the availability of funds.
 - Priority consideration shall be given to schools serving learners from public schools experiencing congestion at the SDO level.
- Requests for additional slots shall be submitted on or before April 30 preceding the start of the next school year.
 - All submissions shall be made exclusively through the IMS and evaluated in accordance with the prioritization criteria.

TSS Guidelines

Teacher Eligibility

Documentary Requirements

Disbursement of TSS to Recipients

School Accountability on TSS Disbursement

Teacher Eligibility

Eligibility:

- PRC Licensed Teacher;
- Teaching 360 minutes per week in the ESC-participating JHS regardless of subject;
- Full-time employed in the ESC-participating JHS;
- Teaching ESC Grantees.

Teacher Eligibility

Ineligibility:

- The following constitute ineligibility from the TSS Program:
 - Employed in private schools that are not recognized as ESC-participating JHS;
 - Simultaneously employed in any public school or another private educational institution as a permanent and full-time classroom teacher;
 - Currently receiving or have previously received TSS for another level, or from other ESC- participating JHS outside their official school of employment;
 - Engaged in positions not directly related to classroom teaching (e.g., Administrative/Clerical, Student Support, Technical, Consultancy, or similar functions) which fall outside the scope of the TSS program's intent;

Teacher Eligibility

Ineligibility (cont.):

- The following constitute ineligibility from the TSS Program:
 - Implements instructional delivery through full online modalities or other alternative methods that fall outside DepEd's primary learning modality, which is in-person; or
 - With final and executory administrative or criminal cases that may compromise their professional standing, good moral character, or licensure status.
 - Teaches in an ESC-participating JHS but does not teach ESC grantees.

Documentary Requirements

Eligibility Criteria	Documentary Proof
PRC Licensed Teacher	• PRC-authenticated Professional Teacher Identification Card or • PRC-authenticated Certificate of Rating for recent LET passers only.
Full-time employed in the ESC-participating JHS	• Notarized appointment; or • Notarized employment contract The document shall reflect the following information • Employment status (regular/permanent, probationary, part-time, project-based, substitute, etc.) • Assigned level (Elementary, Junior High School, or Senior High School) • Official date of hiring or start of official teaching assignment • Length of service (calculated from the official date of hiring to the current date or end of service, if applicable) • Assigned Duties • Schools Conditions, Representations and Warranties

Documentary Requirements

Eligibility Criteria	Documentary Proof
Teaching 360 minutes per week in the ESC-participating JHS regardless of subject and delivery mode	• Teaching Assignment Form • Class schedule or teaching load indicating a minimum of three hundred sixty (360) minutes of teaching per week for ESC grantees, regardless of the subject taught, duly certified by the school head or an equivalent school official authorized to sign on behalf of the school. • Attestation Certificate for TSS Applicant • A certification from the school head or equivalent school official attesting that the teacher/s meets all eligibility criteria for the TSS, including active employment status and the required teaching load with ESC grantees. • TSS Data Privacy Consent and Validation Authorization

Disbursement of TSS to Recipients

Each TSS Recipient receives:

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

Disbursement of TSS to Recipients

Teachers on Leave

- **Approved leaves** (e.g., sick leave, vacation leave, special leave, etc.) shall not affect the subsidy entitlement, provided that the leave does not interrupt or significantly reduce the teacher's service to ESC grantees.
- **In case of maternity leave**, teachers are entitled to a prorated TSS equivalent to the number of days or months rendered before filing for leave dates, and once the teacher resumes her teaching duties, if possible.

Separated TSS Recipients

- Teachers who resign shall receive a prorated TSS based on actual months of service rendered.

Disbursement of TSS to Recipients

Suspended TSS Recipients Pursuant to a Final Administrative Decision

- Teachers who are suspended from service pursuant to a final and executory administrative decision shall not be entitled to receive the TSS for the duration of the suspension.
- Any TSS corresponding to periods prior to the effectivity of the suspension shall be released on a prorated basis based on actual service rendered.
- No TSS shall be released for any period covered by the suspension pursuant to a final and executory administrative decision, regardless of the length thereof.

