

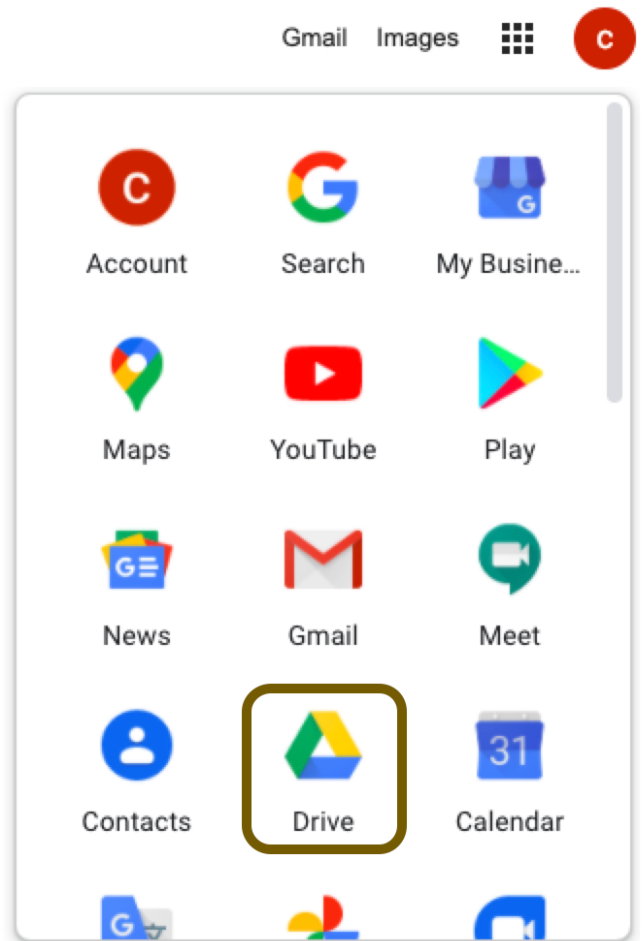


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1

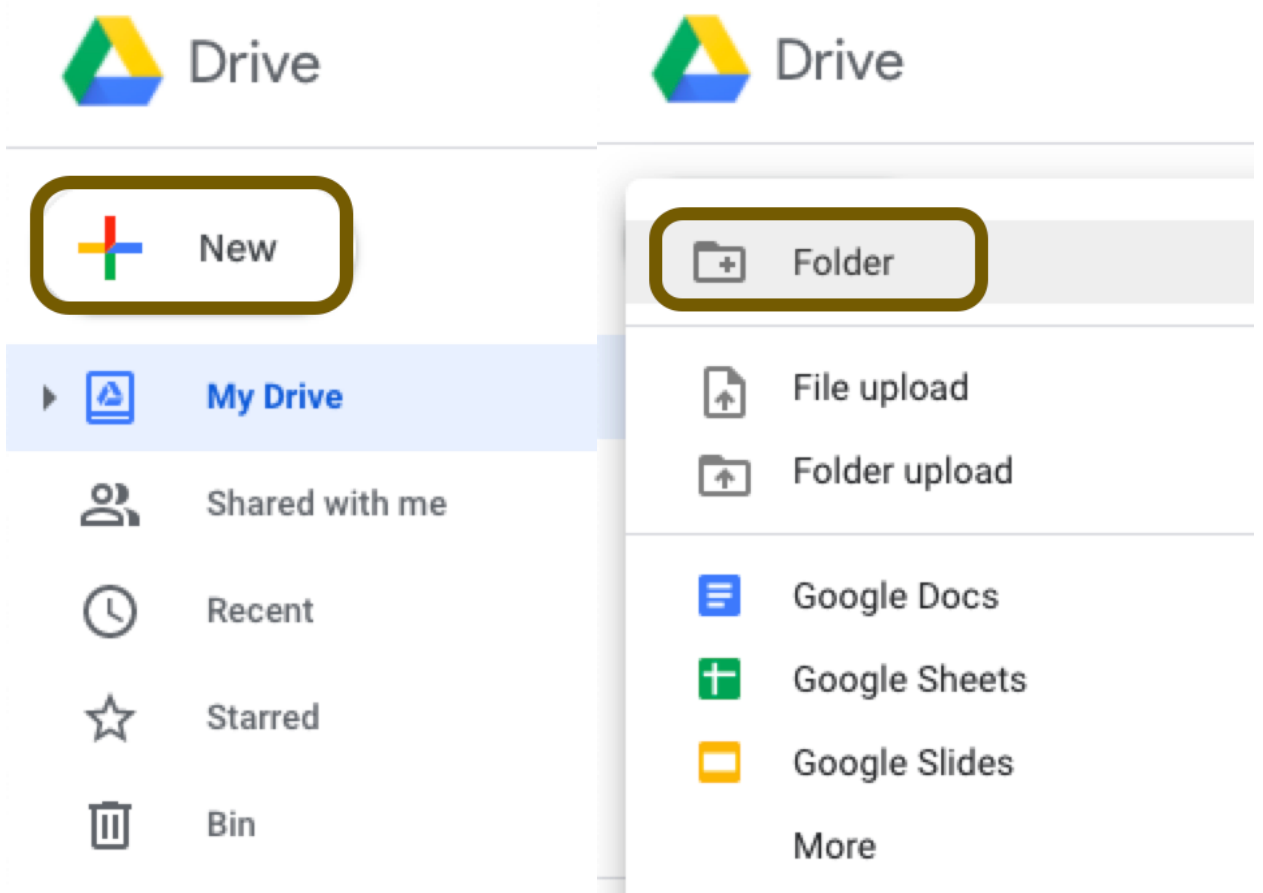
**Login using your Google account.**

**SELECT  
GOOGLE DRIVE**

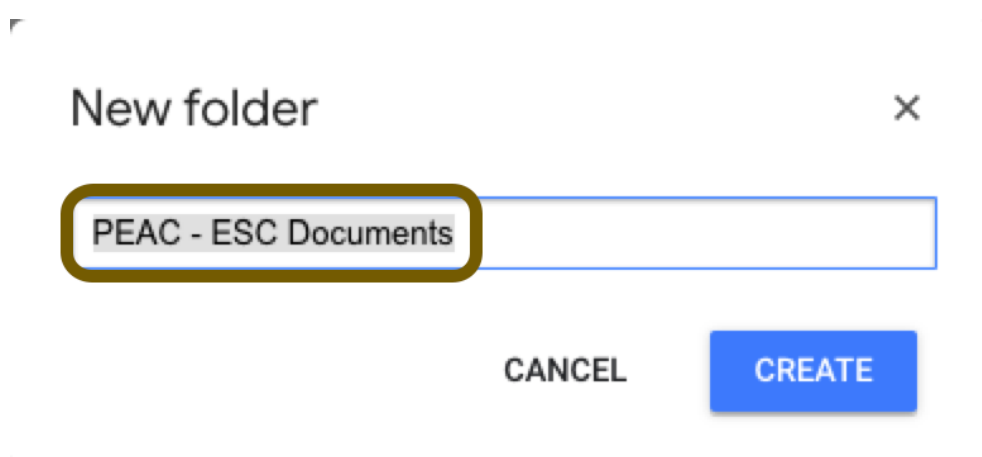


2

**Create a folder to upload  
ESC documents**



**LABEL FOLDER AS SEEN BELOW**





# ECE Online Submission

3

## Add folders for each Core Area and Support Area.

### CORE AREA FOLDERS:

1. CURRICULUM, ASSESSMENT, AND INSTRUCTION
2. FACULTY
3. INSTRUCTIONAL LEADERSHIP
4. ADMINISTRATION AND GOVERNANCE

### SUPPORT AREA FOLDERS:

1. ACADEMIC SUPPORT AND STUDENT DEVELOPMENT SERVICES
2. PHYSICAL PLANT AND INSTRUCTIONAL SUPPORT FACILITIES
3. SCHOOL BUDGET AND FINANCES
4. INSTITUTIONAL PLANNING AND DEVELOPMENT

