



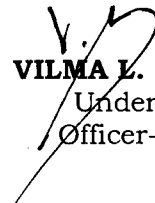
APR 08 2010

DepEd ORDER
No. **31** s. 2010

POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE EDUCATION SERVICE CONTRACTING (ESC), EDUCATION VOUCHER SYSTEM (EVS) AND GRANT OF SALARY SUBSIDY TO ESC TEACHERS IN PRIVATE SECONDARY EDUCATION FOR SY 2010-2011

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
DepEd ARMM Regional Secretary
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. The Government Assistance to Students and Teachers in Private Secondary Education consisting of the Education Service Contracting (ESC), Education Voucher System (EVS) and the Teacher Salary Subsidy (TSS) is a demonstration of the Government's commitment to maintain the viability of private education as a key partner in the delivery of quality basic education.
2. In support of this commitment, this Department issues enabling policies and guidelines that will ensure the effective and efficient implementation of the said program. The policies and guidelines are contained in the enclosure.
3. Strict compliance with this Order is directed.


VILMA L. LABRADOR
Undersecretary
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order: No. 116, s. 2009

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

POLICY
RULES & REGULATIONS
SALARY

STUDENTS
TEACHERS

Madel:ESC
4-7-10
Computer used:maricar



Enclosure No. 1 to DepEd Order No. 31, s. 2010

**POLICIES AND GUIDELINES FOR THE GOVERNMENT ASSISTANCE TO STUDENTS AND
TEACHERS IN PRIVATE EDUCATION AT THE BASIC EDUCATION LEVEL
EFFECTIVE SY 2010-2011**

I. LEGAL BASES

- A. The 1987 Philippine Constitution. Article XIV of the 1987 Constitution of the Republic of the Philippines provides the legal basis for the Education Service Contracting (ESC) and the Education Voucher System (EVS) as articulated in the following provisions:

"The State shall protect and promote the rights of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all. (Sec. 1)

It is the policy of the State to establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged (Sec. 2-3)

The State recognizes the complementary roles of public and private institutions in the education system." (Sec. 4-1)

- B. Republic Act 8545 (amending R.A. 6728), otherwise known as the "Expanded Government Assistance to Students and Teachers in Private Education (GASTPE)," stipulates that it is the declared policy of the State, in conformity with the mandate of the Constitution, to promote and make quality education available to all Filipino citizens. Through this law, the State also recognizes the complementary roles of public and private schools in the education system, especially the latter's, invaluable contribution to education. Since the pilot test of the program in 1982-1984, the ESC has become a symbol of private-public school partnership in making quality secondary education accessible to all Filipino children.
- C. The Fund for Assistance to Private Education (FAPE), a perpetual trust fund created by and between the Philippine and US governments under E.O. 156 S. 1968 for the purpose of providing assistance to private education in the country and which by amendment under Executive Order 150 Series of 1994 expanded the purpose of the Fund to accept and manage, to wit: "Contributions, donations, grants bequests, gifts and/or loans from the Government of the Republic of the Philippines for programs of assistance to private education may be managed and administered by the Private Education Assistance Committee (the trustee of the Fund) as provided therein."

II. SCOPE AND COVERAGE

- A. In conformity to the foregoing mandates, the Department of Education (DepED) shall continue to implement nationwide, the Education Service Contracting (ESC), the Education Voucher Systems (EVS) and the Teacher Salary Subsidy (TSS) of the GASTPE Program in fulfillment of government's support to private secondary education. ESC began in 1989 with the passage of RA 6728 and later amended as RA 8545, while the EVS was launched in March 2006 as a pump-priming program of the Office of the President. It is geared towards reducing the class size to manageable levels in public high schools, especially those experiencing shortage of classrooms and teachers. The TSS program of the GASTPE was implemented for the first time in SY 2009-2010. It provides the grant of salary subsidy to teachers in private high schools participating in the ESC program.
- B. Both ESC and EVS are aimed at democratizing and improving access to quality secondary education through government extension of financial assistance to deserving elementary school graduates who wish to pursue their secondary education in private schools.
- C. Program beneficiaries are awarded certificates (ESC) or vouchers (EVS) as evidence of the Government's commitment to support their education in a private high school for as long as they meet the entrance requirements, as well as those for regular promotion to each of the succeeding school years until they graduate.

III. GENERAL PRINCIPLES AND POLICIES

The guidelines and procedures for the implementation of the ESC and the EVS shall be governed by the following general principles and policies:

- A. The main objective of ESC and EVS is to decongest public secondary schools and avert the further migration of private school students to the public schools.
- B. The ESC and EVS are concrete demonstrations of strong public-private sector partnerships, and this shall be mirrored at all levels of program operations, to wit:
 1. At the national level, there is partnership between DepED and FAPE.

The respective roles of DepED and FAPE are defined in part VI on Program Management.

FAPE, by virtue of its mandate to manage government programs that benefit private education per Executive Order 150 series of 1994, shall manage and implement the GASTPE programs including the conduct of training and

research and development in accordance with policies and guidelines set by the DepED.

At the DepED Central Office, GASTPE shall be coordinated by the Bureau of Secondary Education.

