

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

PART II: School Survey	
1. School's Philosophy, Vision, Mission, Goals, and Objectives (PVMGO)	[Download]
2. BEIS or School Profile	[Download]
3. Faculty and Personnel Profile for SY 2022-2023	[Download]
4. School Calendar for SY 2022-2023, including the Senior High School's daily class schedule	
5. Accomplished School Recovery and Readiness Assessment (SRRA) Tool or an equivalent	[Download]
6. Accomplished School Recovery and Readiness Plan (SRRP) or an equivalent	[Download]
7. Accomplished PEAC Standards Based School Improvement Plan (SSIP)	[Download]

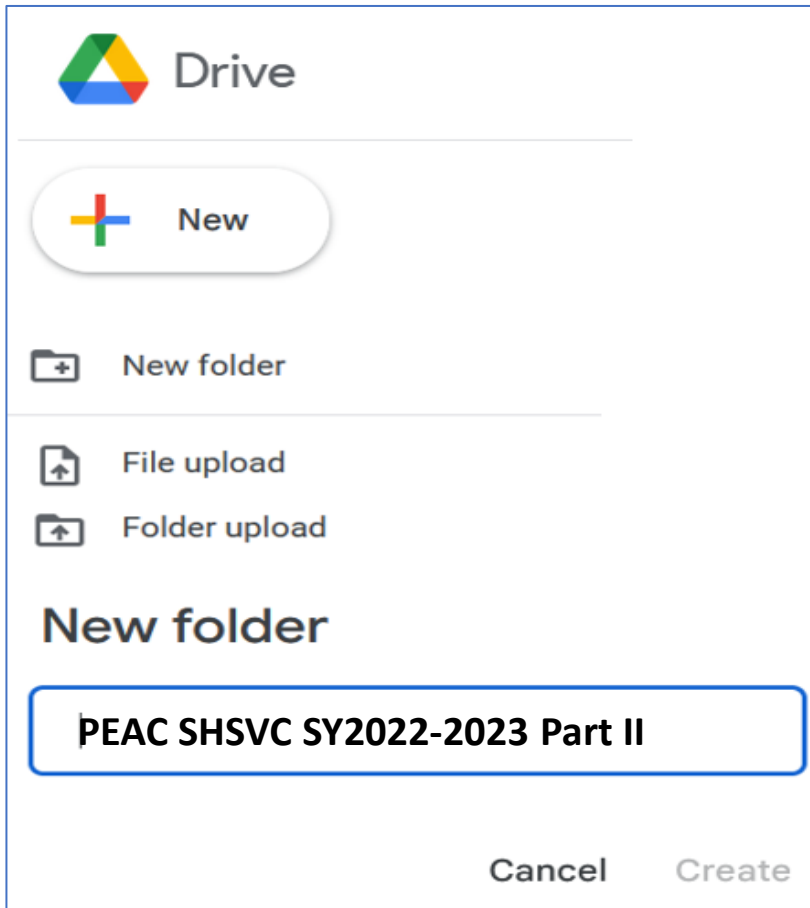
Fully accomplish all these templates and make sure they are saved in PDF.

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

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

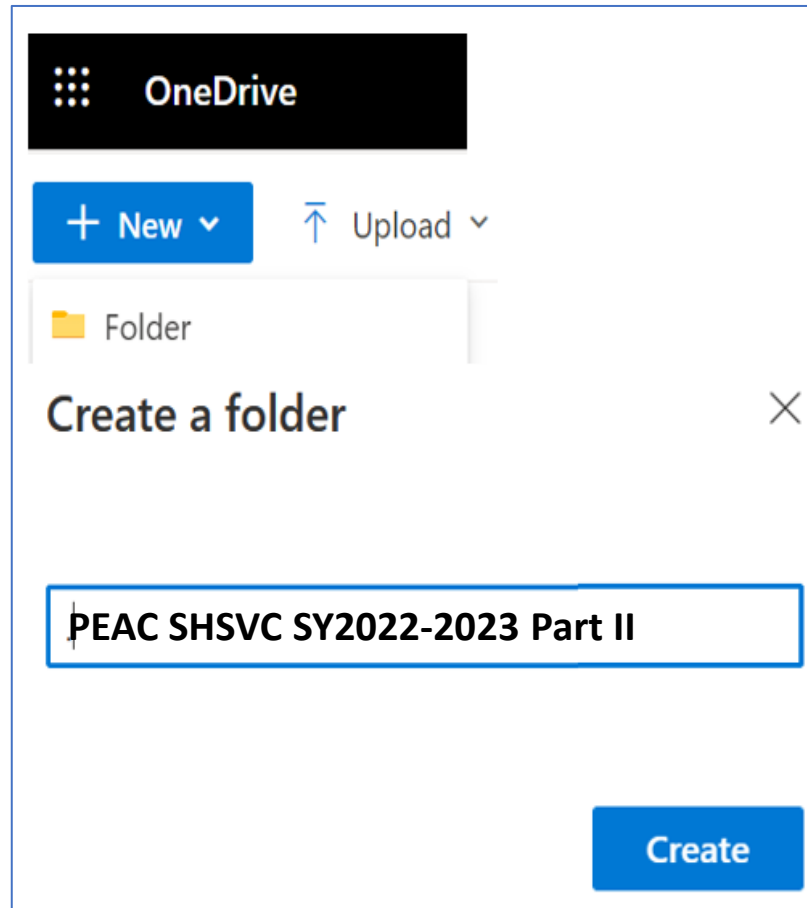
Step 3: Create a new folder and label it “PEAC SHSVC SY2022-2023 Part II”

For Google Drive:



