

**Step 1: Download the templates\* for your Part 2 documents from the email that was sent to you. Fully accomplish all these templates before uploading them to the Senior High School Voluntary Certification System.**

1. School's Philosophy, Vision, Mission, Goals, and Objectives (template provided)
2. Latest School Profile (template provided)
3. Latest Faculty and Personnel Profile (template provided)
4. Latest School Calendar and Class Program (for SY23-24) \*\*
5. Accomplished PEAC Standards-based School Improvement Plan or SSIP (template provided)

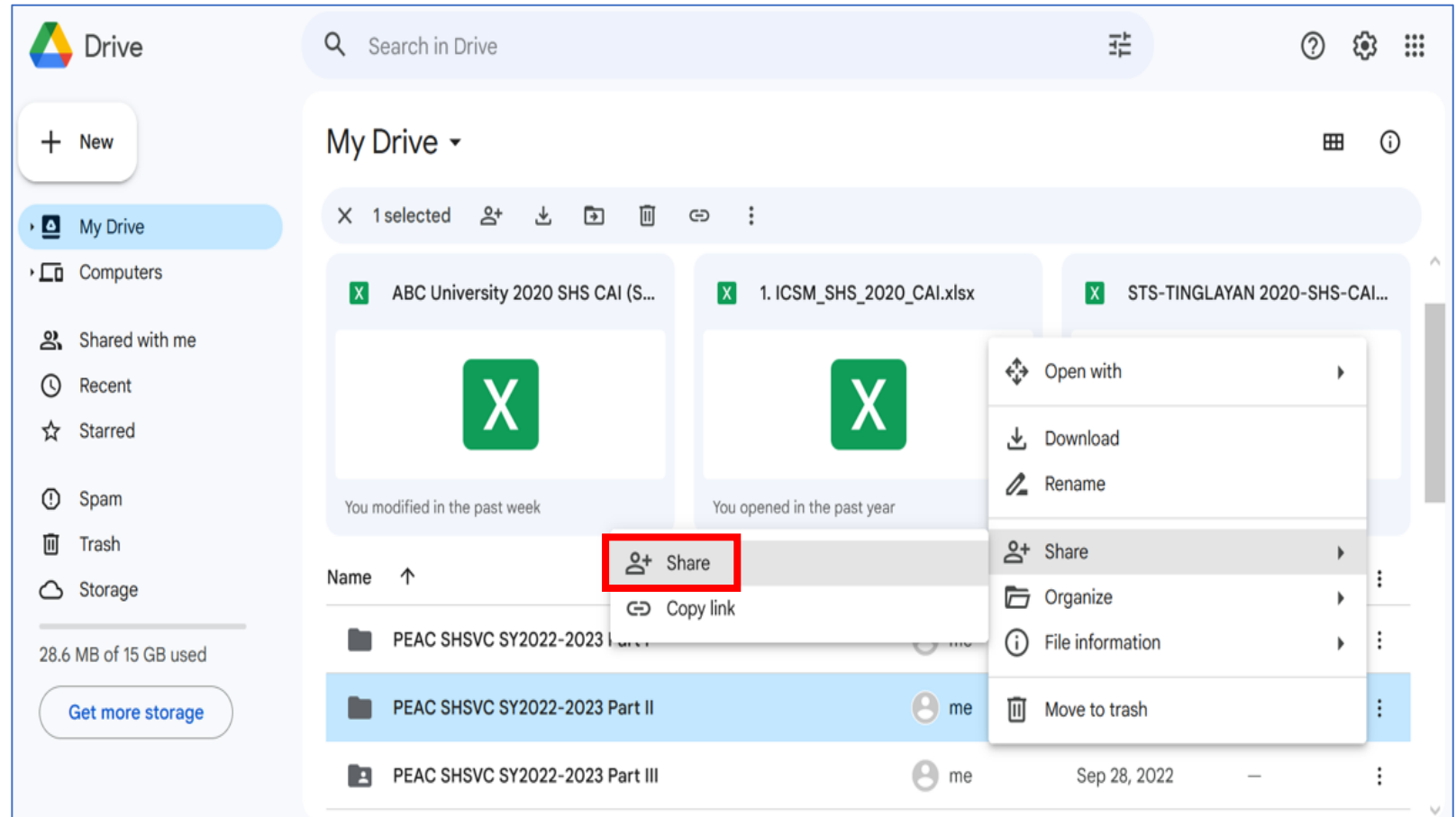
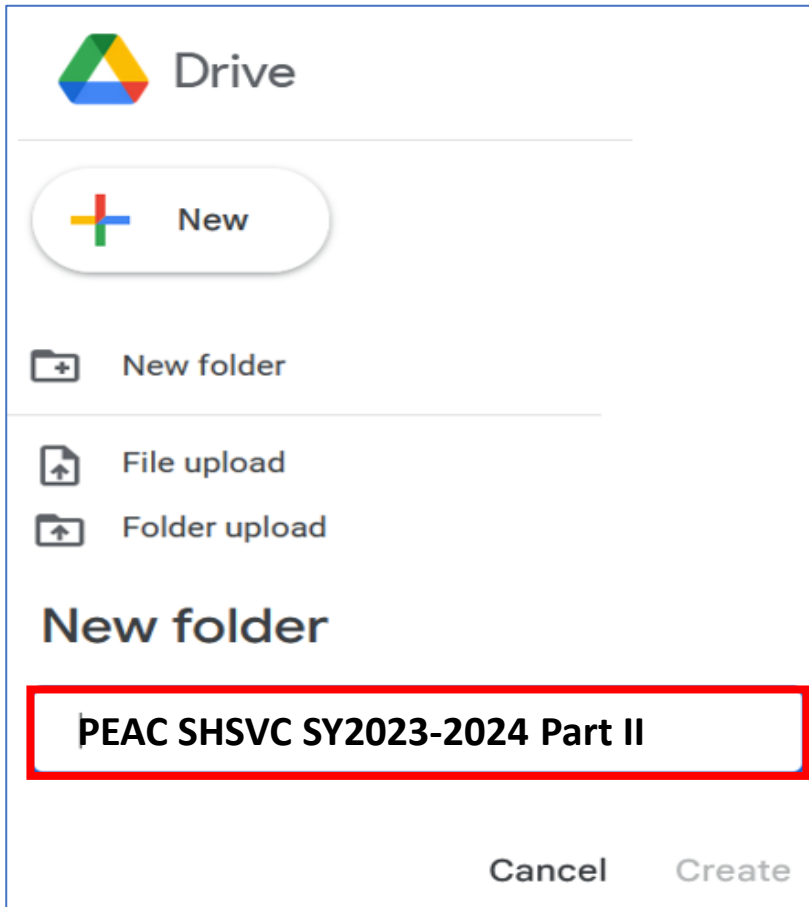
*\*No template will be provided for the School Calendar and Class Program. You may submit your own school's format for these documents.*