Disbursement of TSS to Recipients

Deceased TSS Recipients

- In the unfortunate event of a teacher's death, the TSS for the applicable period shall be prorated based on the actual period the teacher rendered teaching service, up to the last day of actual teaching prior to death.
- The school shall immediately coordinate with the teacher's declared heirs or beneficiaries to facilitate the appropriate release of funds, following applicable guidelines set by DepEd.
- The school is prohibited from withholding or diverting TSS funds intended for the deceased recipient.
 - If no claims are made by the declared heirs or beneficiaries within sixty (60) working days from the date the school formally notifies the declared heirs or beneficiaries of the availability of the TSS, the amount shall be refunded to DepEd through GASS.

Computation of TSS Payments

Months of Service	Pro-rated TSS Subsidy	Remarks
10 Months	Php24,000	Full subsidy entitlement
9 Months	Php18,000	Partial year service
8 Months	Php16,000	Partial year service
7 Months	Php14,000	Partial year service
6 Months	Php12,000	Partial year service
5 Months	Php10,000	Partial year service
4 Months	Php8,000	Partial year service
3 Months	Php6,000	Partial year service
2 Months	Php4,000	Partial year service
1 Month	Php2,000	Partial year service

School Accountability on TSS Disbursement

The following acts are strictly prohibited in the management, disbursement, and utilization of TSS:

- Disbursing TSS to ineligible recipients.
- Withholding or treating TSS as part of any salary on hold resulting from a teacher's failure to comply with school-imposed requirements.
- Misrepresenting or repurposing TSS as cash incentives, bonuses, or any other form of financial assistance granted by the school.
- TSS covering operational expenses such as institutional projects, or any purpose other than direct disbursement to eligible teacher recipients.

School Accountability on TSS Disbursement

The following acts are strictly prohibited in the management, disbursement, and utilization of TSS (cont.):

- Compelling teachers to use the TSS for school-related contributions, fees, or pooled resources is strictly prohibited.
- Unjustified delay in the release of the TSS to eligible recipients.

SHS VP Guidelines for Learners

Learner Eligibility

Learner Application

Category A, B, C, and D Applicants

Category E Applicants

Redemption and Voucher Validity

Guidelines for VPBs

Amount of Vouchers

Learner Eligibility

Category	SEG Classification	Additional Documentary Requirements
Category A Grade 10 completers under one of the listed Social Equity Group (SEG) classification, except ALS or PEPT grade 10 passers. Basic Documents: - Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: - National ID - Birth Certificate - Passport - Copy of SF 9 - Learner's Progress Report Card. - Accomplished SHS VP Application Form.	Poor or near poor based on the Community-Based Monitoring System (CBMS).	
	Beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps).	Copy of 4Ps ID issued by the Department of Social Welfare and Development (DSWD).
	Learners residing in Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCAs).	Barangay Certification specifying that the learner is residing in GIDCA or Certification from the Department of Health - Center for Health Development (DOH-CHD).

Learner Eligibility

Category	SEG Classification	Additional Documentary Requirements
Category A (cont.) Grade 10 completers under one of the listed Social Equity Group (SEG) classification, except ALS or PEPT grade 10 passers. Basic Documents: - Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: - National ID - Birth Certificate - Passport - Copy of SF 9 - Learner's Progress Report Card. - Accomplished SHS VP Application Form.	Learners from Indigenous Peoples (IP) communities.	Copy of Certificate of Indigenous People Membership (CIPM) issued by the National Commission on Indigenous Peoples (NCIP), and/or an equivalent certification issued by a recognized Tribal Leader or authorized representative of the indigenous community where the learner belongs.
	Persons with Disabilities (PWDs).	Copy of PWD ID issued by the LGU.
	Learners with special needs.	Medical or psychological assessment or equivalent proof of the learner's special needs or disability.

Learner Eligibility

Category	Eligibility Criteria	Documentary Requirements
Category B	Grade 10 completers from public junior high schools except those in ALS or PEPT, belonging to poor to middle-middle income households. Priority shall be given to completers from congested public schools or those living in areas with congested public schools at the SDO level.	• Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: • National ID • Birth Certificate • Passport • Copy of SF 9 - Learner's Progress Report Card. • Accomplished SHS VP Application Form. • Notarized affidavit of Family's Financial Capacity with attached documents showing proof of financial capacity.