2. At the field level, the same partnership exists among the DepED Regional and Divisional Offices and the FAPE Regional Program Coordinators (RPCs).
3. At the level of schools, there is a partnership between the participating private secondary school and the public schools in the area. It is in the interest of the country to support quality private basic education, particularly in areas not served by the public schools.
4. There is partnership among the students and their parents and the participating private schools to assist the grantee until graduation.
5. The ESC/EVS grant starts at the first year level and represents a 4-year funding commitment by the government. In recognition of the 4-year commitment and the need to stay within budget, DepED, FAPE and participating private schools shall monitor not only the total number of grantees, but also the total grantee-years¹ of financial commitment.
6. DepED, FAPE and the participating schools recognize the need to continuously monitor and evaluate the ESC and EVS. A database on the ESC and EVS shall be developed and maintained.
7. DepED shall allocate and obligate the annual GASTPE budget within the calendar year so that payments can be effected to the participating private schools on time.

IV. GENERAL GUIDELINES

The following general guidelines shall apply to both ESC and EVS programs. Unless otherwise specified, the term *grantee* shall refer to either an ESC grantee or an EVS voucher holder. The term *grant* shall refer to either an ESC grant or an EVS voucher.

A. CONDITIONS OF THE ESC AND EVS GRANTS

¹ If enrolment is 30 grantees in 1st year, 25 in 2nd year, 40 in 3rd year and 20 in 4th year, then the total number of grantees is 115, while the implied total grantee-years is 295 (30(4)+25(3)+40(2)+20(1)). On the other hand, if the enrolment is 70 grantees in 1st year, 15 each in 2nd, 3rd and 4th years, then the total number of grantees is also 115, but the implied grantee-years is 370 (70(4)+15(3)+15(2)+15(1)). Note that over the 4-year horizon, the second enrolment requires more funding.

1. The ESC and EVS grants cover the four (4) years of secondary school from 1st year to graduation. They can start only at the first year level. No new grants shall be awarded at higher year levels.
2. The grant is deemed renewed for the next school year if the student is promoted to the next year level and enrolls in the same school. Since both ESC and EVS are systems of financial assistance to the grantees, no maintaining grade shall be required for retention in the program.
3. The grant is deemed terminated for any one of the following reasons:
 - a) If the student drops out for non-health reasons in the middle of the school year
 - b) If the student has not applied for an official leave and does not re-enroll the following year
 - c) If the student is retained at the same year level or otherwise not promoted to the next higher year level
 - d) If the student is suspended for more than 2 weeks or dismissed or expelled by the school for disciplinary violations
 - e) If the student transfers to a non-ESC or non-EVS participating school
4. For reasons of health and force majeure, a grantee may be allowed to continue enjoying the grant.
5. A grantee may apply for transfer to another ESC or EVS participating school.
6. Transfers from outside the National Capital Region (NCR) into NCR are not allowed. Transfers from NCR to participating schools outside the NCR may be allowed but the amount of the grant is reduced accordingly.

B. AMOUNTS OF THE ESC AND EVS GRANTS AND OTHER FINANCIAL MATTERS

1. For all grantees in regions outside NCR, the amount of the subsidy shall be Five Thousand Pesos (P5,000) per grantee for the entire school year.
2. For 1st year to 3rd year grantees in NCR in SY 2010-2011, the amount of subsidy shall be Ten Thousand Pesos (P10,000) per grantee for the entire school year. This is in recognition of the fact that private school tuition and all other fees are much higher in NCR than in the rest of the country.
3. For 4th year grantees in SY 2010-2011 in NCR, the amount of subsidy shall be Five Thousand Pesos (P5,000) per grantee for the entire school year.
4. If a grantee drops out or transfers to a non-participating school before July 15, 2010, then DedED shall not pay the subsidy. If a grantee transfers to another ESC or EVS participating school before the second Friday of July,

then DepED shall pay the grant to the receiving school, not the school of origin.

5. If a grantee transfers to another ESC or EVS-participating school after July 15 2010, DepED shall pay the subsidy to the school of origin. It shall be the responsibility of the grantee to settle accounts with the receiving school. For SY 2010-2011, the receiving school cannot collect payment from DepED for the late transferee/s. For statistical purposes, the student who transfers after said date shall be counted as a SY 2011-2012 grantee at the school of origin.
6. It shall be the responsibility of the receiving school to report in its online school account in the FAPE website the names and other details of transferees in and out of the school concerned.

C. PRIVATE SCHOOL PARTICIPATION IN ESC OR EVS

1. Private schools desiring to participate in the Program may write a letter of intent with their contact details to their respective DepED Division Superintendents who shall in turn, endorse their letter to the concerned FAPE Regional Program Coordinators, a detailed listing of the names, contact numbers and addresses is shown in Annex A and is also available at www.peac-fape.org.ph. They must meet all of the following conditions:
 - a) The school should be recognized by the government.
 - b) It must be accredited at least as Level 1 by any member of the Federation of Accrediting Agencies of the Philippines (FAAP), or has passed the FAPE Certification Program.²
2. Private schools participating in ESC and EVS shall have passed the FAPE Certification Program, a brief description of which is available at www.peac-fape.org.ph. FAPE shall continue to implement its certification and re-certification process for participating and prospective participating schools, and shall assist these schools in assessing and continuously improving their quality.
3. A private school with permit to operate may be allowed to participate if it has been recently organized for which government recognition is not yet possible, provided it is the only private school operating in the community, and provided further, that it will eventually pass the FAPE Certification Program during the first year of participation.

