Processing of GASTPE Billing Documents and Monitoring Guidelines

Training for School Registrars of GASTPE Participating Schools
September 6 to 8, 2023

Private Education Assistance Committee

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
  - Full name, designation, email address, mobile number and specimen signature of the School Committee Members
- Signatories to the List of ESC Grantees (2 signatories)
  - Information on the School Registrar and School President/School Director
  - Full name, designation, email address, mobile number and specimen signature of the School Registrar and School President/School Director

Preparing the Supporting Documents

Board Resolution or Secretary's Certificate
- Template is available for download in the IMS
- Board Resolution or Secretary's Certificate shall be notarized
- 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 Class Schedule
- Photocopy of Employment Contract

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

Processing of VP Billing Statements

VPB Folder

Preparing the Supporting Documents

Preparing the VP Billing Statement

Affixing of Electronic Signatures

VPB Folder

All VPBs **must have a VPB Folder**
- **VPBs who started in Grade 11 in the VP Participating SHS**
  - **Automatically Qualified**
    - **Category A: Public Grade 10 Completer in SY 2022-2023**
      - Photocopy of Grade 10 Report Card (School Form 9)
      - Photocopy of PSA Birth Certificate
      - 2x2 photo of VPB
    - **Category B: ESC Grade 10 Completer in SY 2022-2023**
      - ESC Certificate for Grade 10 Completers
      - Photocopy of Grade 10 Report Card (School Form 9)
      - Photocopy of PSA Birth Certificate
      - 2x2 photo of VPB

VPB Folder

All VPBs **must have a VPB Folder (cont.)**

- **VPBs who started in Grade 11 in the VP Participating SHS**
    - **Qualified Voucher Applicants (QVA):**
        - **Category C and D: QVA Private Non-ESC Completer in SY 2022-2023 and Grade 10 completers prior to SY 2022-2023 from Private/Public JHS**
            - QVR Certificate
            - Photocopy of Grade 10 Report Card (School Form 9)
            - Photocopy of PSA Birth Certificate
            - 2x2 photo of VPB

VPB Folder

All VPBs must have a VPB Folder (cont.)

- **VPBs who started in Grade 11 in the VP Participating SHS**
  - **Qualified Voucher Applicants (QVA):**
    - **Category E: ALS QVA**
      - QVR Certificate
      - Photocopy of ALS Junior High School Level Certificate of Program Completion
      - 2x2 photo of VPB
    - **Category F: PEPT QVA**
      - QVR Certificate
      - Photocopy of PEPT Certificate of Rating
      - 2x2 photo of VPB

VPB Folder

All VPBs must have a VPB Folder (cont.)

- **Transfer-in VPBs in Grade 12**
    - VPB Transfer-out Certificate issued by previous SHS
    - Photocopy of PSA Birth Certificate
    - Photocopy of Grade 11 Report Card (School Form 9)
    - 2x2 photo of VPB
    - If Category A VPB: Photocopy of Grade 10 Report Card

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 VP Participating SHS
- Account Name should have **–SHS VP** affixed to the name of the school
- LBP Accounts used for ESC Payments are not allowed
- Printout should be **on or after June 2023**
- Signed by the LBP Branch Manager
- Scan and upload in the VMS

Preparing the Supporting Documents

Official Receipt and Summary of Official Receipts Form

- Issued to the **Department of Education**
- Issued for VP Payments received in the previous school year
- Summary of Official Receipts Form may be downloaded in the VMS
- Scan and upload in the VMS

Preparing the Supporting Documents

Certification of School Fees

- Lists the school fees from Grade 11 to Grade 12 per track and strand in SY 2023-2024
- Template of the Certification of School Fees may be downloaded in the VMS
- Signed by the School Billing Signatory (manual signature or e-signature is allowed)
- Scan and uploading in the VMS

Preparing the Supporting Documents

Board Resolution or Secretary's Certificate

- Signatory to the VP Billing Statement and Supporting Documents
  - Full Name, Mobile Number, Email Address and signature specimen of the signatories should be clear and legible.
  - VP Billing Statement (**3 signatories**)
    - School President or Authorized Representative
    - Finance Officer
    - School Registrar
- List of VPBs (2 signatories)
  - School President or Authorized Representative
  - School Registrar

Preparing the Supporting Documents

Board Resolution or Secretary's Certificate (cont.)

