

ESC and TSS Monitoring Checklist for ESC Participating JHS

For the ESC Program:

Monitoring Documents

- Class Records** with specified Date of Written Works and Performance Tasks signed by the subject teacher and by the subject area coordinator/principal.
- Fully accomplished **DepEd School Form 1 (SF-1) or School Register** signed by the adviser and by the subject area coordinator or principal. **Alphabetically arranged by grade level.**
- Fully accomplished **DepEd School Form 2 (SF-2) or Daily Attendance of Learners** signed by the adviser and by the subject area coordinator or principal. **Alphabetically arranged by grade level.**
- PSA Birth Certificate** of **all ESC Grantees** with legible information and **alphabetically arranged by grade level, regardless of sex.**

For all ESC Grantees who transferred-out or dropped-out prior to the monitoring schedule

- Proof of Transferring Out
- Proof of Dropping Out

Compliance with Program Guidelines

- Attendance Report on ESC and TSS Orientation of Parents, ESC Grantees, and TSS Recipients
 - List of Attendees
- ESC Orientation Program (Screenshot of online meetings are allowed as documentation)
- ESC School Committee Minutes of Meetings
- ESC Selection Process/Profiling of Grantees
- Sample School ID of ESC Grantee with ESC Logo
- ESC Grantee Folders for at least 10 ESC Grantees

For the TSS Program:

- Photocopy of PRC Teachers License or Certificate of Rating of all billed **SY 2023-2024** TSS Recipients. **Alphabetically arranged.**
- Photocopy of Class Schedule of all billed **SY 2023-2024** TSS Recipients. **Alphabetically arranged. (Signed by the School Principal.)**
- Photocopy of Employment Contract/Appointment of all billed **SY 2023-2024** TSS Recipients. **Alphabetically arranged. (Signed by the School President/Director.)**
- TSS Payroll for **SY 2023-2024**. (System generated and signed by the School Committee and TSS Recipients)
- Invoice for TSS Payments received in **SY 2023-2024**.

- Notarized Certification of List of TSS Recipients in **SY 2023-2024**. (Certifying that all TSS Recipients billed in SY 2023-2024 are full-time employed in the ESC Participating JHS and not employed by DepEd.) Please refer to the downloadable List of TSS Recipients in the IMS-TSS.

Note:

Please ensure that all monitoring documents are readable, and all ESC Grantees and TSS Recipients are accounted for in all monitoring documents. This form shall be submitted to the PEAC Monitoring Team during the actual monitoring activity.

Certification	
This is to certify that the documents listed above and presented to the PEAC Monitoring Team are true and correct.	
Prepared and certified by:	
Name and Signature of School Official	Designation

To be filled out by the PEAC Monitoring Team Leader:

Received by:	
Name and Signature of Monitoring Team Leader	Date of Monitoring Activity