



PRIVATE EDUCATION ASSISTANCE COMMITTEE

Trustee of the Fund for Assistance to Private Education

PROCEDURE FOR CREATING GOOGLE DRIVE (ESC PART III DOCUMENTS)



01

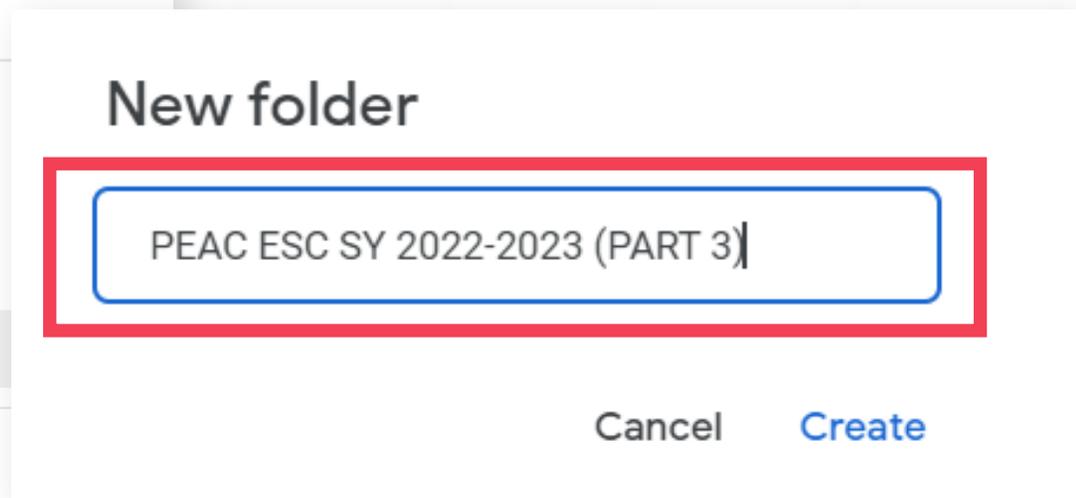
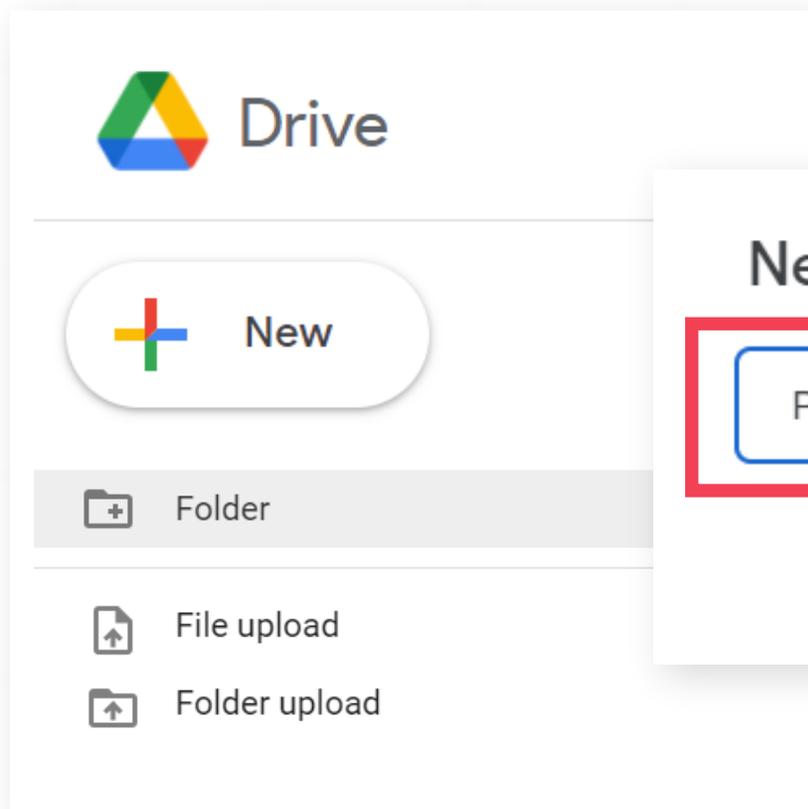
Login to
<https://google.com/drive>