- Template is available for download in the VMS
- Board Resolution or Secretary's Certificate shall be notarized
- Scan and upload in the VMS

Preparing the VP Billing Statement

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

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

Preparing the VP Billing Statement

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

- VPBs encoded and documents uploaded
  - **Grade 10 Report Card** (School Form 9) for **Public Grade 11 and Grade 12 VPBs** uploaded in the VMS
  - Uploaded Grade 10 Report Card validated by PEAC RS
- Supporting Documents Uploaded
  - STI1 or IMI1
  - Official Receipt and Summary of Official Receipts Form
  - Certification of School Fees
  - Board Resolution or Secretary's Certificate

Preparing the VP Billing Statement

Create the VP Billing Statement

- Ensure that all VPBs 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 VPB Folder

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

Only VPBs with uploaded report cards validated by the PEAC RS may be billed.

Affixing of Electronic Signatures

Take note of the following:

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

Documents for Affixing of Electronic Signatures

- VP Billing Statement
- Attestation on the List of VPBs Billed

Affixing of Electronic Signatures

Submit the VP Billing Statement to the PEAC RS

- Proceed to Tools then "View/Print/Delete VP Billing Statement" in the VMS
- Click "Submit Billing Statement" button to submit the VP Billing Statement to the PEAC RS

Issues on Processing of GASTPE Billing Statements

LBP Account and STI1 or IMI1 Issues

Official Receipt and Summary of Official Receipts Form Issues

Certification of School Fees Issues

Board Resolution or Secretary's Certificate Issues

Electronic Signature Issues

List of ESC Grantees or VPBs Billed Issues

TSS Payroll Issues

LBP Account and STI1 or IMI1 Issues

LBP Account Name is under the name of an individual or different from the registered school name

- Open an LBP account under the name of the GASTPE Participating School

STI1 or IMI1 details and LBP account details in the billing statement do not match

- Ensure that the account name and account number in STI1 or IMI1 match the LBP account details encoded in the billing statement

LBP Account and STI1 or IMI1 Issues

No -SHS VP in LBP Account Name for VP Participating SHS

- Open an LBP account with –SHS VP affixed after the SHS Account Name

STI1 or IMI1 not recent

- Required STI1 or IMI1 printout should be on or after June 2023

LBP Account and STI1 or IMI1 Issues

STI1 or IMI1 has no signature by the branch manager
- Have the STI1 or IMI1 signed by the branch manager

Uploaded STI1 or IMI1 copy is not clear
- Ensure that the scanned copy for uploading is readable

Official Receipt and Summary of Official Receipts Form Issues

Issues with official receipt details

- Official receipt should be issued to **<u>Department of Education</u>**
  - Payment received from Department of Education, or
  - Issued to Department of Education
- Incorrect or incomplete details
  - Incorrect amount in words
  - Incorrect amount compared to the amount paid by DepEd
  - No signature and/or name of issuing person

Official Receipt and Summary of Official Receipts Form Issues

Provisional receipt uploaded instead of official receipt
- PEAC only accepts official receipts

Uploaded official receipt copy is not clear
- Ensure that the scanned copy for uploading is readable

Official Receipt and Summary of Official Receipts Form Issues

No Summary of Official Receipts Form

- Fill out the Summary of Official Receipts Form (template is available in the IMS/IMS-TSS/VMS
- Ensure that the details of official receipts and payments received are correct
- Scan and upload together with official receipts

Certification of School Fees Issues (Voucher Program Only)

School Billing Signatories did not sign the Certification of School Fees

- Ensure that the School Billing Signatories signed the Certification of School Fees
- Signatory shall be the designated School Billing Signatories in the Board Resolution or Secretary's Certificate

Certification of School Fees Issues (Voucher Program Only)

Uploaded Certification of School Fees does not match the encoded school fees in the VMS

- Review the encoded school fees in the VMS and compare against the uploaded Certification of School Fees
  - Breakdown of Tuition, Other, and Miscellaneous Fees match with what is encoded in the VMS
- Ensure that the Certification of School Fees is per track and strand and per grade level