My Drive > PEAC - ESC Documents ▾

Name ↑	Owner
ESC Core - Administration and Governance	me
ESC Core - Curriculum, Assessment, and Instr...	me
ESC Core - Faculty	me
ESC Core - Instructional Leadership	me
ESC Support - Academic Support and Student ...	me
ESC Support - Institutional Planning and Devel...	me
ESC Support - Physical Plant and Instructional...	me
ESC Support - School Budget and Finances	me

4

## Upload each ECE document in its corresponding folder.

VISIT [HTTPS://PEAC.ORG.PH/CERTIFICATION](https://peac.org.ph/certification) FOR THE COMPLETE LIST OF ECES

My Drive > PEAC - ESC Documents > ESC Core - Administration and Governance ▾

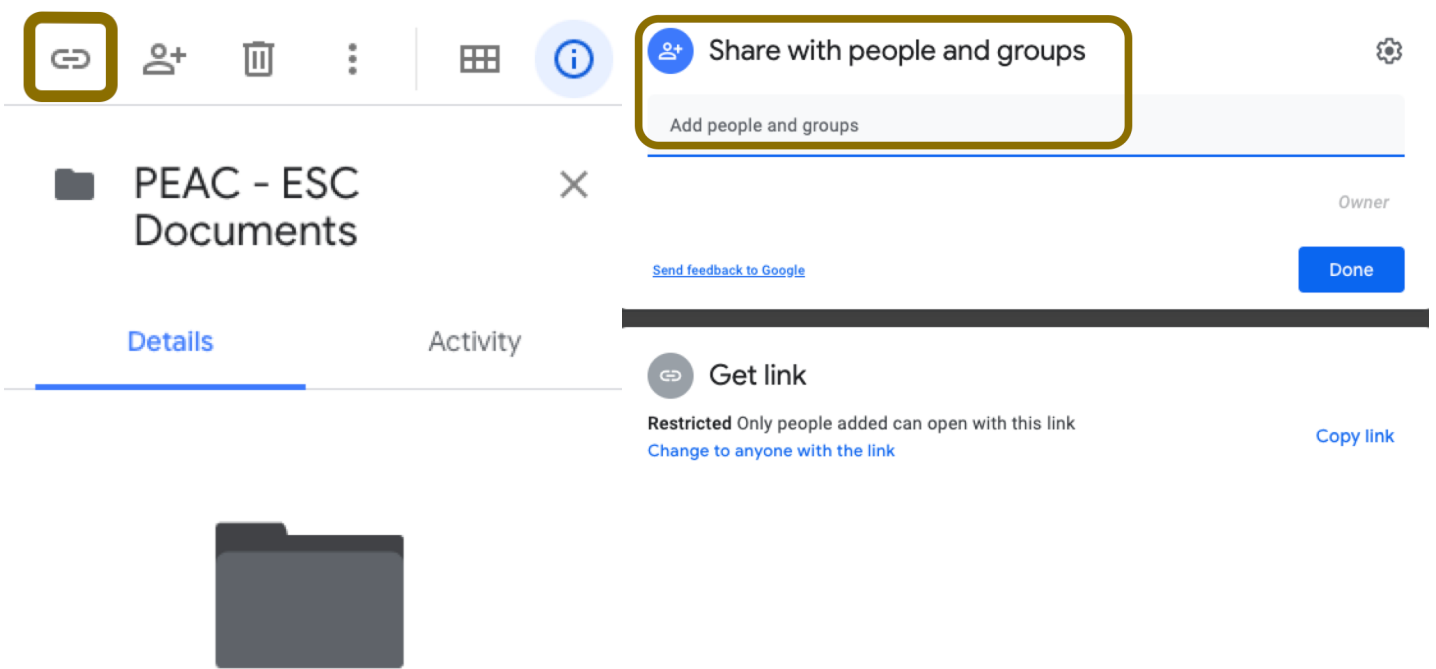
Name ↑	Owner	Last modified	File size
[SCHOOL NAME] Administrative Manual.p...	me	22 Aug 2020 me	4 KB
[SCHOOL NAME] Administrators Developm...	me	22 Aug 2020 me	4 KB
[SCHOOL NAME] List of Personnel Benefit...	me	22 Aug 2020 me	4 KB
[SCHOOL NAME] Organizational Chart.pdf	me	22 Aug 2020 me	4 KB
[SCHOOL NAME] Salary Scale.pdf	me	22 Aug 2020 me	4 KB
[SCHOOL NAME] Succession Plan.pdf	me	22 Aug 2020 me	4 KB