² The FAPE Certification Program applies to a specific site or campus or program. If there are 2 or more sites, annexes or campuses, each of them will have to be certified separately. If there are both a day and a night program, then each must be certified separately.

4. The private school shall have submitted its complete Basic Education Information System (BEIS) forms for SY 2010-2011 as follows: one (1) copy to the DepED Division Office and two (2) copies to the RPCom.
5. The private school has a functional School Improvement Plan (SIP).
6. The private school has a Dropout Reduction Program in place which shall include special counseling for ESC and EVS grantees, when needed.
7. The private school has a School Committee composed of the school head as chairperson, the representative of the PTA, and the representative of the faculty association. This committee screens and accepts ESC and EVS grantees.
8. The private school has a functional Faculty Club that continuously promotes the professional and personal development of the teachers.
9. The participating private school agrees to comply with other conditions that may be imposed to improve the effectiveness of the ESC and EVS programs.

D. ALLOCATION OF SLOTS

Using national standards, DepED Office of Planning Service (OPS) shall determine the normal carrying capacity of each public secondary school. The resulting estimated number of students beyond the normal carrying capacity of each public school is herein referred to as "aisle" students. Ideally, the number of ESC and EVS grants shall be proportional (if not equal) to the number of aisle students.

1. ESC PROGRAM. For SY 2010-2011, first year ESC slots shall be equal to the number of first year grantees of SY 2009-2010. Additional slots shall be given to participating schools in areas where there is serious overcrowding in public secondary schools (Annex B). Priority shall be accorded to FAAP accredited schools and to schools that were rated "Above Standard" in the latest DepED-FAPE Certification Program.
2. EVS PROGRAM. For SY 2010-2011, new EVS slots shall be allocated by the DepED OPS to the regions based on identified priority areas (Annex B).

The Regional Program Committee (RPCom) shall be responsible for determining and distributing additional slot allocations per division on the basis of need, a report of such distribution of allocations shall be forwarded to FAPE for consolidation which in turn shall render a report to DepED Central Office through the BSE on or before July 30, 2010.

SELECTION OF GRANTEES, REPORTING AND BILLING ARRANGEMENTS FOR ESC

1. Participating private schools shall advertise for applicants to ESC and EVS grants in all elementary schools in their catchment areas.
2. The participating schools shall form a School Committee headed by the principal which shall be responsible for the screening and final selection of grantees. The Principal shall be responsible for orienting the grantees and their parents/guardians regarding program policies (It shall be made clear that the ESC is a government program provided for under RA 8545 or GASTPE Law).
3. The criteria for selection are as follows:
 - a) The applicant meets the admission requirements of the school.
 - b) The applicant receives a favorable assessment by the School Committee with regard to his/her parent's/guardian's commitment to support the applicant's completion of secondary education under the program, and enters into a contract with the private school concerned.
 - c) At least 60% of all grantees shall come from public elementary schools. The RPCom shall assign to the participating private schools the 40% allocation of ESC beneficiaries to graduates of private elementary schools, giving priority consideration to those students belonging to the lower middle income bracket. The distribution of the 40% allocation to private schools shall also consider situations where there are no public elementary schools within 1.5 kilometer radius, in such a case the private participating school may use its total ESC allocation for graduates of private elementary schools.
4. Participating schools shall submit electronic data on their grantees to FAPE. The school shall key in the grantee's names and other information into its school account in the ESC-EVS Online Encoding System found at www.peac-fape.org.ph. Schools are provided with a unique FAPE School ID and a password to access their school account on the website where their list of grantees is available. Electronic accomplishment of these forms shall be required on a yearly basis. A computer program will automatically generate the ESC Billing Statement that must be printed in five copies. These copies should then be signed by the School Committee members and submitted to the appropriate RPCom for processing.
5. The deadline for private schools to submit the signed ESC Billing Statements to the RPCom shall be August 15, 2010. With the help of the FAPE RPCs, the RPCom shall facilitate the review, compilation, signing of the ESC Billing Statements and forwarding the same to FAPE in Manila not later than August 30, 2010. FAPE shall then consolidate the billing statements in batches and

forward these not later than October 30, 2010 to the DepED Accounting Division for processing of payments. All valid claims received within this period shall be paid within the fiscal year. **NO CLAIMS SHALL BE RECEIVED AFTER THIS PERIOD.**

E. SELECTION OF SCHOOLS AND GRANTEES, REPORTING AND BILLING ARRANGEMENTS FOR EVS

Education vouchers can be redeemed in private schools subject to the following conditions:

1. Selection of Schools. If there is at least one FAPE-certified private school in a (three) 3 km radius, then the vouchers can be redeemed only in the FAPE-certified school.
2. If there is no FAPE-certified school within a (three) 3 km radius, then any private secondary school in that radius which has government recognition or permit to operate as described in para. C.3 above, may accept EVS grantees, provided that the school concerned shall undergo the FAPE Certification Program within the school year.
3. EVS participating schools shall also establish their school Committee and Faculty Club whose functions are similar to the ESC School Committee and the ESC Faculty Club.
4. Deadline for Identifying SY 2010-2011 Voucher Recipients. For SY 2010-2011, new vouchers must be redeemed on or before the expiration date indicated in the voucher.
5. Selection of EVS Grantees
 - a) An EVS grantee must be a public elementary school graduate, PEPT passer, or ALS first year qualifier of high school age. Graduates of private elementary schools are not eligible for EVS.
 - b) Within NCR, only graduates of NCR public elementary schools can redeem or use a voucher in an NCR private secondary school. Elementary school graduates from outside NCR cannot redeem a voucher in an NCR private secondary school.
 - c) The School Committee in the participating private secondary school shall decide whether or not to accept the EVS applicant.
 - d) The School Committee shall also be responsible for orienting the grantees and their parents/guardians on the program and its rules (It shall be made clear to the grantees and their parents that the EVS is a pump-priming program of the government). The parent/guardian shall also sign at the back of the Voucher which is then kept by the school, ready for inspection by the DepED and/or FAPE monitoring teams.