Google Drive

02

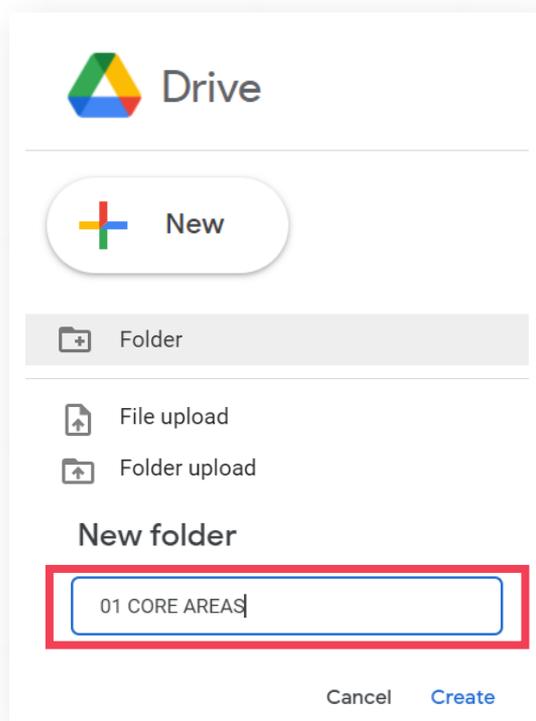
Create and rename a New Folder to **PEAC ECE SY 2022-2023 (Part 3)**



03

Create subfolders in PEAC ECE SY 2022-2023 (Part 3):

1. [CORE AREAS](#)
2. [SUPPORT AREAS](#)
3. [PHOTO AND VIDEO DOCUMENTATION](#)
4. [ADDITIONAL DOCUMENTS](#)

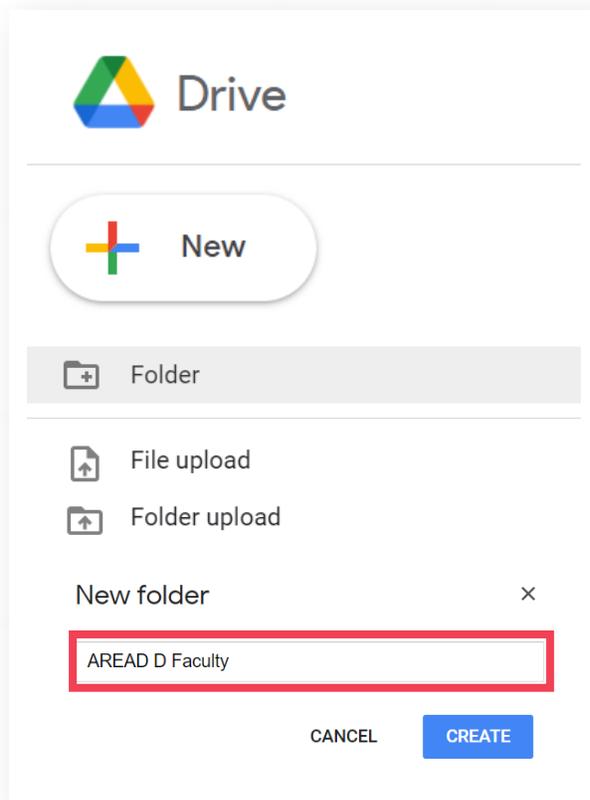


The image shows a screenshot of a Google Drive folder named 'PEAC ESC SY 2022-2023 (PART 3)'. The folder contains four subfolders, each with a name, owner, and last modified date. The subfolders are: '01 CORE AREAS', '02 SUPPORT AREAS', '03 PHOTO AND VIDEO DOCUMENTATION', and '04 ADDITIONAL DOCUMENTS'. All folders are owned by 'me' and were last modified at 1:34 PM.

Name ↑	Owner	Last modified
01 CORE AREAS	me	1:34 PM me
02 SUPPORT AREAS	me	1:34 PM me
03 PHOTO AND VIDEO DOCUMENTATION	me	1:34 PM me
04 ADDITIONAL DOCUMENTS	me	1:34 PM me

04

Create subfolders in [CORE AREAS](#). Upload the required document in its corresponding folder. Submit PDF only.



05

Create subfolders in [SUPPORT AREAS](#).
Upload the required document in its corresponding folder. Submit PDF only.

The screenshot displays the Google Drive interface. On the left, the 'New' menu is open, with 'Folder' selected. Below it, a 'New folder' dialog box is shown with the text 'AREA H School Budget and Finances' entered in the input field. On the right, a folder listing is visible under the path 'My Drive > PEAC ESC SY 2022-2023 (PART 3) > 02 SUPPORT AREAS'. The listing includes columns for Name, Owner, and Last modified, with four folders listed: AREA E Academic Support and Student Developme..., AREA F School Plant and Instructional Support Faci..., AREA H School Budget and Finances, and AREA I Instructional Planning and Development.

