



# **PROCEDURE FOR CREATING AND SUBMITTING ECES SY 2025-2026**



01

Log in to Google Drive

<https://google.com/drive>

or OneDrive

<https://onedrive.live.com/login>



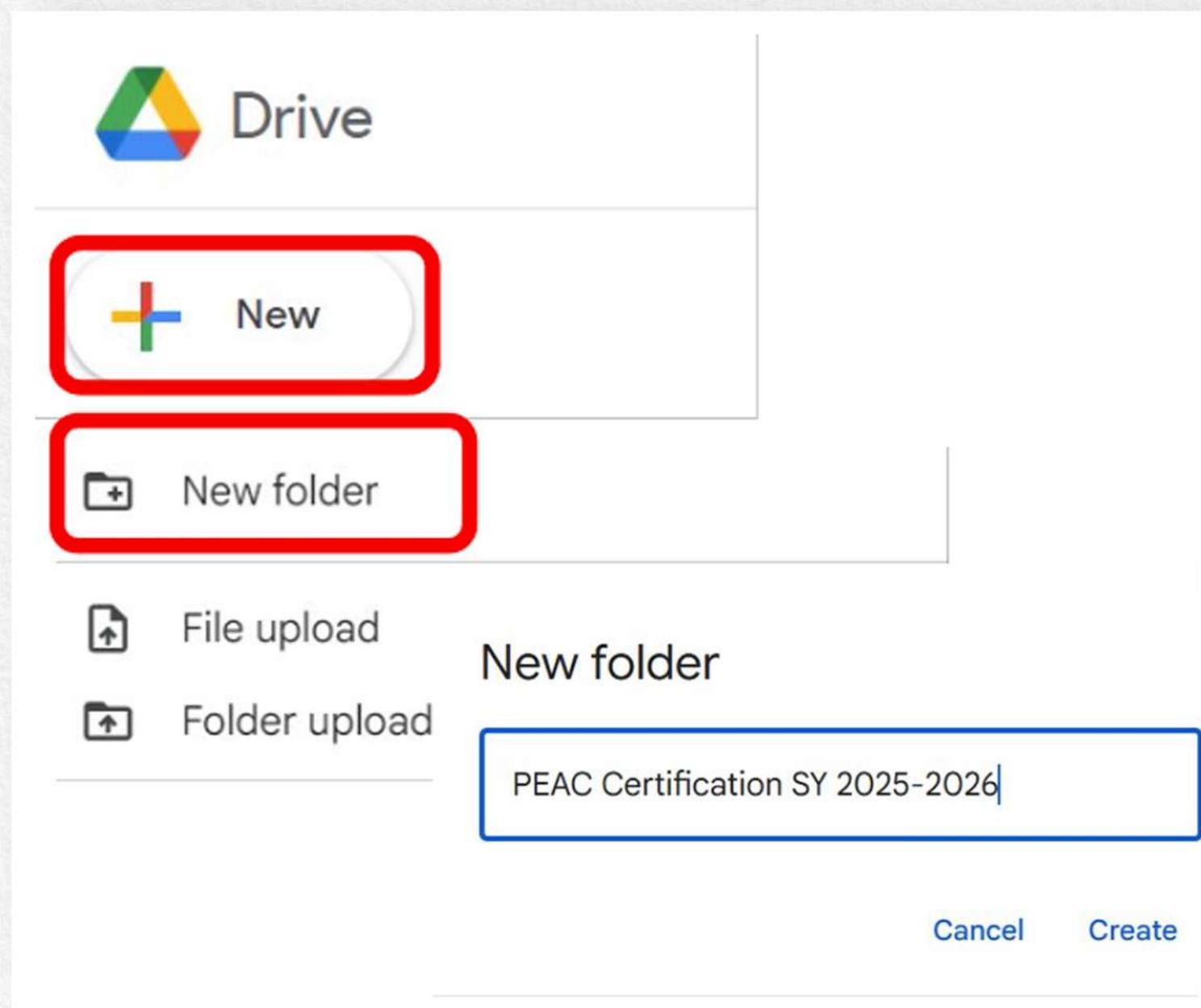
Google Drive



OneDrive

# 02

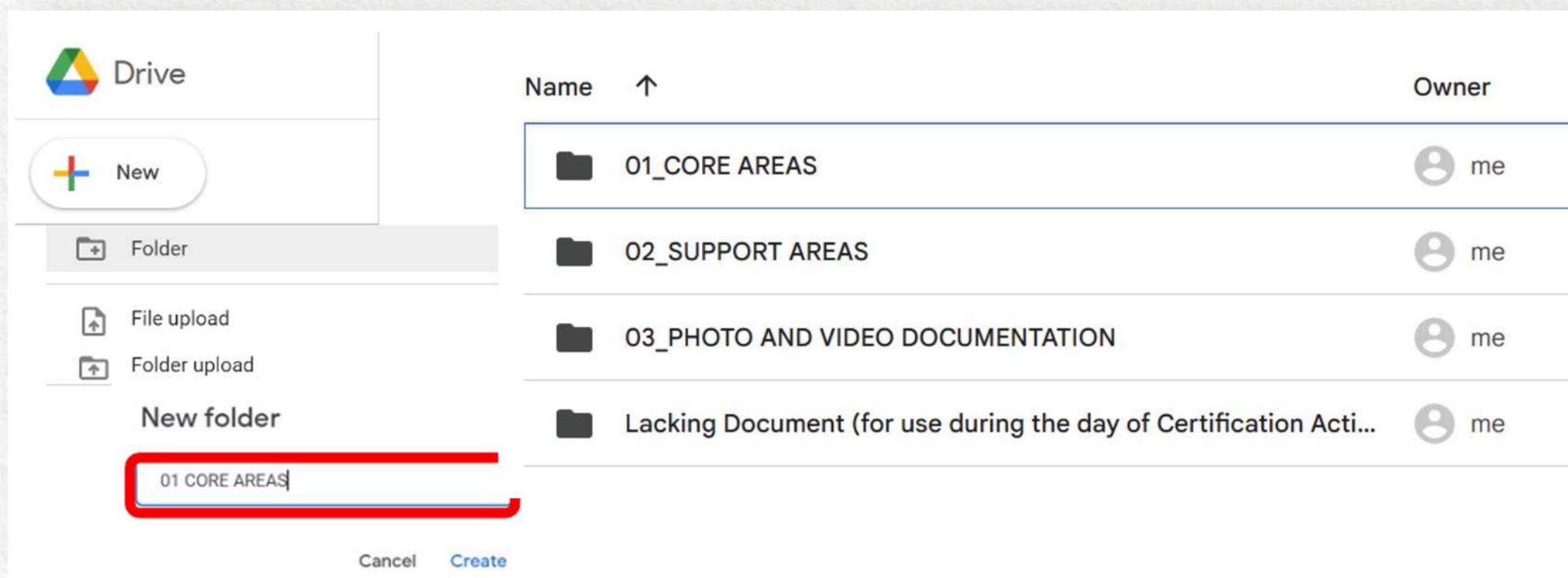
## Create and label a New Folder



# 03

## Create subfolders in **PEAC ECE 2025-2026**:

1. CORE AREAS
2. SUPPORT AREAS
3. PHOTO AND VIDEO DOCUMENTATION
4. LACKING DOCUMENTS (for use during the day of Certification Activity)



# 04

Create subfolders in **CORE AREAS**.

AREA A not included. Upload the documents based on the List of Required ECEs for eRecertification SY 2025-2026 in its corresponding folder. Submit PDF only.

School scheduled for Certification Revisit and Recertification Revisit only need to create subfolders of CORE AREA/S that will be revisited.

The screenshot shows the Google Drive interface. On the left, the 'New' menu is open, and the 'Folder' option is selected. A 'New folder' dialog box is displayed with the text 'AREAD D Faculty' entered in the input field. The main area shows the breadcrumb path 'My Drive > PEAC Certification SY 2... > 01\_CORE AREAS'. Below the path are filters for 'Type', 'People', 'Modified', and 'Source'. A table lists the following folders:

Name	Owner	Last mo...
AREA B Curriculum, Assessment, and Instructions	me	4:13 PM
AREA C Instructional Leadership	me	4:13 PM
AREA D Faculty	me	4:16 PM
AREA G Administration and Governance	me	4:16 PM

# 05

Create subfolders in **SUPPORT AREAS**.  
Upload the required document  
in its corresponding folder. Submit PDF only.

School scheduled for Certification Revisit and  
Recertification Revisit only need to create subfolders  
of CORE AREA/S that will be revisited.