- e) If the EVS recipient is not accepted by the School Committee, then the school shall return the voucher and all documents presented to the school by the applicant. The applicant may use these documents to apply to another private school.
6. FAPE shall require the submission of electronic data on grantees of each school. The private secondary school shall key in the grantee's names and other information into its school account in the ESC-EVS Online Encoding System found at www.peac-fape.org.ph. Schools are provided with a unique FAPE School ID and a password to access their school account on the website where their lists of grantees are available. Electronic accomplishment of these forms shall be required on a yearly basis. A computer program will automatically generate the EVS Billing Statement that must be printed in five copies. These copies shall then be signed by the School Committee and submitted to the RPCom for processing.
7. The deadline for private schools to submit the signed EVS Billing Statements to the RPCom shall be August 15, 2010. With the help of the FAPE RPCs, the RPCom shall facilitate the review, compilation, signing of the EVS Billing Statements and forwarding the same to FAPE in Manila not later than August 30, 2010. FAPE shall then consolidate the billing statements in batches and forward these not later than October 30, 2010 to the DepED Accounting for processing of payments. All valid claims received within this period shall be paid within the fiscal year. **NO CLAIMS SHALL BE RECEIVED AFTER THIS PERIOD.**

F. DOCUMENTATION AND PROCESSING OF SCHOOL DOCUMENTS

1. All pertinent program forms are available at <http://peac-fape.org.ph> and must be fully accomplished electronically online at the said site.
2. For SY 2010-2011, five copies of the Billing Statement (whether for ESC or EVS) shall be signed by all members of the School Committee.
3. The school shall submit 5 copies of the Billing Statement along with the fully-accomplished DepED BEIS forms which are available at DepED website: www.deped.gov.ph.

G. PROCESSING OF SCHOOL CLAIMS

1. The FAPE RPC and the FAPE National Secretariat shall process school Billing Statements for ESC or EVS on a first-come, first-served basis.
2. The FAPE RPCs shall accept the signed Billing Statements (5 copies) with the fully-accomplished BEIS forms (3 copies). The documents shall be checked for accuracy and completeness before these are sent to the FAPE national secretariat for final checking and consolidation.

3. The FAPE national secretariat shall compare the data in the submitted school Billing Statements with the electronically-generated supporting program forms. It shall consolidate the Billing Statements on a first-come, first-served basis, and in batches, endorse these for payment to the DepED Central Office. The batch numbers indicate the priority or queuing order of payment of schools. A school may check its batch number at their own school profile at the FAPE website. The completed BEIS forms shall be sent to the DepED-OPS.

H. PAYMENT OF GRANTS THROUGH OFFICIAL SCHOOL LAND BANK ACCOUNTS

1. DepED, through the Department of Budget Management (DBM), shall credit to the schools' Land Bank of the Philippines (LBP) accounts, the payments for ESC, EVS, and TSS grants. This bank account must be in the official name of the school. In no case shall payment be made directly to a person, whether he or she is a grantee or a school official.
2. Sanctions for Errors and Mistakes. Overpayment to a school due to errors and mistakes in the ESC or EVS Billing Statements shall be refunded by said school to the Department of Education. Failure by the school to do so shall cause, among others, the suspension of the school privilege to admit new ESC or EVS grantees.

V. TEACHER SALARY SUBSIDY (TSS)

Pursuant to Section 14, "Teachers' Salary Subsidy Fund" of Republic Act (RA) 8545, known as "An Act Amending Republic Act (RA) No. 6728, Otherwise Known as "An Act Providing Government Assistance to Students and Teachers in Private Education and Appropriating Funds Therefore," Establishing a Fund for the Purpose of Subsidizing Salaries of Private School Teachers, And Appropriating Funds Therefore" the DepED, following the implementation of the TSS in SY 2009-2010, has earmarked a portion of its FY 2010 GASTPE Appropriations to finance the grant of salary subsidy to teachers in private high schools participating in the ESC Programs of GASTPE at the basic education level.

The following Guidelines are issued to ensure the smooth implementation of the grant of TSS to teachers in private schools participating under the ESC Program of GASTPE.

A. Coverage and Amount of Teacher Salary Subsidy

1. As defined in Section 14 of RA No. 8545, there is hereby established a Teachers' Salary Subsidy Fund in DepED to grant salary subsidy to teachers in private high schools participating in the ESC program of GASTPE, provided, that private high school teachers qualified to receive such subsidy are duly licensed by the Professional Regulation Commission (PRC).