Learner Eligibility

Category	Eligibility Criteria	Documentary Requirements
Category C	Grade 10 passer of the ALS Accreditation and Equivalency (A&E) Test or the Philippine Educational Placement Test (PEPT), belonging to poor to middle-middle income households.	- Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: - National ID - Birth Certificate - Passport - Copy of Certificate of Rating (COR), showing that the learner has completed and passed the required program. The COR shall be submitted within thirty (30) calendar days from the school's opening of classes. - Accomplished SHS VP Application Form. - Notarized affidavit of Family's Financial Capacity with attached documents showing proof of financial capacity.

Learner Eligibility

Category	Eligibility Criteria	Documentary Requirements
Category D	Grade 10 completers who are ESC Grantees.	• Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: • National ID • Birth Certificate • Passport • Copy of SF 9 - Learner's Progress Report Card. • ESC Certificate • Accomplished SHS VP Application Form.

Learner Eligibility

Category	Eligibility Criteria	Documentary Requirements
Category E	Grade 10 completers from private junior high schools who are not ESC grantees, belonging to poor to middle-middle income households.	- Valid documentary evidence of Philippine citizenship and residency. Any of the following documents are accepted: - National ID - Birth Certificate - Passport - Copy of SF 9 - Learner's Progress Report Card. - Accomplished SHS VP Application Form. Application is through the Online Voucher Application Portal (OVAP). - Notarized affidavit of Family's Financial Capacity with attached documents showing proof of financial capacity.

Learner Eligibility

Ineligibility

- Learners who fall under any of the following circumstances shall not be eligible for the SHS VP:
 - Learners residing or studying outside the Philippines; or
 - Learners enrolling in non-VP-participating SHS.

Learner Application

Learner Category A, B, C, and D Applicants

- Submits their application to the VP-participating SHS.
- Ensures that all supporting documents are provided to the VP-participating SHS.

Learner Category E Applicants

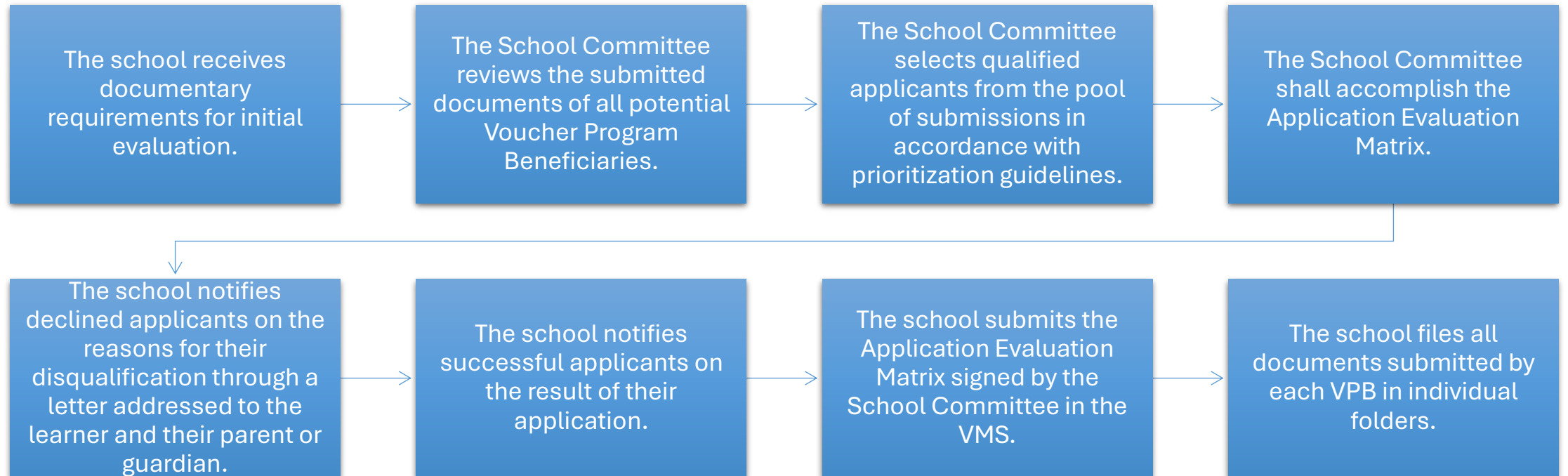
- Submits their application via the Online Voucher Application Portal (ovap.peac.org.ph).
- Ensures that all supporting documents are uploaded in the OVAP.