Board Resolution or Secretary's Certificate Issues

Incorrect or Incomplete Board Resolution or Secretary Certificate details

- Ensure that the authorized signatories are complete
  - Refer to the downloadable template in the IMS or VMS on the number of signatories required
- Check that the specimen signatures, position, and email addresses are accurate
  - These details are reviewed by the PEAC RS and compared against the signatories encoded in the IMS or VMS
- Ensure that all pages of the Board Resolution or Secretary's Certificate are uploaded in the IMS or VMS
- Have the Board Resolution or Secretary Certificate notarized

Electronic Signature Issues

Electronic signature uploaded in the IMS or VMS is different from the signature in the Board Resolution or Secretary's Certificate

- Signatories declared in the Board Resolution or Secretary's Certificate must be the same as the School Signatories encoded in the IMS or VMS

Electronic Signature formatting

- Electronic signature must have a transparent background
  - Must be in PNG format
- Image size must be 350 pixels by 130 pixels and not exceeding 2MB file size

List of ESC Grantees or VPBs or TSS Recipients Billed Issues

List of ESC Grantees or VPBs have double-listed names

- Review the List of ESC Grantees or VPBs Billed before submitting the billing statement to the PEAC RS

List of TSS Recipients Billed includes teachers with expired licenses and incorrect license numbers

- Review the List of TSS Recipients Billed and remove teachers with expired licenses in the billing statement
- Ensure that the License Numbers are correct
- Use the downloadable format of Class Schedule found in the IMS-TSS

List of ESC Grantees or VPBs or TSS Recipients Billed Issues

Issues with List of TSS Recipients Billed
- PRC licensed but not Teaching License are not allowed
- Upload clear copies of the following:
  - PRC License or Certificate of Rating
  - Class Schedule
    - Use the downloadable format of Class Schedule

TSS Payroll Issues

No signatures of resigned teachers

- Attached resignation letters or certification from the principal or school head

Incomplete details in the form

- Use the IMS-TSS generated TSS Payroll Form

Things to Keep in Mind When Processing GASTPE Billing Statements

Things to Keep in Mind When Processing GASTPE Billing Statements

When creating billing statements

- Ensure that the names of the ESC Grantees or VPBs or TSS Recipients billed are qualified based on program guidelines
    - ESC Grantees or VPBs enrolled and reporting in the school for at least 30 days and other qualifications and requirements are complete
    - TSS Recipients have updated licenses and other qualifications and requirements are complete
- Affix electronic signatures to the billing statement and supporting documents
- Do not forget to click the "Submit Billing Statement" button in the IMS or VMS

Things to Keep in Mind When Processing GASTPE Billing Statements

When billing statement is On-Hold whether in the PEAC Regional Secretariat or PEAC National Secretariat

- Contact the PEAC Regional Secretariat immediately for details and instructions
- School's compliance shall be sent to the PEAC Regional Secretariat instead of PEAC National Secretariat

Things to Keep in Mind When Processing GASTPE Billing Statements

When uploading scanned documents

- File type when uploading electronic signatures is PNG with dimensions of 350 pixels by 130 pixels
- File type when uploading supporting documents must be in PDF format
- Maximum file size for all types of uploads is 2MB

Things to Keep in Mind When Processing GASTPE Billing Statements

When following up status of GASTPE Billing Statements

- Check the status of the billing statements in the IMS, IMS-TSS, or VMS regularly instead of calling the PEAC RS and PEAC NS
- If status of the billing statement is Submitted to DepEd CO, it means that the billing statement is already with DepEd Central Office and PEAC has no control when payments are to be released

Monitoring of GASTPE Participating Schools

Monitoring Guidelines and Processes

Monitoring Forms

GASTPE Documents Reviewed During Monitoring

Monitoring Findings

Importance of Reviewing Billing Statements and School Documentation

Post-Billing Audit

List of Offenses

Sanctions

Monitoring Guidelines and Processes

Monitoring Guidelines and Processes
- Adjusted in SY 2020-2021 to comply with government-mandated health protocols
- Monitoring will be through Monitoring Host Institutions (MHI) 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)

Importance of Reviewing Billing Statements and School Documentation

Most of the findings would have been avoided if:

- GASTPE Participating Schools provide ample time to review their List of ESC Grantees or VPBs before and after creating billing statements
  - Compare the List of ESC Grantees or VPBs billed against School Form 1
  - Check the Grade Levels of the ESC Grantees or VPBs
  - Make sure that the ESC Grantees or VPBs have reported in the school for at least 30 days before including in a billing statement
  - Complete the contents of each ESC Grantee Folder and VPB Folder before billing an ESC Grantee or VPB
  - Review the names of ESC Grantees or VPBs for double-listed entries

Importance of Reviewing Billing Statements and School Documentation

Most of the findings would have been avoided if:

- Diligent recording of students in the class record
  - Ensure that the ESC Grantees or VPBs have grades in the class records
  - Record the dropouts and transfers and include the dates of dropping-out or transfer-out
- Do not include in the billing statement students reporting in another campus or delivery mode
- Complete the contents of each ESC Grantee Folder and VPB Folder before billing an ESC Grantee or VPB

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)

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 (**Opening**: September 1, 2023)	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

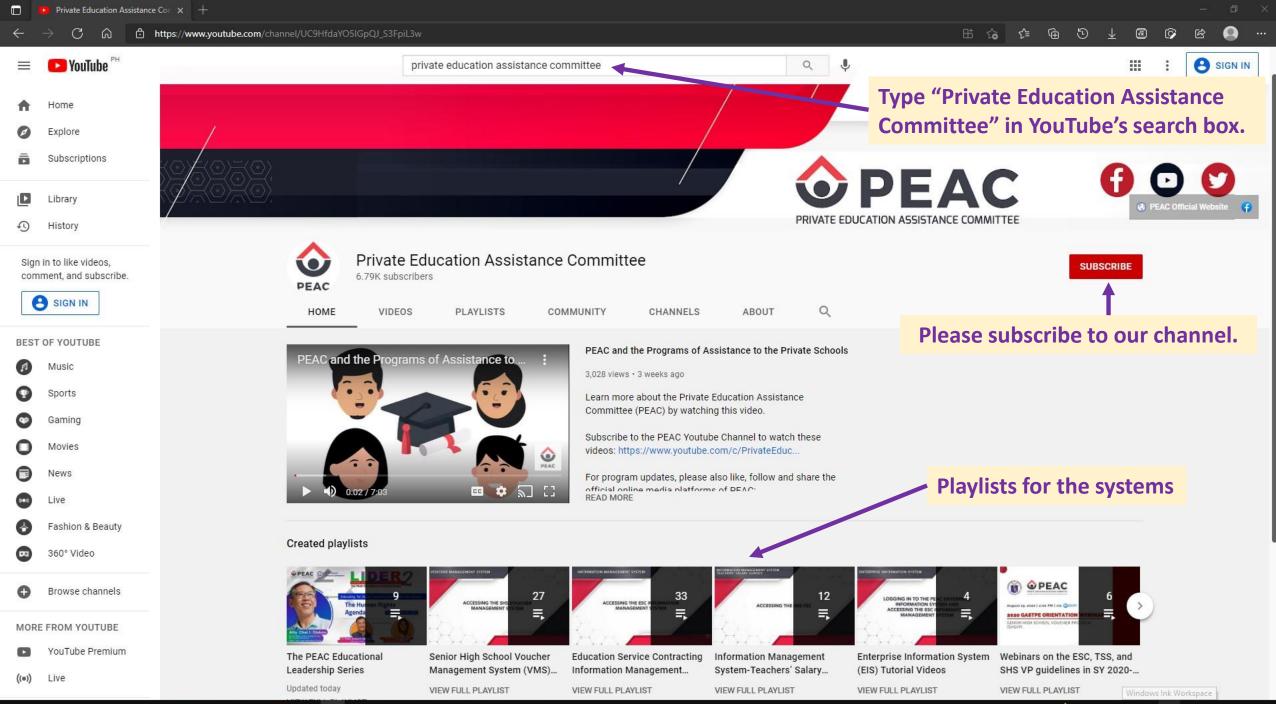| Program	Deadline
Creation of TSS Billing Statements (**Opening**: February 1, 2024)	March 29, 2024
Submission to PEAC RS	April 19, 2024
Submission to PEAC NS	May 3, 2024
Submission to DepEd CO	May 17, 2024

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 and VPBs 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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