

Online Registration Guide

****THIS IS ONLY A GUIDE. Please use this as a reference only prior to online registration.****

Register at:

<https://ors.peac.org.ph>

SECTION 1

Required details:

School Details

Type of School	What to prepare?
Schools with EIS accounts (ESC & Non-ESC school)	EIS login credentials and School Tax Identification No. (T.I.N.)
SHS-VP participating schools	VMS login credentials and School Tax Identification No. (T.I.N.)
Non-participating schools	6-digit DepEd ID, School Name, Region, Province, City/Municipality, Mobile Number and Email

Participant Details

Full Name	Personal Email Address	Mobile Number

Encoder/Registered by

Full Name	Personal Email Address	Mobile Number

SECTION 2

Registration Steps for:

- ESC-participating schools
- Non-ESC schools with EIS account
- SHS VP-participating schools

STEPS: 1	Visit the Orientation Registration Portal: ors.peac.org.ph .
2	Select “ 2025 GASTPE Regional Orientation Conferences ” to view the event details.
3	Log in to EIS (for ESC schools and non-ESC schools with provisional EIS account); or Log in VMS (for SHS VP-participating schools).
4	Read all the downloadable documents found on the page.
5	Choose the Orientation schedule for your Region.
6	Input the following details of the participant and encoder: <ul style="list-style-type: none">- Full name of participant- Personal email address- Mobile number You will also be required to input your School’s Tax Identification No. (TIN) for printing of Invoice.

7	For the encoder, check your email (inbox, spam or junk folders) to view and download the Registration Confirmation Slip (RCS).
8	Pay the registration fee. Follow the payment procedures in the RCS. Once payment is confirmed, both encoder and participant shall receive a confirmation email. They should also check their Spam or Junk folder for this.

PLEASE NOTE:

Attendance at the orientation conferences is a pre-requisite for access to the billing facilities of the ESC and SHS Voucher Program. In accordance with program guidelines, non-attendance constitutes a program violation. Each delivery mode or school campus that fails to send representatives to the orientation conferences without a valid reason will be granted delayed access to the billing facility or may receive a monitoring finding in case of repeated offenses. All school campuses or delivery modes are therefore required to send their respective representatives to the orientation.

Example 1: A school that participates in both the ESC and SHS VP Programs, with 2 campuses, must register three (3) different representatives:

	Campus 1	Campus 2
<i>ESC Program</i>	<i>Representative A</i>	
<i>SHS VP Program</i>	<i>Representative B</i>	<i>Representative C</i>

Example 2: An ESC school that offers multiple modes of delivery, certified by the PEAC, must send a representative for each mode. In this example, the school must register three (3) different representatives.

	Regular JHS	Night High	Sunday High
<i>ESC Program</i>	<i>Representative A</i>	<i>Representative B</i>	<i>Representative C</i>

For clarifications on the required number of representatives, schools may contact their respective PEAC Regional Secretariat. Contact details are found in “Contact Us” page of PEAC Website (peac.org.ph).

SECTION 3

Registration Steps for:

- Non-ESC JHS schools **without** EIS account
- SHS schools **without** VMS accounts

STEPS: 1	Visit the Orientation Registration Portal: ors.peac.org.ph .
2	Select “2025 GASTPE Regional Orientation Conferences” to view the event details.
3	Read all the downloadable documents found on the page.
4	Choose the schedule for your Region.
5	Click “Submit Request”.
6	Input your <u>School Name</u> and <u>DepEd ID</u> then click “Verify”. Once verified and validated by the system, input the following school details: <ul style="list-style-type: none"> - Region - Province

	<ul style="list-style-type: none"> - City/Municipality - Mobile number - Email address <p>Click “Verify Email and Proceed” to be able to receive a one-time password (OTP) via email.</p> <p>Access your email including spam folder to check the OTP.</p> <p>Input OTP.</p> <p>Wait 2-5 days for the evaluation of the request. Once approved, you will receive instructions to continue with the registration process through the encoder’s email address.</p>
6.1	<p>Input the following details of the participant and encoder:</p> <ul style="list-style-type: none"> - Full name of participant - Personal email address - Mobile number <p>You will also be required to input your School’s Tax Identification No. (TIN) for printing of Invoice.</p>
6.2	Download the Registration Confirmation Slip (RCS).
6.3	<p>Pay the registration fee. Follow the payment procedures in the RCS.</p> <p>Once payment is confirmed, both encoder and participant shall receive a confirmation email. They should also check their Spam or Junk folder for this.</p>