Learner Application

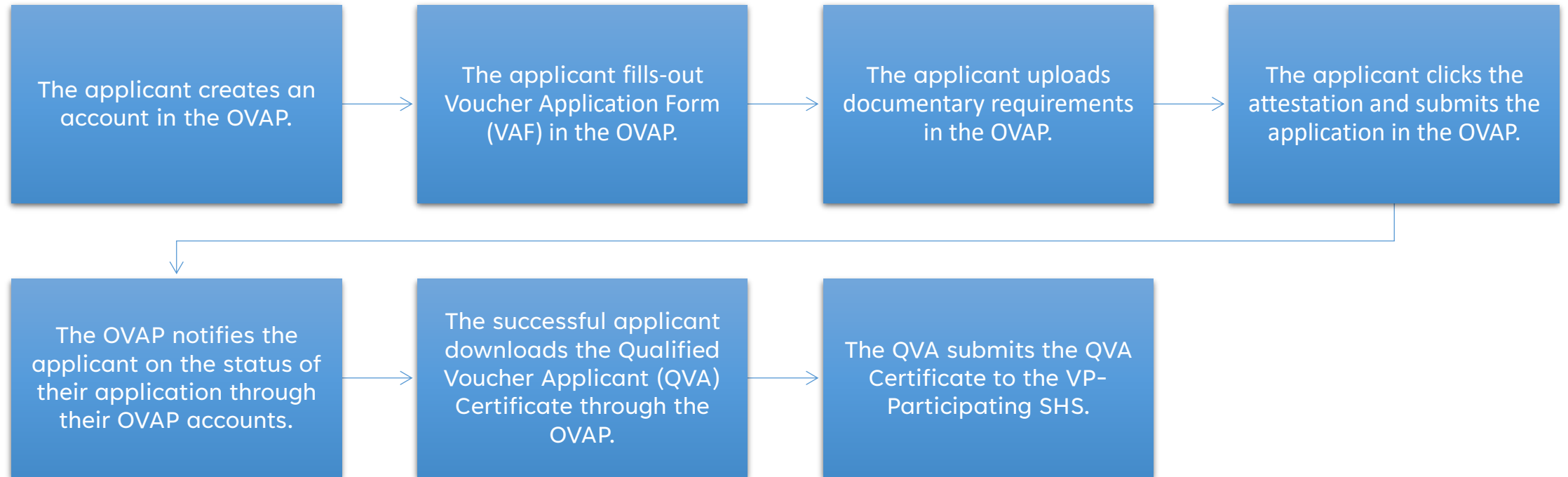
VP-participating SHS

- Ensure the proper, transparent, and compliant implementation of the program guidelines and that all applicants are screened and selected with fairness and impartiality.

Category A, B, C, and D Applicants



Category E Applicants



Redemption and Voucher Validity

Redemption of Vouchers

- Qualified Voucher Recipients (QVRs) redeem their vouchers through enrolling in Grade 11 at an VP-participating SHS, provided that all admission requirements of the school are met.
- Voucher redemption shall commence thirty (30) working days after the issuance of the QVA Certificate, which may be downloaded from OVAP.

Validity of Vouchers

- Vouchers not redeemed within the prescribed period shall remain valid and may be redeemed within two (2) succeeding school years, subject to the evaluation and approval of meritorious cases and its supporting documents.

Guidelines for VPBs

Grounds for Termination of VPBs from the SHS VP

- Dropping out within the school year without a valid reason;
- Failure to be promoted to the next grade level;
- Received notice of suspension exceeding two (2) weeks, or dismissal or expulsion from the school on disciplinary grounds, following due process conducted by the school;
- Failure to re-enroll in the succeeding school year without valid justification;
- Transfer to a private SHS that does not participate in the SHS VP; or
- Transfer to a public SHS.

Guidelines for VPBs

VPBs Under “Balik-Aral”

- Learners who dropped out for valid and verified reasons may be reinstated in the SHS VP by re-enrolling in an VP-participating SHS within two (2) school years from the time they stopped schooling.
 - During this period, the subsidy shall be placed on hold and will only be reactivated upon re-enrollment in an VP-participating SHS.
 - Failure to re-enroll within the allowed period shall result in the permanent loss of the voucher subsidy.