2. All qualified teachers in ESC participating private high schools, including those who have retired or resigned from the service this SY 2010-2011 due to illness or in accordance with school regulations shall be entitled to Teacher Salary Subsidy.
3. The amount of salary subsidy to qualified teachers shall be equivalent to P250.00 per ESC grantee. To ensure accuracy in determining the amount of salary subsidy due each participating school, the basis shall be the number of ESC grantees recorded in the FAPE Online Billing System.

B. Procedures for Paying TSS to Participating Private Schools

1. The TSS amount due each participating school shall be automatically determined based on the number of ESC grantees in their approved ESC billing statement, computed as the number of ESC grantees multiplied by P250.
2. Schools shall submit a certified list of licensed teachers and their PRC license numbers together with their ESC billing statements.
3. Payments for TSS shall conform to the procedures described in Section H (Processing of School Claims) for ESC and EVS.
4. Upon receipt of the TSS payment, the head of the participating school shall prepare a payroll in 5 copies, consisting of the:
 - a) Names of ESC teachers;
 - b) Corresponding PRC license number;
 - c) Number of teaching load for the current SY;
 - d) Gross amount to be received;
 - e) Amount of taxes to be withheld;
 - f) Net amount to be received; and
 - g) Signature of recipient.
5. The school payroll must bear the signature/s of its authorized officials and the head of the faculty club or its equivalent operating in said school shall be filed separately to DepED BSE, FAPE, DepED Regional Office, DepED Division Office and the school concerned within 2 weeks from date of the payroll, for records purposes.
6. In case where there is no organized faculty club operating in the ESC participating private high school, the teachers whose names appear in the payroll prepared by school authorities, shall elect an official representative who shall then witness the grant of TSS to qualified teachers.
7. Should there be teachers handling teaching loads that are less than the normal load, the school head shall apportion equitably the amount of Teacher Salary Subsidy as described hereunder:

Example 1:

School A has 450 ESC grantees from Y1 to Y4 being handled by 8 teachers handling 6 loads per day (full load) and 4 teachers handling 4 loads per day (partial load).

a) $450 \text{ grantees} \times \text{P}250 = \text{P}112,500$

b) $8 \text{ teachers} \times 6 \text{ teaching loads} = 48 \text{ teaching loads}$

$4 \text{ teachers} \times 4 \text{ teaching loads} = 16 \text{ teaching loads}$

$48 + 16 = 64 \text{ teaching loads}$

c) $\text{P}112,500 \times (48 \div 64) = \text{PhP}84,375 \div 8 \text{ teachers} = \text{PhP}10,546.87 \text{ per teacher with full load}$

$\text{P}112,500 \times (16 \div 64) = \text{P}28,125 \div 4 \text{ teachers} = \text{P}7,031.25 \text{ per teacher with partial load}$

8. Teachers who have resigned or retired from the service at the time of payment of the Teacher Salary Subsidy due to health reasons and in accordance with school regulations shall likewise be entitled to payment of the salary subsidy based on actual service rendered.

Example 3:

There were six (6) teachers handling 6 ESC classes of 210 students from June to September 2009. One of them resigned/retired from the school effective October 1, 2009 due to poor health. In her place, another teacher was assigned from October 2, 2009 to the present to replace the teacher who resigned/retired.

a) $210 \text{ students} \times 250 = \text{PhP}52,500 \div 6 \text{ teachers} = \text{PhP}8,750 \text{ per teacher}$

b) $\text{PhP}8,750 \times (4 \text{ months} \div 10 \text{ months}) = \text{PhP}3,500 \text{ for resigned/retired teacher}$

c) $\text{PhP}8,750 \times (6 \text{ months} \div 10 \text{ months}) = \text{PhP}5,250 \text{ for replacement teacher}$

9. Non-compliance with these Guidelines by heads of ESC participating schools shall be subject to appropriate disciplinary action.
10. FAPE is herein tasked to monitor the smooth implementation of the Teacher Salary Subsidy, and to report immediately to DepED division, region and/or central offices all violations committed by ESC participating private high schools.
- I. GROUNDINGS FOR SUSPENSION/ TERMINATION OF SCHOOL PARTICIPATION
1. Falsification of data or information in any of the program forms and related attachments
 2. Padding and/or inclusion of "ghost students" in the list of grantees. This refers to the following:

- a) Grantees listed as being enrolled in a specific school campus or unit but who are actually attending classes in a different school campus or unit
 - b) Grantees listed as "enrolled" but who have not been attending classes on or before June 30, 2010
 - c) Grantees double-listed under both the ESC and the EVS programs
 - d) Charging grantees in excess of a school's tuition and other standard and non-standard fees
3. Non-reimbursement or undue delay in the reimbursement of tuition and other fees advanced by grantees after the school has been paid by DepED
 4. A dropout rate of more than 7% of total grantees in a given school year, except for reasons due to force majeure (e.g. calamities, armed conflict)
 5. Refusal to release transfer credentials to grantees who opt to transfer to other schools
 6. Requiring transferring grantees to pay for unattended school years
 7. Schools with unresolved ownership disputes
 8. Schools withholding TSS payments to qualified licensed teachers

Schools found violating any of these program guidelines shall be sanctioned based on the recommendation of the RPCom and/or the DepED and/or FAPE Monitoring Teams.