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5

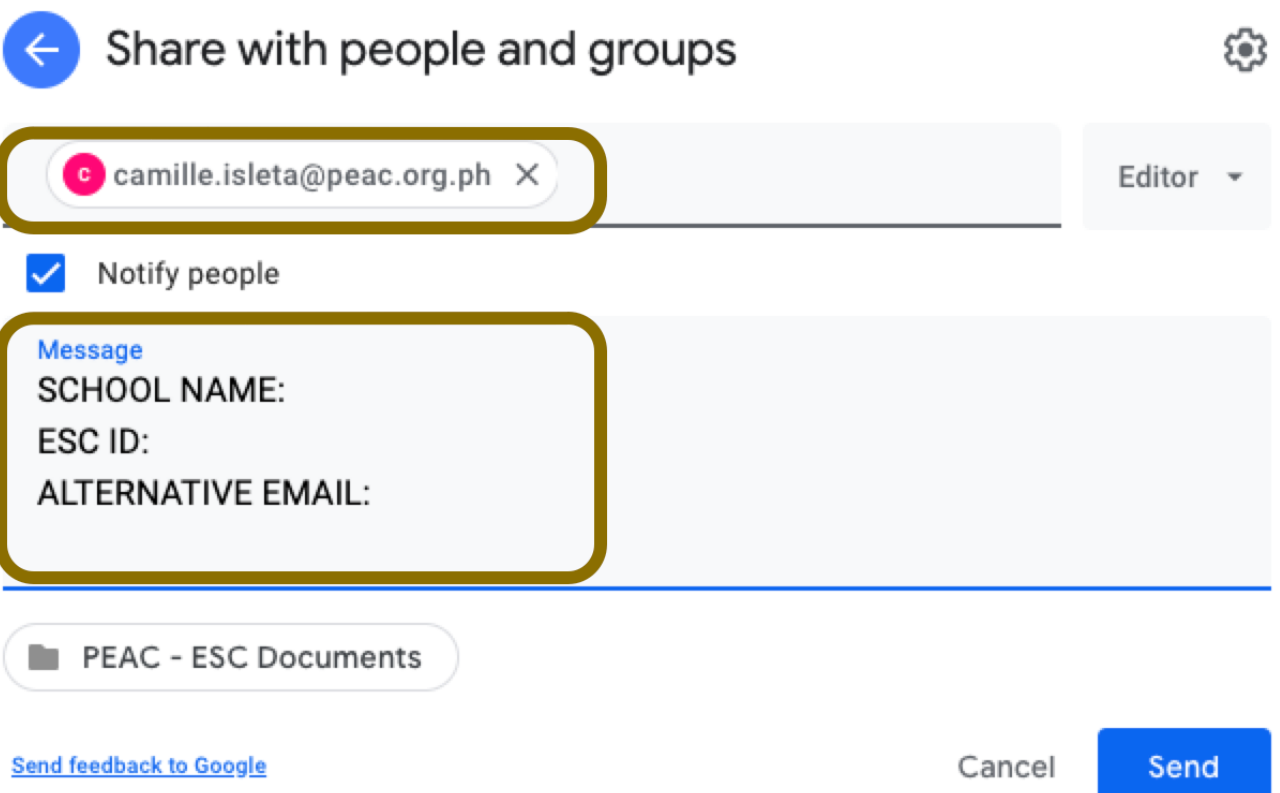
**Share the link of the PEAC - ESC Document to the Certification Unit for assessment and validation.**