Guidelines for VPBs

Valid Reasons for VPBs Under “Balik-Aral”

- **Prolonged illness** including physical and psychological conditions that require extended medical treatment and prevents the learner from attending school.
- **Critical accidents** resulting in physical or psychological conditions that temporarily hinder the learner’s ability to continue schooling.
- **Incidents of bullying** that cause the learner to discontinue enrollment for safety or psychological reasons.
- **Force majeure events**, such as natural disasters, calamities, public health emergencies, or government restrictions.

Guidelines for VPBs

Valid Reasons for VPBs Under “Balik-Aral” (cont.)

- **Displacement due to involuntary relocation** including armed conflict or other forms of involuntary relocation that interrupted the learner’s schooling.
- **Early parenthood**, in which learners become parents at a relatively young age, requires a temporary pause from schooling to allow for appropriate medical care, personal well-being, and necessary adjustments. This includes:
 - Female learners who experience early pregnancy; and
 - Male learners who assume early fatherhood responsibilities.
- **Death of a parent or legal guardian**, which leads financial distress affecting the learner’s schooling.

Guidelines for VPBs

Transferees

- Transferring to another SHS is permitted. However, a VPB who transfers to a private non-VP-participating SHS, public school, or SUC/LUC shall forfeit the subsidy and shall be considered terminated from the SHS VP.
- In cases of learner transfer, the applicable subsidy shall be the lower amount between the releasing and accepting schools, with the cap set at the lower subsidy amount.
- All school fees not covered by the subsidy shall be the responsibility of the learner and/or the parent or guardian.

Amount of Vouchers

Location of VP-participating SHS	QVR Category	Amount of Voucher
National Capital Region (NCR)	Categories A, B, C	Php22,500
	Category D, E	Php18,000
Highly urbanized cities (HUCs) outside of NCR	Categories A, B, C	Php20,000
	Category D, E	Php16,000
All other locations	Categories A, B, C	Php17,500
	Category D, E	Php14,000

SHS VP Guidelines for Schools

SHS Eligibility

Requirements for SHS VP Participation

SHS Eligibility

A SHS may participate in SHS VP upon fulfillment of the following requirements:

- **Valid government recognition** – The school must hold a valid Certificate of Recognition attesting compliance with the regulatory standards and policies set and issued by DepEd.
- **SHS VP Certification or Accreditation** – The school must either:
 - Accredited by any FAAP-affiliated agency; or
 - Passed the SHS VP Certification.
 - Only SHS not accredited by any member of FAAP, shall undergo SHS VP Certification. For detailed information on the assessment process, please refer to the official PEAC website via <https://peac.org.ph/certification/>.

SHS Eligibility

A SHS shall be deemed ineligible to participate in the SHS VP under any of the following circumstances:

- Without a valid DepEd-issued Certificate of Government Recognition;
- Not accredited by any FAAP-affiliated agency or failed to obtain or pass the SHS VP Certification; or
- A private SHS with an active suspension or terminated from the SHS VP.

Requirements for SHS VP Participation

School Committee

- Members
 - School Head (Principal/School Director/School President)
 - Parents' Association President/Representative
 - Faculty Association President/Representative
- Responsibilities
 - Ensures the proper selection and prioritization of SHS VP applicants based on the provisions in the E-GASTPE guidelines.
 - Responsible for ensuring the accuracy and completeness of all school billing documents.
 - Signs the SHS VP billing statements.

Requirements for SHS VP Participation

Land Bank of the Philippines (LBP) Account

- The LBP account shall be officially registered in the name of the school and used exclusively for transactions related to the SHS VP.
- SHS VP payments are deposited to the school's LBP account.
- Schools are required to obtain a bank certificate from LBP which includes their account name and account number.
 - The scanned copy of the LBP bank certificate is uploaded in the IMS prior to creation of the ESC billing statement.

Requirements for SHS VP Participation

Orientation of VPBs on the guidelines of the programs.

- Prepare and retain a copy of the following:
 - Orientation Program
 - Orientation Attendance Sheet

Prepare and Maintain the VPB Folder

- VP-participating SHS are required to create a VPB Folder for each VPB.