VI. PROGRAM MANAGEMENT

- A. GENERAL RESPONSIBILITIES OF DEPED. In general, the DepED Central Office shall ensure the smooth and efficient implementation of the program through the following:
 1. Prescribe the necessary policies and directives for the ESC, EVS and TSS Programs to its field offices and other parties concerned
 2. Determine the slot requirements of the Programs, and ensure that the annual, as well as long-term funding requirements are provided for in DepED's annual budget.
 3. Expedite the payments to participating ESC and EVS schools with complete billing documents, including payments due FAPE.
 4. Conduct monitoring and evaluation activities and report to appropriate authorities, the performance of the program and of the program stakeholders, e.g., the FAPE, the participating private schools, as well as the DepED field units and others concerned.

5. Provide FAPE with access to data, documents and other information that are pertinent to the program, such as the status reports on the release of grants to participating schools and the BEIS.
6. Organize at the regional level, the Regional Program Committee (RPCom)* whose functions shall be as follows:
 - a) Brief the members of RPCom regarding the general guidelines and policies of the GASTPE Program.
 - b) Review, compile, sign and forward schools' Billing Statements to FAPE in Manila.
 - c) Resolve problems that may occur and recommend measures to improve the implementation of the programs.
7. The composition of the RPCom shall be as follows:
 - a) DepED Regional Director as Chair
 - b) FAPE Regional Program Director as Co-chair
 - c) DepED Regional Chief of Secondary Education as member
 - d) DepED Regional Planning Officer as member
 - e) FAPE Regional Program Coordinator as member

B. GENERAL RESPONSIBILITIES OF FAPE. In general, FAPE shall have the following responsibilities upon DepED's instructions:

1. Conduct orientation conferences on program policies, guidelines, procedures, etc. for the RPCom, participating schools, and other concerned entities and individuals.
2. Evaluate and process the program forms of each participating school, including the required supporting documents, in accordance with the policies and guidelines of the program.
3. Submit to DepED the processed ESC and EVS program forms and supporting documents for processing of payment.
4. Submit to DepED program reports on a quarterly basis, or as often as necessary.
5. Monitor the compliance of participating schools with the rules and regulations, as well as the guidelines and procedures governing the ESC and EVS programs.
6. Recommend appropriate policies to DepED for the effective implementation of the program.
7. Formulate, manage and conduct teacher and administrator training programs in accordance with DepED's training priorities to support and ensure the delivery of quality educational services by participating private schools.
8. Undertake research and evaluation studies on the program in accordance with DepED's research agenda.
9. Report on the results of the conduct of teacher and administrator trainings, the conduct of research and evaluation programs, and to liquidate expenses incurred on these activities by the end of the MOA period.

10. Undertake field audits of participating private schools to validate the veracity of information contained in the program forms and supporting documents submitted for processing by FAPE that serve as basis for payment of individual school grants.
 11. Maintain a database in accordance with the program requirements, as well as provide DepED complete data on the ESC and EVS programs.
- C. To assist FAPE in the discharge of its functions, the FAPE Regional Program Coordinators shall be engaged to provide technical and administrative support in the overall management of the programs at the regional and school levels. The FAPE Regional Coordinators are expected to address/respond to the specific needs of participating schools in their mission of improving student learning.

The functions of the FAPE Regional Program Coordinators shall be as follows:

1. Manage the day-to-day implementation of the programs in accordance with Program Guidelines and coordinate its efforts with members of the Regional Program Committee (RCom).
 2. Provide advisory, guidance and assistance to the participating schools in the proper accomplishment of Program Forms and supporting documents.
 3. Receive and undertake first level review of the completeness and accuracy of the documents submitted by the participating schools.
 4. Forward to FAPE in Manila the completed Program Forms after the signing of the schools' billing statements by the RCom.
 5. Monitor participating schools' compliance with Program Implementing Guidelines and Procedures and verify existence of grantees through monitoring visits to schools undertaken jointly with the RCom.
 6. Submit monitoring and implementation reports to the FAPE National Secretariat and the RCom.
 7. Based on the specific needs of school administrators, teachers, and grantees in the region, the FAPE National Secretariat, through its Regional Coordinators, shall organize workshops, training programs, and coaching and mentoring activities.
- D. Contact Numbers and Addresses

1. Inquiries regarding GASTPE at the DepED may be sent to the following contact numbers and addresses:

Office of Planning Service
(02) 633-7216 and 638-8634
ppdopsdeped@gmail.com

Bureau of Secondary Education
(02) 633-7242; 636-5173
lolitaandrada@yahoo.com

Accounting Division
(02) 633-7961; 633-7233
ma.teresa.guledew@gmail.com

2. The FAPE may be reached at the following contact numbers and address:

Fund for Assistance to Private Education
(02) 892-1466; 894-2475
www.peac-fape.org.ph

Enclosure No. 2 to DepEd Order No. 31, s. 2010

DEPARTMENT OF EDUCATION
 Indicative Allocation by Region, Division
 As of March 2010

