

Step 1: Download from the attached links (seen below) the templates for your Part 2 documents.

PART II: School Survey	
Duly Accomplished Certification Assessment Instrument (2022 SHS CAI) <ul style="list-style-type: none">• Click here to accomplish the 2022 SHS Certification Assessment Instrument Form• Click here to download the 2022 SHS Certification Assessment Instrument User's Guide	
2. School's Philosophy, Vision, Mission, Goals, and Objectives (PVMGO)	[Download]
3. BEIS or School Profile	[Download]
4. Faculty and Personnel Profile for SY 2022-2023	[Download]
5. School Calendar for SY 2022-2023, including the Senior High School's daily class schedule	[Download]
6. Accomplished School Recovery and Readiness Assessment (SRRA) Tool or an equivalent	[Download]
7. School Recovery and Readiness Plan (SRRP) or an equivalent	[Download]
8. Accomplished PEAC Standards Based School Improvement Plan (SSIP)	[Download]

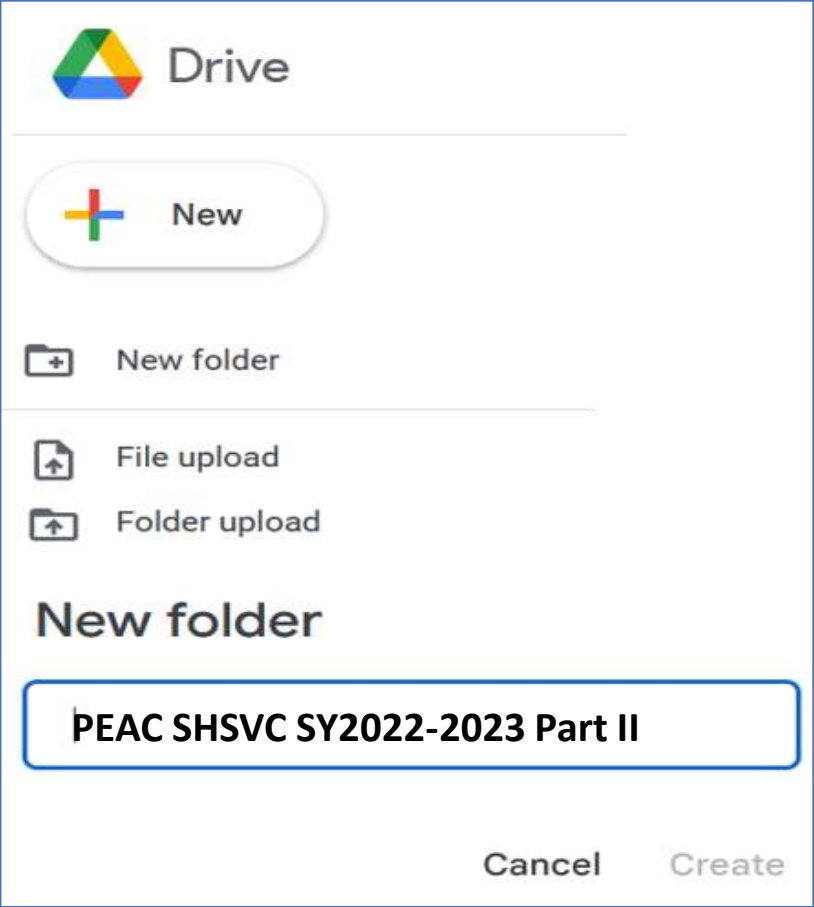
Fully accomplish all these templates and make sure they are saved in PDF.

1. 2020 SHS Certification Assessment Instrument (CAI)
2. School's Philosophy, Vision, Mission, Goals, and Objectives (PVMGO)
3. BEIS or School Profile
4. Faculty and Personnel Profile
5. School Calendar and Class Program
6. Accomplished School Recovery and Readiness Assessment (SRRA) Tool or an equivalent
7. Accomplished School Recovery and Readiness Plan (SRRP) or an equivalent
8. Accomplished PEAC Standards Based School Improvement Plan (SSIP)

Step 2: Login to your preferred online storage (Google Drive, OneDrive or Dropbox)