Requirements for SHS VP Participation

Ensure continued accreditation with any FAAP-affiliated agency or SHS VP Recertification.

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

Additional Reminders

Income Classification

Proof of Financial Capacity

ALS and PEPT Requirements

Beneficiary Folder

Learning Delivery Modality

Income Classification

Income Group	Income Range
Poor	Less than Php13,873 per month.
Low Income	Php13,873 to Php27,746 per month.
Lower Middle Income	Php27,746 to Php55,492 per month.
Middle-middle Income	Php55,492 to Php97,111per month.

Source: Philippine Institute for Developmental Studies (PIDS)

Proof of Financial Capacity

The following are the accepted documents for applicants who are required to submit proof of financial capacity:

- **Locally employed** - Certificate of Employment, Pay Slip, or Income Tax Return (BIR Form 2316)
- **Employed abroad** - Certificate of Employment or Employment Contract
- **With business** - Notarized Affidavit
- **Unemployed** - Certificate of Tax Exemption or Barangay Certificate of Indigency

ALS and PEPT Requirements

The following are the acceptable proof for ALS A&E Test and PEPT passers:

- Certificate of Rating (COR) issued by the Bureau of Education Assessment (BEA); or
- List of Passers issued by BEA to SDOs and officially released by SDOs to its schools through a Division Memorandum; or
- List of Passers released through DepEd Memorandum posted in DepEd website.

Beneficiary Folders

The following folders shall always be available in the GASTPE Participating School:

- ESC Grantee Folder
- VPB Folder
- TSS Recipient Folder

For the contents of the folder please refer to the required documents presented in the matrices founds in the ESC Guidelines, TSS Guidelines, and SHS VP Guidelines section of this presentation.

Learning Delivery Modality

Only Private JHS and SHS that fully comply with the requirements specified in this guidelines and are actively implementing face-to-face or blended learning modality shall be eligible to participate in the E-GASTPE Program.

- Non-compliance with any of these requirements or failure to implement face-to-face or blended learning shall be subject to appropriate sanctions.

Processing of ESC Billing Statements

Pre-Billing Requirements

Supporting Documents

Creating ESC Billing Statements

Notarized Attestation to the List of Billed ESC Grantees

Submission of ESC Billing Statements

Pre-Billing Requirements

The following are the prerequisites prior to the 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

Supporting Documents

The following documents are for uploading in the IMS prior to creation of the ESC billing statement:

- LBP Bank Certificate
- Official Invoice
- Summary of Invoices Form
- Application Evaluation Matrix
- Board Resolution or Secretary's Certificate
 - Electronic signatures of all signatories.
 - Requires validation from the PEAC RS prior to creation of ESC and TSS billing statements.

Supporting Documents

LBP Bank Certificate

- Certification issued by LBP that indicates the following:
 - Account Name
 - Account number of the ESC Participating JHS
- The LBP Bank Certificate should be on or after **June 2026**.
- LBP Accounts used for SHS VP Payments are not allowed.

Supporting Documents

Official Invoice

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

Summary of Invoices Form

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

Supporting Documents

Application Evaluation Matrix

- List of all learner-applicants determined as qualified and their grade levels and applicable category (A, B, C, and D).
- List of learner-applicants who were disqualified and justification for disqualification.

Supporting Documents

Board Resolution or Secretary's Certificate

- 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 Billed ESC Grantees/TSS Billed Recipients (2 signatories)
 - School President/School Director or Authorized Representative
 - School Registrar
- Full name, mobile number, email address and signature specimen of the signatories should be clear and legible.
- 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);
- Have complete documents in the ESC Grantee Folder.

After creating the ESC billing statement:

- School signatories affix their electronic signature to the following documents:
 - ESC billing statement
 - Certification of Tuition, Other, and Miscellaneous Fees
 - Attestation to the List of ESC Grantees Billed
- Download the Attestation to the List of ESC Grantees Billed
 - Have it notarized and upload the notarized copy in the IMS.

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

Submission of ESC Billing Statements

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

- Uploading the attestation is a requirement prior to submission of the ESC billing statement in the IMS.