Name	Owner	Last modified
AREA E Academic Support and Student Developme...	me	1:38 PM me
AREA F School Plant and Instructional Support Faci...	me	1:39 PM me
AREA H School Budget and Finances	me	1:38 PM me
AREA I Instructional Planning and Development	me	1:38 PM me

06

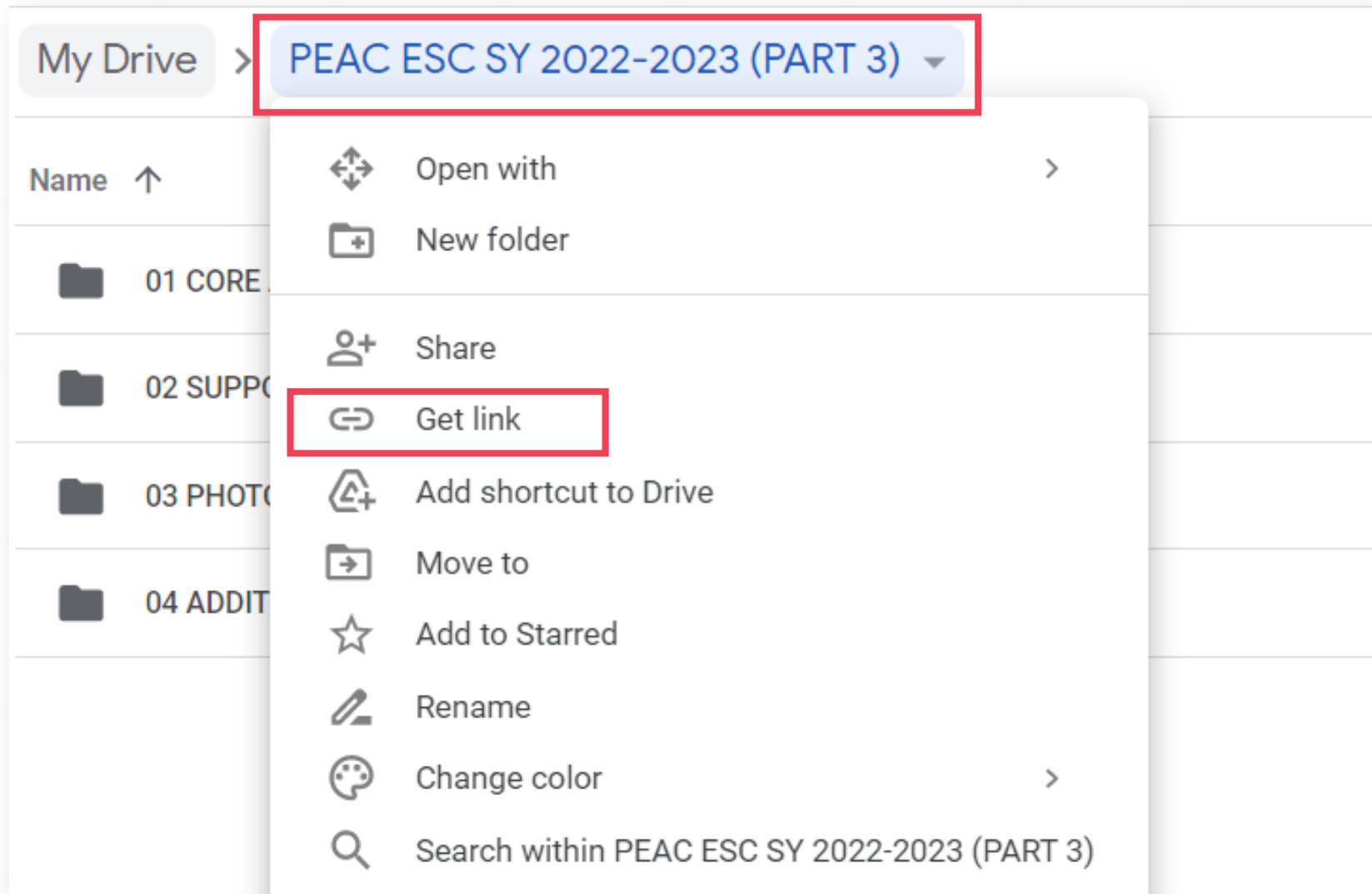
Label your documents
as seen in the List of ECEs.

My Drive > PEAC ESC SY 2022-2023 (PART 3) > 01 CORE AREAS > AREA G Administration and Governance ▾

Name ↑	Owner	Last modified	File size
 Administrative Manual	me	1:41 PM me	1 KB
 Administrators Development Program	me	1:42 PM me	1 KB
 List of Personnel Benefits	me	1:41 PM me	1 KB
 Organizational Chart	me	1:40 PM me	1 KB
 Salary Scale	me	1:40 PM me	1 KB
 Succession Plan	me	1:40 PM me	1 KB