The screenshot shows the Google Drive interface. The breadcrumb path is "My Drive > PEAC Certification SY 2... > 02\_SUPPORT AREAS". The "02\_SUPPORT AREAS" folder is highlighted with a red box. On the left, the "New" menu is open, and the "Folder" option is selected. A text input field contains "AREA H School Budget and Finance", which is also highlighted with a red box. Below the input field are "CANCEL" and "CREATE" buttons. The main area displays a list of folders:

Name	Owner	Last mo...
AREA E Academic Support and Student Development Services	me	3:01 PM
AREA F School Plant and Instructional Facilities	me	3:00 PM
AREA H School Budget and Finance	me	Jun 13, 2025
AREA I Instructional Planning and Development	me	3:00 PM

# 06

Label your documents as seen in the List of Required ECEs for eRecertification SY 2025-2026.

Name	Owner	Last modified	File size
Administrative Manual	me	Jul 4, 2022	1 KB
Administrators Development Program	me	Jul 4, 2022	1 KB
List of Personnel Benefits	me	Jul 4, 2022	1 KB
Organizational Chart	me	Jul 4, 2022	1 KB
Salary Scale	me	Jul 4, 2022	1 KB
Succession Plan	me	Jul 4, 2022	1 KB

# 07

Submit your Google Drive link to the PEAC Certification Unit via EIS - Certification System.

My Drive > PEAC Certification SY 2...

Type Peo

- New folder Alt+C then F
- Open with
- Download
- Rename Ctrl+Alt+E
- Share
- Organize

Name	Owner	Last mo...	File size
01_CORE AF	me	Jun 9, 2025	—
02_SUPPOR	me	Jun 9, 2025	—
03_PHOTO	me	Jun 9, 2025	—

General access

Anyone with the link Viewer

Anyone on the internet with the link can view

Copy link Done

**PART III**

ECE Google Drive link

Please make sure that the google drive link is not restricted and is accessible by PEAC.

These school documents will be kept confidential in accordance with the Data Privacy Act. Access to the Google Drive will be endorsed to the Certification Team assigned to the school.

The Certification Team that will handle your documents signed and submitted a Non-Disclosure Agreement and is expected to uphold the same integrity on confidentiality.

Save Changes

PEAC Test School

ESC ID: 1111111

Account Profile Security & Login User Management

QUICKLINKS

Certification System