Submit the ESC Billing Statement to the PEAC RS

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

Processing of TSS Billing Statements

Pre-Billing Requirements

Supporting Documents

Creating TSS Billing Statements

Notarized Attestation to the List of Billed TSS Recipients

Submission of TSS Billing Statements

Pre-Billing Requirements

The following are the prerequisites prior to the creation of TSS Billing Statement in the IMS-TSS:

- Billed ESC Grantees
 - The IMS-TSS shall not allow creation of TSS billing statements if there are no billed ESC Grantees.
- Encode TSS Recipients and upload the following documents:
 - PRC-authenticated Professional Teacher Identification Card or PRC-authenticated Certificate of Rating for recent LET passers only.
 - Notarized appointment or Notarized employment contract
 - Teaching Assignment Form
 - Attestation Certificate for TSS Applicant
 - TSS Data Privacy Consent and Validation Authorization

Pre-Billing Requirements

Upload the following documents in the IMS-TSS:

- TSS Payroll
- Official Invoice
- Summary of Invoices Form

Supporting Documents

TSS Payroll

- IMS-TSS Generated TSS Payroll (PDF file)
 - Downloadable in the IMS-TSS.
 - TSS Recipients in SY 2025-2026
 - Print the IMS-TSS Generated TSS Payroll.
 - One TSS Payroll per TSS Billing Statement.
- Signed by the TSS Recipient.
- Signed by the School Committee.

Supporting Documents

Official Invoice

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

Summary of Invoices Form

- Summary of Invoices Form is downloadable 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.

Creating TSS Billing Statements

Ensure that all TSS Recipients billed meet the following:

- Assigned 360 teaching minutes per week
- Teaching ESC Grantees
- Have complete documents/requirements and qualified to participate in the TSS Program.
- Have complete documents in the TSS Folder.

Creating TSS Billing Statements

After creating the TSS billing statement:

- School signatories affix their electronic signature to the following documents:
 - TSS billing statement
 - Attestation to the List of TSS Recipients Billed
- Download the Attestation to the List of TSS Recipients Billed
 - Have it notarized and upload the notarized copy in the IMS-TSS.

Notarized Attestation to the List of Billed TSS Recipients

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

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

Submission of TSS Billing Statements

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

- Uploading the attestation is a requirement prior to submission of the TSS billing statement in the IMS-TSS.

Submit the TSS Billing Statement to the PEAC RS

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

Processing of SHS VP Billing Statements

Pre-Billing Requirements

Supporting Documents

Creating SHS VP Billing Statements

Notarized Attestation to the List of Billed VPBs

Submission of SHS VP Billing Statements

Pre-Billing Requirements

The following are the prerequisites prior to the creation of SHS VP Billing Statement in the VMS:

- Encode all learners in the DepEd Learner Information System (LIS)
- Update School Profile in the VMS
- Encode/Update VPBs
- Upload Supporting Documents

Supporting Documents

The following documents are for uploading in the VMS prior to creation of the SHS VP billing statement:

- LBP Bank Certificate
- Official Invoice
- Summary of Invoices Form
- Application Evaluation Matrix
- Board Resolution or Secretary's Certificate
 - Electronic signatures of all signatories.
 - Requires validation from the PEAC RS prior to creation of SHS VP billing statement.

Supporting Documents

LBP Bank Certificate

- Certification issued by LBP that indicates the following:
 - Account Name affixed with “-SHS VP”.
 - Account number of the VP Participating SHS
- The LBP Bank Certificate should be on or after June 2026.
- LBP Accounts used for ESC and TSS Payments are not allowed.

Supporting Documents

Official Invoice

- Issued to the **Department of Education**.
- Issued for SHS VP payments received in the previous school year.

Summary of Invoices Form

- Summary of Invoices Form is downloadable in the VMS.
- Encode all invoices issued to SHS VP payments received in the previous school year.
- Required even if only one invoice was issued.

Supporting Documents

Application Evaluation Matrix

- List of all learner-applicants determined as qualified and their grade levels and applicable category (A, B, C, D, and E).
- List of learner-applicants who were disqualified and justification for disqualification.