*\*\*Please make sure that the Name of the Teacher, Day & Time, Subject, Section and Grade Level are all legible for easy reference of the Certification Team.*

**Step 2: Login to your Google Drive (you will need an active Gmail account for this) at <https://drive.google.com/>**

**Step 3: Create a new folder and label it “PEAC SHSVC SY2023-2024 Part II”**

**Step 4: Right click the newly created folder and choose “Share”**



**Step 5: Make sure the “Restricted” option is selected under General Access. Click the text box “Add people and groups”.**

**Step 6: Encode the email addresses indicated in the email that you received from PEAC into the textbox.**

**Choose “Viewer” under type of access and click “Share”.**

Share "PEAC SHSVC SY2023-2024 Part II"

People with access

PEAC Certification (you)  
certassistant2@gmail.com Owner

General access

**Restricted** ▼  
Only people with access can open with the link

← Share "PEAC SHSVC SY2023-2024 Part II"

Notify people

Warm greetings from the Private Education Assistance Committee!

Thank you for confirming your school's participation in the SHS Voluntary Certification this SY 2023-2024 through the settlement of the associated cost. The Official Receipt will be sent to you once we have received verification from the bank.

To further assist you in your preparation for the upcoming in-person certification visit, please access the following links:

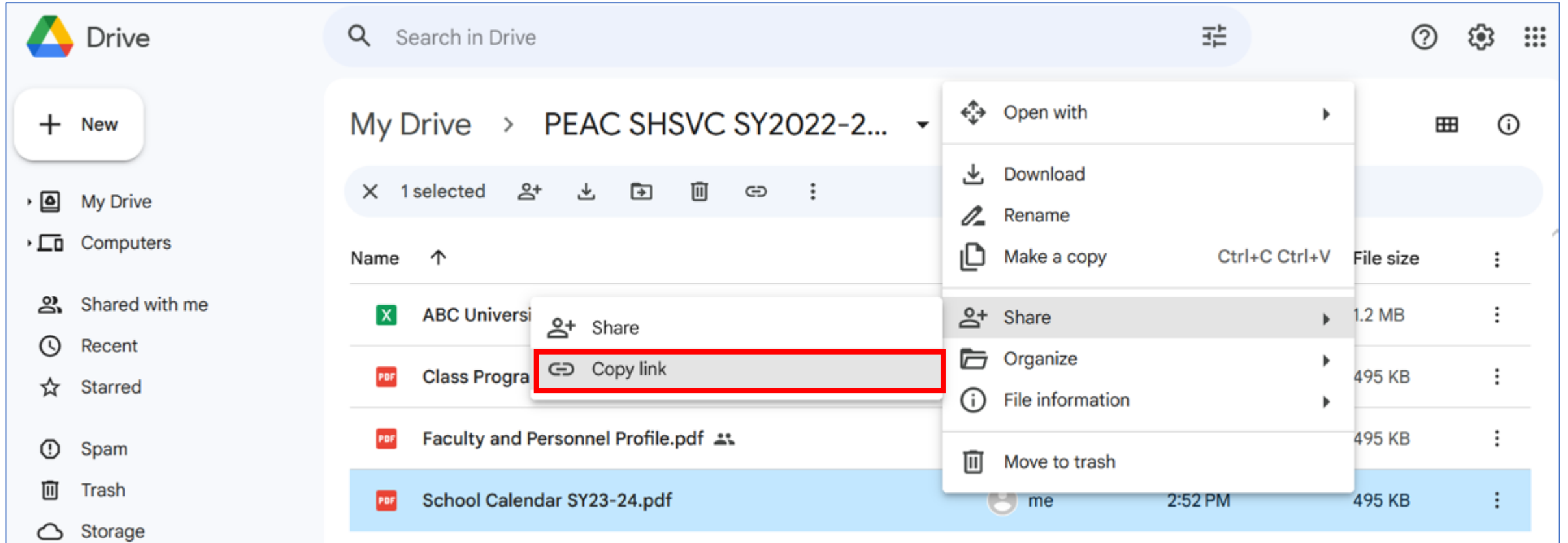
1. 2020 Senior High School Certification Assessment Instrument (2020 SHS CAI).
2. List of Examples of Compliance [Evidences](#) (ECEs) as indicated in the 2020 SHS CAI User's Guide.
3. SHS Voluntary Certification System where you can upload your Initial Documentary Requirements (Part I Documents)
4. Video recording of SHS Voluntary Certification Readiness Training

**Please grant permission for these email addresses in giving access to your online storage. Kindly refer to the attached tutorial guide for further details.**

- sample\_email1@gmail.com
- sample\_email2@gmail.com
- sample\_email3@gmail.com

**Step 7: Upload all your fully accomplished Part 2 Documents to the newly created folder, making sure to use the sample Templates provided to you via email.**

**Step 8: Copy the link of each document.**



The screenshot shows the Google Drive interface. On the left is a navigation sidebar with options like 'My Drive', 'Computers', 'Shared with me', 'Recent', 'Starred', 'Spam', 'Trash', and 'Storage'. The main area shows a folder named 'PEAC SHSVC SY2022-2...'. A search bar at the top says 'Search in Drive'. Below the folder name, there are icons for '1 selected', share, download, folder, trash, link, and a vertical ellipsis. A file list is visible with columns for 'Name', 'File size', and a vertical ellipsis. The file 'Class Progra' is selected, and a context menu is open over it. The 'Copy link' option in this menu is highlighted with a red rectangle. Other options in the menu include 'Open with', 'Download', 'Rename', 'Make a copy', 'Share', 'Organize', 'File information', and 'Move to trash'. The file 'Class Progra' has a size of 495 KB.


Name	File size
ABC Universi	1.2 MB
Class Progra	495 KB
Faculty and Personnel Profile.pdf	495 KB
School Calendar SY23-24.pdf	495 KB

**Step 9: 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.)


### Part II. School Self-Survey

Scanned copies of the following documents MUST be uploaded in the cloud storage (Google Drive)

Click here for tutorial: <https://peac.org.ph/wp-content/uploads/2023/01/Tutorial-for-Uploading-of-Part-II-Documents-v2.pdf>

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

**Shareable file link:**

5. BEIS or School Profile  
\* 

**Shareable file link:**

**Step 10: Click Submit to finish.**