6

**Send the shareable link to the Certification Unit Records Management at [camille.isleta@peac.org.ph](mailto:camille.isleta@peac.org.ph)**

**PROVIDE THE FOLLOWING INFORMATION:  
SCHOOL NAME  
ESC ID  
ALTERNATIVE EMAIL**





# ECE Online Submission

1

## Login using your Microsoft account.



### Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

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Back

Next

2

## Select OneDrive



Start new



Outlook



OneDrive



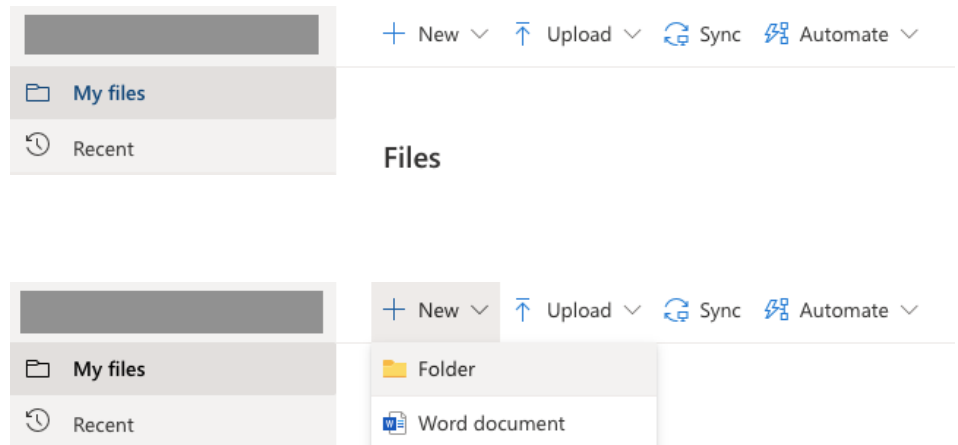
Word



Excel

3

## Create a folder to upload ESC documents



**LABEL FOLDER AS SEEN BELOW**

Create a folder



PEAC - ESC Documents

Create



# ECE Online Submission

4

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4. INSTITUTIONAL PLANNING AND DEVELOPMENT

Files > PEAC - ESC Documents

Name	Modified
ESC Core - Administration and Governance	19 hours ago
ESC Core - Faculty	A few seconds ago
ESC Core - Instructional Leadership	A few seconds ago
ESC Core- Curriculum, Assessment, and Inst...	19 hours ago
ESC Support - Academic Support and Stud...	19 hours ago
ESC Support - Institutional Planning and De...	19 hours ago
ESC Support - Physical Plant and Instructio...	19 hours ago
ESC Support - School Budget and Finances	19 hours ago

5

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Files > PEAC - ESC Documents > ESC Core - Administration and Governance