Supporting Documents

Board Resolution or Secretary's Certificate

- Signatories to the SHS VP Billing Statement and Supporting Documents.
 - SHS VP Billing Statement and Supporting Documents (3 signatories)
 - School Committee Members
 - Attestation to the List of Billed VPBs (2 signatories)
 - School President/School Director or Authorized Representative
 - School Registrar
- Full name, mobile number, email address and signature specimen of the signatories should be clear and legible.
- Template is available for download in the VMS.
- Board Resolution or Secretary's Certificate shall be notarized.

Creating SHS VP Billing Statements

Ensure that all VPBs billed meet the following:

- Listed in the School's Official Enrollment List (SF-1);
- Have complete documents in the VPB Folder.

After creating the SHS VP billing statement:

- School signatories affix their electronic signature to the following documents:
 - SHS VP billing statement
 - Attestation to the List of VPBs Billed
- Download the Attestation to the List of VPBs Billed
 - Have it notarized and upload the notarized copy in the VMS.

Notarized Attestation to the List of Billed VPBs

Features of the Notarized Attestation to the List of Billed VPBs

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

Submission of SHS VP Billing Statements

Upload the Notarized Attestation to the List of Billed VPBs in the VMS

- Uploading the attestation is a requirement prior to submission of the SHS VP billing statement in the VMS.

Submit the SHS VP Billing Statement to the PEAC RS

- Proceed to Tools then “**Process SHS VP Billing Statements**” in the VMS.
- Click “**Submit Billing Statement**” button to submit the SHS VP billing statement to the PEAC RS.

Monitoring of GASTPE Participating Schools

Monitoring Activity

Monitoring Forms

GASTPE Documents Reviewed During Monitoring

Monitoring Findings

List of Offenses

Sanctions

Monitoring Activity

Monitoring Guidelines and Processes

- MHI Based Monitoring
 - Focus on documents as proof of enrollment of ESC Grantees, VPBs, and TSS Recipients and evidence of compliance with other requirements of the GASTPE Programs.
 - GASTPE Participating Schools for monitoring:
 - Given three weeks to prepare their documents.
 - Provided with a checklist of documents to bring to the MHI.
- On Campus Monitoring
 - Visits are unannounced.
 - GASTPE Participating Schools are expected to be prepared with their school documents all the time.

Monitoring Forms

Monitoring Report Form 1 (MRF-1)

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

Monitoring Forms

Monitoring Summary Report Form (MSRF)

- Summary of MRF-1
- Lists all GASTPE Beneficiaries with findings.
- Lists the GASTPE Participating School's non-compliance with the requirements of the GASTPE Program.

This form shall also be used as basis for processing schools with monitoring 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 and Attendance Sheet
 - Documentation of the ESC Selection Process
 - 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 and Attendance Sheet

Monitoring Findings

GASTPE Participating Schools Common Findings

- ESC Grantees or VPBs not listed in the following documents:
 - Class Record
 - DepEd School Form 1
 - DepEd School Form 2
- Incomplete ESC Grantee Folder or VPB Folder
- Foreign Students

List of Offenses

ESC Grantees or VPBs with Issues

- 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
- Unqualified to participate in the ESC or SHS VP
- Foreign students

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.
- No contract with the ESC Participating JHS.

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.

Sanctions

For the detailed List of Violations and Sanctions please refer to DepEd Order No. 11, series of 2026.

Other Information

Important Dates and Deadlines

Beneficiary Folders

Validation of ESC Grantees and VPBs in the DepEd LIS

Payment Refunds

Important Dates and Deadlines

ESC and SHS VP

Program	Deadline
Creation of ESC and SHS VP Billing Statements (Opening: August 1, 2026)	October 7, 2026
Submission to PEAC RS	October 14, 2026
Submission to DepEd RO	October 19, 2026
Submission to PEAC NS	October 26, 2026
Submission to DepEd GASS	October 30, 2026

Important Dates and Deadlines

TSS Program

Program	Deadline
Creation of TSS Billing Statements (Opening: February 1, 2027)	March 31, 2027
Submission to PEAC RS	April 12, 2027
Submission to DepEd RO	April 16, 2027
Submission to PEAC NS	April 21, 2027
Submission to DepEd GASS	April 30, 2027

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 term in their school.
 - Amount of refund shall depend on ESC Grantee attrition at the end off the school year.
- 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.

Payment Refunds

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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