

TO: Eligible Private Higher Education Institutions (HEIs)

RE: Orientation Seminars on the Tertiary Education Subsidy (TES) Program Guidelines on the Processing of Payments and the TES Management System in Academic Year (AY) 2019-2020

FROM: *Rhodora Angela F. Ferrer*
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Private Education Assistance Committee

DATE: July 8, 2019

The Private Education Assistance Committee (PEAC) will conduct orientation seminars on the Tertiary Education Subsidy (TES) program guidelines on the processing of payments, including a walkthrough of the TES Management System (TMS), in academic year 2019-2020. Below are the details of the orientation seminars for the guidance of eligible private HEIs.

Schedule. Participating schools should attend the schedule assigned to their region as indicated in the schedule below.

Date	Venue	Regions	Deadline of Registration
August 6, 2019	Grand Ballroom, Hotel Le Duc Tapuac District, Dagupan City	Region 1 and CAR	August 1, 2019
August 7, 2019	Grand Ballroom, Grand Caprice Lim Ket Kai, Cagayan de Oro City	Region 9, 10, 13, and ARMM	August 1, 2019
August 8, 2019	Fleur de lis Auditorium St. Paul University Manila	Region 5 and NCR	August 2, 2019
August 9, 2019	Auditorium, Sto. Nino Bldg. University of Immaculate Conception Bajada Campus	Region 9, 11, 12, and ARMM	August 2, 2019
August 12, 2019	Grand Tower Suites Iznart St., Iloilo City	Region 6 and 8	August 6, 2019
August 16, 2019	Gymnasium Lyceum of the Philippines University Laguna	Region 4A and 4B	August 13, 2019
	University of San Jose Recoletos Main Campus	Region 7 and 8	August 9, 2019
August 17, 2019	The Orchid Gardens City of San Fernando, Pampanga	Region 2 and 3	August 9, 2019

Program. Attached is the program for your reference.

Target Participants. Each participating school is given **two slots**. The expected attendees are the school's **point person for the TES and the IT person who will use the TES Management System (TMS)**. Each school campus is required to send its own **representatives to the orientation**.

Registration Fee and Procedure. There is a registration fee of Php500 per participant to cover the AM snack and lunch. **Schools should register with the PEAC Regional Secretariats (RSs) hosting the orientation seminars on or before the registration deadlines.** Registration beyond the deadline will not be accommodated. Please see the registration procedure in Attachment A.

Schools may also contact their respective regional secretariats to assist them in their registration and address their other concerns. Please refer to the Directory of the PEAC Regional Secretariats that is posted on peac.org.ph.

ATTACHMENT A

Registration Procedure

1. Accomplish the Pre-Registration Form below and pay the registration fee by depositing the amount at any Bank of the Philippine Islands (BPI) under the account name and number specified in the table in Attachment B.
2. Send the validated bank deposit slip, pre-registration form, and the data privacy consent form (Attachment C) to the email address of the concerned PEAC Regional Secretariat.
3. Call the PEAC Regional Secretariat to confirm receipt of your deposit slip, pre-registration form, and data privacy consent form.

PRE-REGISTRATION FORM

Name of School:
Address:
Telephone/Fax/Cellphone Number:
Email Address:
Name and Designation of Participant 1:
Name and Designation of Participant 2:
Orientation schedule (date and venue):
<i>Your registration is deemed confirmed upon receipt of your payment. Make sure you indicate the name of your school and address in the deposit slip when you email it to the PEAC Regional Secretariat that will host the orientation that you will attend.</i>