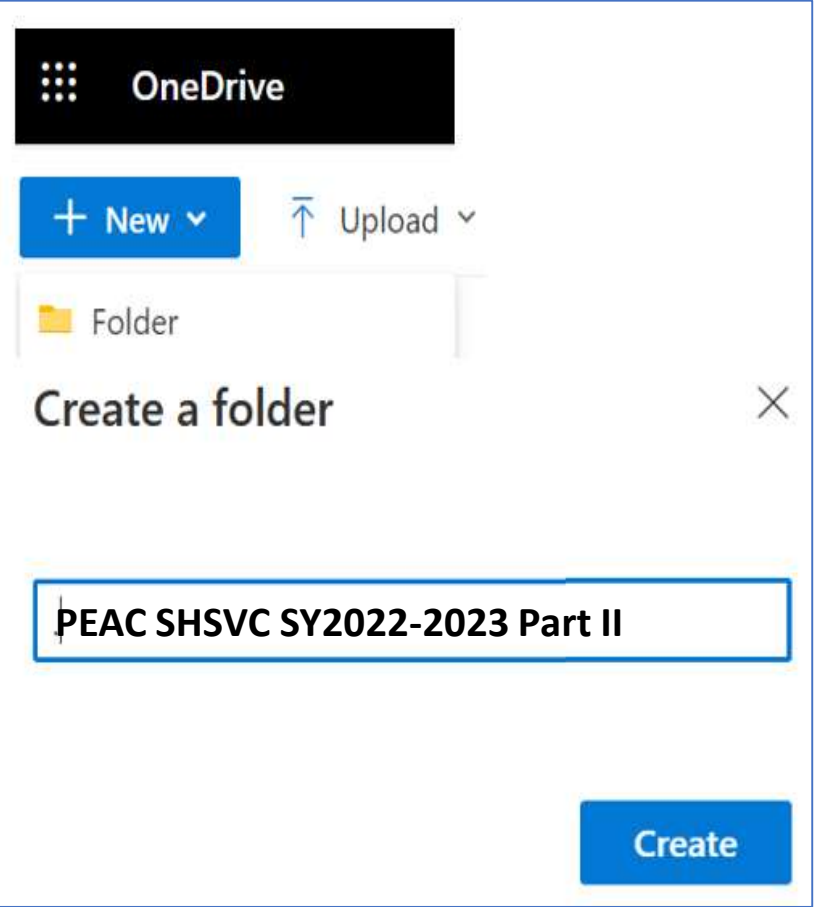
Step 3: Create a new folder and label it “PEAC SHSVC SY2022-2023 Part II”

For Google Drive:



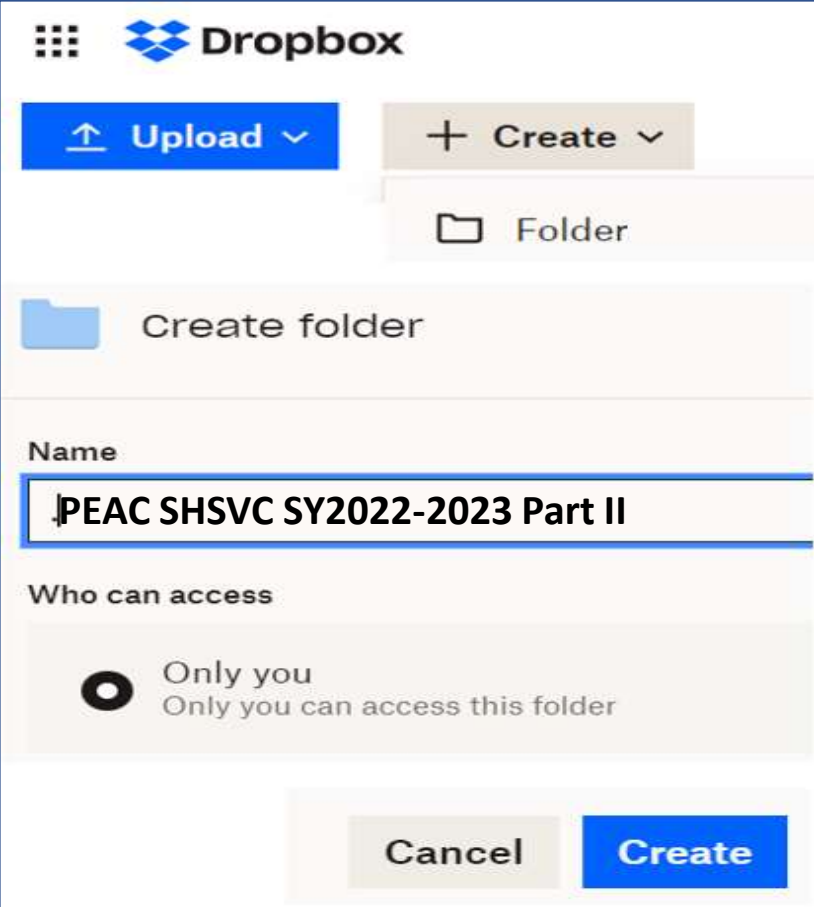
The screenshot shows the Google Drive interface. At the top left is the Drive logo. Below it is a 'New' button with a plus sign icon. Underneath are three options: 'New folder', 'File upload', and 'Folder upload'. The 'New folder' option is selected, and a dialog box titled 'New folder' is open. The text 'PEAC SHSVC SY2022-2023 Part II' is entered into the input field. At the bottom of the dialog are 'Cancel' and 'Create' buttons.