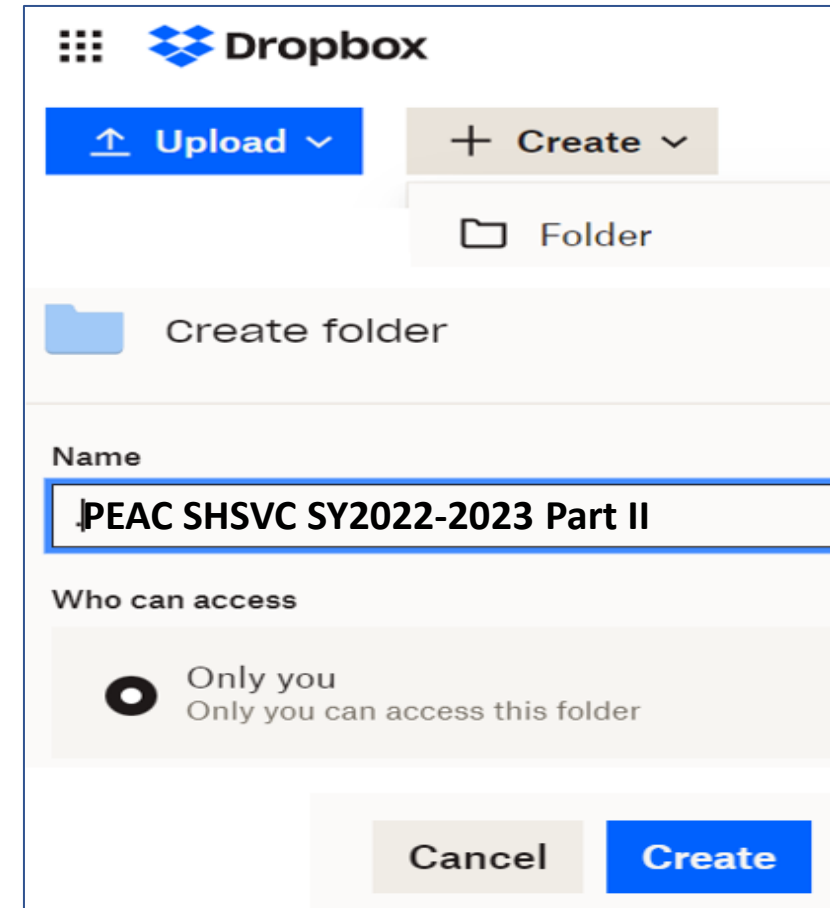
The screenshot shows the Google Drive interface. At the top left is the Drive logo. Below it is a 'New' button with a plus sign icon. A dropdown menu is open, showing options: 'New folder', 'File upload', and 'Folder upload'. The 'New folder' option is selected, and a sub-menu is visible with the text 'Create folder'. Below this, a text input field contains the text 'PEAC SHSVC SY2022-2023 Part II'. At the bottom, there are 'Cancel' and 'Create' buttons.

For OneDrive:



The screenshot shows the OneDrive interface. At the top left is the OneDrive logo. Below it is a 'New' button with a plus sign icon. A dropdown menu is open, showing options: 'Folder' and 'Upload'. The 'Folder' option is selected, and a sub-menu is visible with the text 'Create a folder'. Below this, a text input field contains the text 'PEAC SHSVC SY2022-2023 Part II'. At the bottom right, there is a 'Create' button.

For Dropbox:



The screenshot shows the Dropbox interface. At the top left is the Dropbox logo. Below it are 'Upload' and 'Create' buttons. The 'Create' button is selected, and a dropdown menu is open, showing options: 'Folder' and 'Create folder'. The 'Create folder' option is selected. Below this, a text input field contains the text 'PEAC SHSVC SY2022-2023 Part II'. Below the input field, there is a section for 'Who can access' with a radio button selected for 'Only you' and the text 'Only you can access this folder'. At the bottom right, there 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 screenshot shows the Google Drive interface. The breadcrumb path is "My Drive > PEAC SHSVC SY2022-2023 Part II". A list of files is shown, with "Faculty and Personnel Profile.pdf" selected. A context menu is open over this file, with the "Get link" option highlighted by a red box. Other options in the menu include Preview, Open with, Share, Show file location, Add shortcut to Drive, Move to, Add to Starred, Rename, View details, Manage versions, Make a copy, and Download.

Name	Actions
My Drive > PEAC SHSVC SY2022-2023 Part II	Preview, Open with, Share, Get link , Show file location, Add shortcut to Drive, Move to, Add to Starred, Rename, View details, Manage versions, Make a copy, Download
Faculty and Personnel Profile.pdf	
School Calendar & Class Program.pdf	
School Profile.pdf	
School PVMGO.pdf	
SRRA.pdf	
SRRP.pdf	
SSIP.pdf	

The screenshot shows the sharing settings for the file "Faculty and Personnel Profile.pdf". The "People with access" section shows "PEAC Certification (you)" as the owner. The "General access" section is highlighted with a red box, showing "Anyone with the link" with a dropdown arrow, and "Viewer" with a dropdown arrow. Below this, a blue bar indicates "Viewers of this file can see comments and suggestions". At the bottom, a "Copy link" button is highlighted with a red box, and a "Done" button is visible on the right.

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

Viewers of this file can see comments and suggestions

Copy link Done

For OneDrive:

My files > PEAC SHSVC SY2022-2023 Part II

Name	
Faculty and Personnel Profile.p...	 
School Calendar & Class Program.pdf	
School Profile.pdf	
School PVMGO.pdf	
SRRA.pdf	
SRRP.pdf	
SSIP.pdf	

- Preview
- Share
- Copy link**
- Manage access
- Download
- Print
- Delete
- Move to
- 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/person/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

Copy shared link

Name	Modified	Who can access
<input type="checkbox"/> Faculty and Personnel Profile.pdf	☆ 26/9/2022 10:31 pm	Copy link
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.