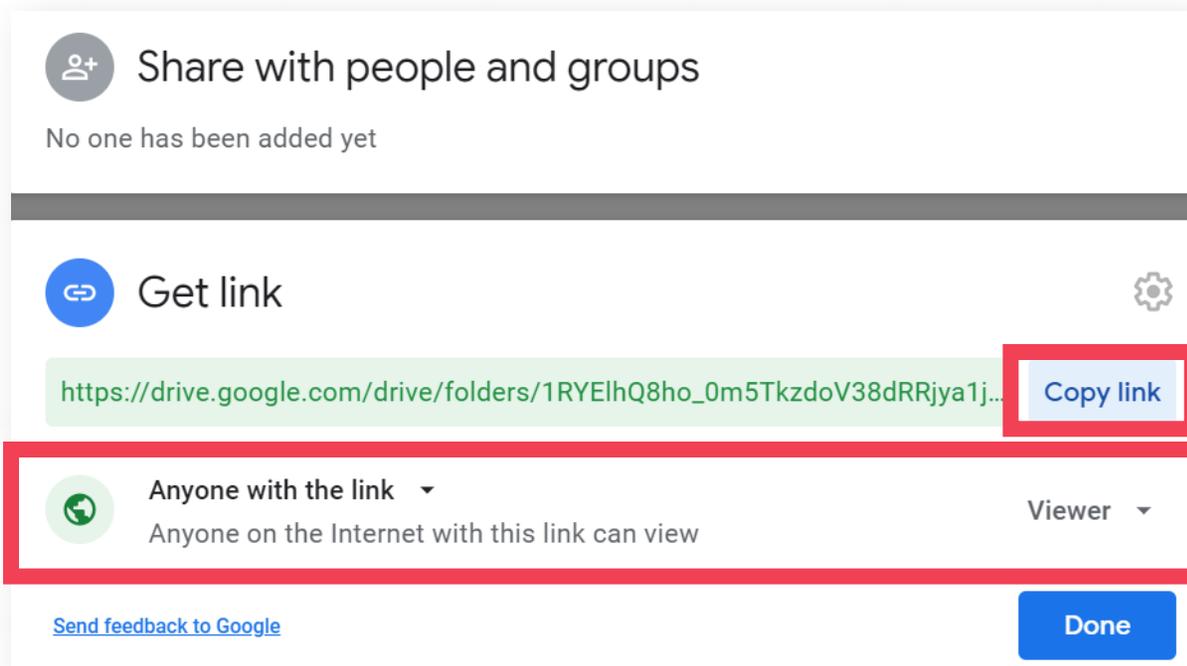
07

Copy Google Drive link.



08

Submit Google Drive link to Certification Unit via EIS.



Share with people and groups
No one has been added yet

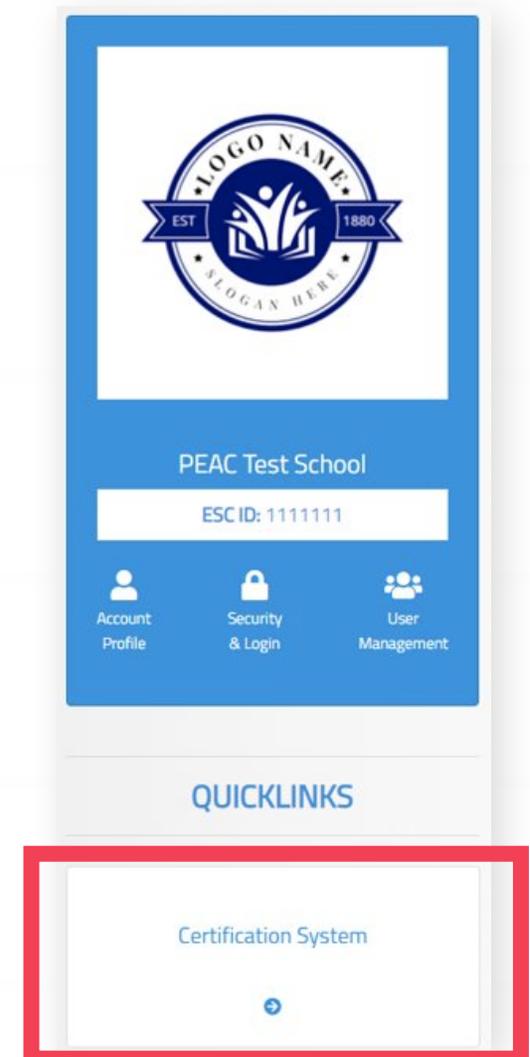
Get link 

https://drive.google.com/drive/folders/1RYElhQ8ho_0m5TkzdoV38dRRjya1j... [Copy link](#)

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PEAC Test School
ESC ID: 1111111

[Account Profile](#) [Security & Login](#) [User Management](#)

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[Certification System](#)