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BASED ON ESTIMATED SHORTAGE AND AVERAGE INCREASES IN Y1 ENROLMENT

Region	No. of Grantees			
	ESC	EVS	TOTAL	% Share
NATIONAL	32,500	17,500	50,000	100%
LUZON	17,722	9,563	27,285	55%
NORTH LUZON	7,182	2,194	9,376	19%
Region I - Ilocos Region	1,274	341	1,615	3%
Region II - Cagayan Valley	807	360	1,167	2%
Region III - Central Luzon	4,400	1,180	5,580	11%
C A R	701	313	1,014	2%
N C R	3,000	4,000	7,000	14%
SOUTH LUZON	7,540	3,369	10,909	22%
IV - Southern Tagalog	5,959	2,663	8,622	17%
Region IV-A - CALABARZON	4,882	2,184	7,066	14%
Region IV-B - MIMAROPA	1,077	479	1,556	3%
Region V - Bicol Region	1,581	706	2,287	5%
VISAYAS	6,779	2,603	9,382	19%
Region VI - Western Visayas	2,411	647	3,058	6%
Region VII - Central Visayas	2,959	1,325	4,284	9%
Region VIII - Eastern Visayas	1,409	631	2,040	4%
MINDANAO	6,999	3,834	10,833	22%
Region IX - Western Mindanao	935	418	1,353	3%
Region X - Northern Mindanao	977	439	1,416	3%
Region XI - Southern Mindanao	1,476	396	1,872	4%
Region XII - SOCCKSARGEN	1,276	572	1,848	4%
C A R A G A	1,137	509	1,646	3%
A R M M	1,198	1,500	2,698	5%
NATIONWIDE RESERVES	1,000	1,500	2,500	

BASED ON ESTIMATED SHORTAGE AND AVERAGE INCREASES IN Y1 ENROLMENT

School Division Name	No. of Grantees			
	ESC	EVS	TOTAL	% Share
Ilocos Norte	134	36	170	0.3%
Ilocos Sur	163	43	206	0.4%
La Union	265	71	336	0.7%
Pangasinan I, Lingayen	378	101	479	1.0%
Pangasinan II, Binalonan	231	62	293	0.6%
Dagupan City	4	1	5	0.0%
Laoag City	2	1	3	0.0%
San Carlos City	11	3	14	0.0%
Urdaneta City	60	16	76	0.2%
Candon City	6	2	8	0.0%
Alaminos City	4	1	5	0.0%
Vigan City	0	0	0	0.0%
San Fernando City	16	4	20	0.0%
Total, Region I	1,274	341	1,615	3.2%
Batanes	8	4	12	0.0%
Cagayan	163	72	235	0.5%
Isabela	423	188	611	1.2%
Nueva Vizcaya	114	51	165	0.3%
Quirino	42	19	61	0.1%
Tuguegarao City	39	18	57	0.1%
Cauayan City	5	2	7	0.0%
Santiago city City	13	6	19	0.0%
Total, Region II	807	360	1,167	2.3%
Aurora	89	24	113	0.2%
Bataan	157	42	199	0.4%
Bulacan	881	236	1,117	2.2%
Nueva Ecija	431	116	547	1.1%
Pampanga	1,234	331	1,565	3.1%
Tarlac	538	144	682	1.4%
Zambales	406	109	515	1.0%
Angeles City	83	22	105	0.2%
Cabanatuan City	53	14	67	0.1%
Olongapo City	12	3	15	0.0%
San Jose del Monte City	175	47	222	0.4%
San Fernando City	154	41	195	0.4%
Gapan City	1	0	1	0.0%
Tarlac City	56	15	71	0.1%
Muñoz Science City	11	3	14	0.0%
Balanga City	117	32	149	0.3%
Malolos City	2	1	3	0.0%
Total, Region III	4,400	1,180	5,580	11.2%
Batangas	318	142	460	0.9%
Cavite	1,296	580	1,876	3.8%
Laguna	610	273	883	1.8%
Quezon	564	252	816	1.6%
Rizal	901	403	1,304	2.6%
Batangas City	9	4	13	0.0%
Cavite City	7	3	10	0.0%
Lipa City	29	13	42	0.1%

BASED ON ESTIMATED SHORTAGE AND AVERAGE INCREASES IN Y1 ENROLMENT

School Division Name	No. of Grantees			
	ESC	EVS	TOTAL	% Share
Lucena City	86	38	124	0.2%
San Pablo City	20	9	29	0.1%
Calamba City	73	32	105	0.2%
Antipolo City	781	350	1,131	2.3%
Tanauan City	28	13	41	0.1%
Sta. Rosa City	160	72	232	0.5%
Total, Region IV-A (CALABARZON)	4,882	2,184	7,066	14.1%
Marinduque	64	29	93	0.2%
Occidental Mindoro	95	42	137	0.3%
Oriental Mindoro	434	193	627	1.3%
Palawan	358	159	517	1.0%
Romblon	51	23	74	0.1%
Puerto Princesa City	18	8	26	0.1%
Calapan City	57	25	82	0.2%
Total, Region IV-B (MIMAROPA)	1,077	479	1,556	3.1%
Albay	130	58	188	0.4%
Camarines Norte	78	35	113	0.2%
Camarines Sur	519	232	751	1.5%
Catanduanes	30	14	44	0.1%
Masbate	234	104	338	0.7%
Sorsogon	241	108	349	0.7%
Iriga City	21	9	30	0.1%
Legaspi City	170	76	246	0.5%
Naga City	10	4	14	0.0%
Sorsogon City	100	45	145	0.3%
Tabaco City	16	7	23	0.0%
Ligao City	11	5	16	0.0%
Masbate City	21	9	30	0.1%
Total, Region V	1,581	706	2,287	4.6%
Aklan	413	111	524	1.0%
Antique	49	13	62	0.1%
Capiz	224	60	284	0.6%
Guimaras	19	5	24	0.0%
Iloilo	1,011	271	1,282	2.6%
Negros Occidental	259	70	329	0.7%
Bacolod City	27	7	34	0.1%
Bago City	0	0	0	0.0%
Cadiz City	15	4	19	0.0%
Iloilo City	32	8	40	0.1%
La Carlota City	35	9	44	0.1%
Roxas City	40	11	51	0.1%
Sagay City	31	8	39	0.1%
San Carlos City	2	1	3	0.0%
Silay City	174	47	221	0.4%
Kabankalan City	55	15	70	0.1%
Passi City	14	4	18	0.0%
Escalante City	11	3	14	0.0%
Total, Region VI	2,411	647	3,058	6.1%
Bohol	181	81	262	0.5%