ATTACHMENT B

Date and Venue	Host PEAC Regional Secretariat	Bank Account Details
August 6, 2019 Dagupan	PEAC Region 1 Saint Louis College of San Fernando La Union Contact person: Dr. Marina Abella Contact details: 075-5162424 rs.01@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-REGION 1 BPI Acct # 1431-0062-31
August 7, 2019 Cagayan de Oro	PEAC Region 10 Lourdes College Cagayan de Oro City Contact person: Myrna Fantonalgo Contact details: 088-8571423 rs.10@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-REGION 10 BPI Acct # 1431-0063-47
August 8, 2019 Manila	PEAC NCR St. Paul University Manila Contact person: Joycelyn Velarde Contact details: 02-4050408 rs.ncr@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-NCR BPI Acct # 1431-0060-88
August 9, 2019 Davao	PEAC Region 11 University of the Immaculate Conception Davao City Contact person: Dr. Asuncion Ravago Contact details: 082-2218090 local 130 rs.11@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-REGION 11 BPI Acct # 1431-0060-61
August 12, 2019 Iloilo	PEAC Region 6 Colegio del Sagrado Corazon de Jesus Iloilo City Contact person: Dr. Ma. Helena Desiree Terre Contact details: 033-3374657 rs.06@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-REGION 6 BPI Acct # 1431-0063-39
August 16, 2019 Laguna	PEAC Region 4A Lyceum of the Philippines University-Laguna Calamba City Contact person: Lerma Calingasan Contact details: 049-5020972 rs.04a@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-REGION 4A BPI Acct # 1431-0063-55
August 16, 2019 Cebu	PEAC Region 7 University of San Jose Recoletos Cebu City Contact person: Dr. Perlita Quinones Contact details: 032-2537900 rs.07@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-REGION 7 BPI Acct # 1431-0062-58
August 17, 2019 Pampanga	PEAC Region 3 St. Scholastica's Academy San Fernando, Pampanga Contact person: Juliet Tayag Contact details: 045-4553808 local 169 rs.03@peac.org.ph	PEAC EXTERNALLY FUNDED PROJECTS-REGION 3 BPI Acct # 1431-0062-74

ATTACHMENT C

PEAC INSET PEAC Data Privacy Notice for the Tertiary Education Subsidy Orientation

Service Description

The UniFAST has contracted the PEAC to co-implement the Tertiary Education Subsidy Programs. One of the responsibilities of the PEAC is to conduct orientation conferences on the program guidelines for the participating Tertiary Education Institutions.

PEAC as Personal Information Controller

In carrying out the regional orientations, the PEAC acts as a Personal Information Controller (PIC) as defined under the Data Privacy Act of 2012. According to Sec. 3 of RA 10173, PIC refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organisation who instructs another person or organisation to collect, hold, process, use, transfer, or disclose personal information on his or her behalf.

Personal Information Collected

PEAC collects the following information from TES orientation registrants:

1. Full Name and Signature
2. Personal E-mail Address
3. Mobile/Landline Number
4. Institution name and address

All information requested above are needed for the provision of the service.

Use

The collected personal information is utilized solely for documentation and attendance-recording purposes within the PEAC. The data and will be shared with the Department of Education. The personal information will be used as is and will not be subject to additional processing before and after the stated purposes.

Protection Measures

Only authorized PEAC personnel shall have access to these personal information. Electronic transmittal of data and information is sent using official PEAC addresses only. Print-outs are handled only by authorized PEAC personnel.

Personal data will be stored up to 2 years from the participant's last attendance in the TES Orientation. At the end of the retention period, hard copies shall be disposed of through shredding, while digital files shall be anonymized or otherwise destroyed through the use of secure digital technology.

Access, Correction and Erasure

Every participant has the right to ask for a copy of any personal information that PEAC holds about him/her, as well as to ask for it to be corrected if he/she thinks it is erroneous. Also, the participant may also request for his/her data's complete erasure from the PEAC's servers. To do so, and for any other matters relating to the processing of personal data, he/she may contact Mr. Butch Evarola, data.privacy@peac.org.ph.

I agree with the terms and conditions as set forth in PEAC's Data Privacy Policy regarding the TES Orientation.

Registrant's full name	Signature	Date Signed