For OneDrive:



The screenshot shows the OneDrive interface. At the top left is the OneDrive logo. Below it are '+ New' and 'Upload' buttons. Underneath is a 'Folder' option. The 'Create a folder' dialog is open, showing the text 'PEAC SHSVC SY2022-2023 Part II' in the input field. A 'Create' button is at the bottom right.

For Dropbox:



The screenshot shows the Dropbox interface. At the top left is the Dropbox logo. Below it are 'Upload' and '+ Create' buttons. Underneath is a 'Folder' option. The 'Create folder' dialog is open, showing the text 'PEAC SHSVC SY2022-2023 Part II' in the 'Name' input field. Below the name field is the 'Who can access' section, which is set to 'Only you'. At the bottom right are 'Cancel' and 'Create' buttons.

Step 4: Upload all of your Part 2 Documents to the newly created folder. Make sure all files are in PDF.

Step 5: Copy the link for each document. Make sure to follow the settings as shown below:

For Google Drive:

The image shows two side-by-side screenshots from the Google Drive interface. The left screenshot shows a file list in a folder named 'PEAC SHSVC SY2022-2023 Part II'. The file 'Faculty and Personnel Profile.pdf' is selected, and a context menu is open with the 'Get link' option highlighted in a red box. The right screenshot shows the 'Share' dialog for the selected file. The 'General access' section is highlighted in a red box, showing 'Anyone with the link' as the access level and 'Viewer' as the permission. The 'Copy link' button at the bottom left is also highlighted in a red box.

My Drive > PEAC SHSVC SY2022-2023 Part II

Name ↑

- 2020 SHS CAI.pdf
- Faculty and Personnel Profile.pdf**
- School Calendar & Class Program.pdf
- School Profile.pdf
- School PVMGO.pdf
- SRRA.pdf
- SRRP.pdf
- SSIP.pdf

Preview
Open with
Get link
Share
Show file location
Add shortcut to Drive
Move to
Add to Starred
Rename
View details
Manage versions
Make a copy
Download

Share "Faculty and Personnel Profile.pdf"

Add people and groups

People with access

- PEAC Certification (you) certassistant2@gmail.com Owner

General access

Anyone with the link Viewer

Anyone on the internet with the link can view

Viewers of this file can see comments and suggestions

Copy link Done

For OneDrive:

My files > PEAC SHSVC SY2022-2023 Part II

Name	Preview
2020 SHS CAI.pdf	Share
Faculty and Personnel Profile.p...	Copy link
School Calendar & Class Program.pdf	Manage access
School Profile.pdf	Download
School PVMGO.pdf	Print
SRRA.pdf	Delete
SRRP.pdf	Move to
SSIP.pdf	Copy to
	Rename
	Automate
	Version history

Link settings

Faculty and P... Profile.pdf

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in Private Educ...nce Committee with the link
- People with existing access
- Specific people

Other settings

- Can view**
- Set expiration date
- Set password
- Block download

Apply Cancel

Copy link

Faculty and P... Profile.pdf

Anyone with the link can edit >

Copy

Link to 'Faculty an...rofile.pdf' copied

https://fape-my.sharepoint.com/:b:/g/personal/shs_... **Copy**

Anyone with the link can view >

For Dropbox:

Dropbox / PEAC SHSVC SY2022-2023 Part II



Upload

Create

Organize

Share

Only you have access

Name ↑	Modified	Who can access
2020 SHS CAI.pdf	☆ 26/9/2022 10:31 pm	
<input type="checkbox"/> Faculty and Personnel Profile.pdf	☆ 26/9/2022 10:31 pm	
School Calendar & Class Program.pdf	☆ 26/9/2022 10:31 pm	Only you
School Profile.pdf	☆ 26/9/2022 10:31 pm	Only you
School PVMGO.pdf	☆ 26/9/2022 10:31 pm	Only you
SRRA.pdf	☆ 26/9/2022 10:31 pm	Only you
SRRP.pdf	☆ 26/9/2022 10:31 pm	Only you
SSIP.pdf	☆ 26/9/2022 10:31 pm	Only you

Link copied. Allows viewing.

<https://www.dropbox.com/s/m8qi2eqrure9jppq/2020%20SHS%20C>

Step 6: Paste the link of each document to their respective boxes in the Part 2 Document Submission Form.
(Please make sure to copy and paste the link of each document, not the link of the drive itself.)

SHSVC Certification System (Part II) ...

Part II. School Self-Survey

Scanned copies of the following documents **MUST** be uploaded in the cloud storage (Dropbox, Google Drive, One Drive, etc.)


4. School's Philosophy, Vision, Mission, Goals, and Objectives (PVMGO)

Shareable file link:

5. BEIS or School Profile

Shareable file link:

6. Faculty and Personnel Profile



Shareable file link:

Step 7: Click Submit to finish.