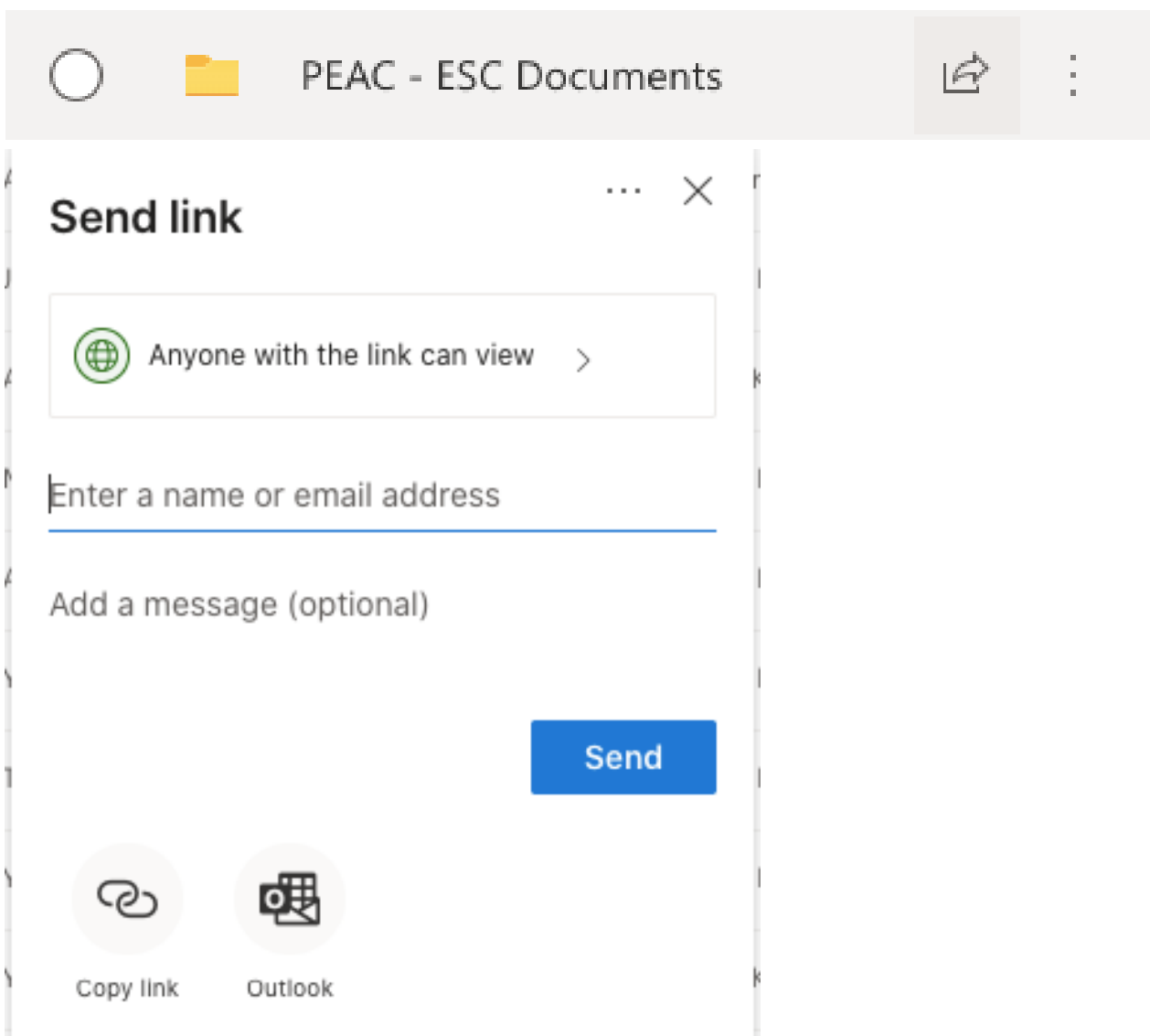
Name	Modified
[SCHOOL NAME] Administrative Manual.pdf	A few seconds ago
[SCHOOL NAME] Administrators Developme...	A few seconds ago
[SCHOOL NAME] List of Personnel Benefits....	A few seconds ago
[SCHOOL NAME] Organizational Chart.pdf	A few seconds ago
[SCHOOL NAME] Salary Scale.pdf	A few seconds ago
[SCHOOL NAME] Succession Plan.pdf	A few seconds ago



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