BASED ON ESTIMATED SHORTAGE AND AVERAGE INCREASES IN Y1 ENROLMENT

School Division Name	No. of Grantees			
	ESC	EVS	TOTAL	% Share
Cebu	782	350	1,132	2.3%
Cebu City	710	318	1,028	2.1%
Dumaguete City	53	24	77	0.2%
Lapu-Lapu City	244	109	353	0.7%
Mandaue City	13	6	19	0.0%
Negros Oriental	231	103	334	0.7%
Siquijor	2	1	3	0.0%
Toledo City	88	39	127	0.3%
Bayawan City	45	20	65	0.1%
Danao City	56	25	81	0.2%
Tagbilaran City	11	5	16	0.0%
Talisay City	162	73	235	0.5%
Tanjay City	207	93	300	0.6%
Bais City	82	37	119	0.2%
Guinhulngan City	54	24	78	0.2%
Carcar City	12	5	17	0.0%
Bogo City	25	11	36	0.1%
Naga City	1	1	2	0.0%
Total, Region VII	2,959	1,325	4,284	8.6%
Biliran	23	10	33	0.1%
Leyte	271	121	392	0.8%
Southern Leyte	75	34	109	0.2%
Eastern Samar	237	106	343	0.7%
Northern Samar	219	98	317	0.6%
Samar (Western Samar)	328	147	475	1.0%
Calbayog City	32	15	47	0.1%
Ormoc City	66	29	95	0.2%
Tacloban City	91	41	132	0.3%
Maasin City	67	30	97	0.2%
Total, Region VIII	1,409	631	2,040	4.1%
Zamboanga del Norte	284	127	411	0.8%
Zamboanga del Sur	311	139	450	0.9%
Zamboanga Sibugay	151	68	219	0.4%
Dapitan City	16	7	23	0.0%
Dipolog City	8	4	12	0.0%
Isabela City	75	33	108	0.2%
Pagadian City	11	5	16	0.0%
Zamboanga City	79	35	114	0.2%
Total, Region IX	935	418	1,353	2.7%
Bukidnon	137	62	199	0.4%
Camiguin	9	4	13	0.0%
Lanao del Norte	87	39	126	0.3%
Misamis Occidental	73	33	106	0.2%
Misamis Oriental	179	80	259	0.5%
Cagayan de Oro City	238	107	345	0.7%
Gingoog City	22	10	32	0.1%
Iligan City	127	57	184	0.4%
Ozamis City	13	6	19	0.0%
Oroquieta City	10	4	14	0.0%

BASED ON ESTIMATED SHORTAGE AND AVERAGE INCREASES IN Y1 ENROLMENT

School Division Name	No. of Grantees			
	ESC	EVS	TOTAL	% Share
Tangub City	27	12	39	0.1%
Valencia City	17	8	25	0.1%
Malaybalay City	38	17	55	0.1%
Total, Region X	977	439	1,416	2.8%
Compostela Valley	198	53	251	0.5%
Davao del Norte	141	38	179	0.4%
Davao del Sur	169	45	214	0.4%
Davao Oriental	169	45	214	0.4%
Davao City	575	155	730	1.5%
Digos City	1	0	1	0.0%
Panabo City	35	9	44	0.1%
Tagum City	8	2	10	0.0%
Island Garden City of Samal	99	27	126	0.3%
Mati City	81	22	103	0.2%
Total, Region XI	1,476	396	1,872	3.7%
North Cotabato	529	237	766	1.5%
Sarangani	123	55	178	0.4%
South Cotabato	209	94	303	0.6%
Sultan Kudarat	156	70	226	0.5%
Cotabato City	195	87	282	0.6%
General Santos City	37	16	53	0.1%
Kidapawan City	6	3	9	0.0%
Koronadal City	17	8	25	0.1%
Tacurong City	4	2	6	0.0%
Total, Region XII	1,276	572	1,848	3.7%
Agusan del Norte	481	215	696	1.4%
Agusan del Sur	156	70	226	0.5%
Butuan City	73	32	105	0.2%
Siargao	73	33	106	0.2%
Surigao City	100	45	145	0.3%
Surigao del Norte	37	16	53	0.1%
Surigao del Sur	179	80	259	0.5%
Bislig City	8	4	12	0.0%
Dinagat Island	30	14	44	0.1%
Total, CARAGA Region	1,137	509	1,646	3.3%
Basilan	24	30	54	0.1%
Lanao del Sur - IA	91	114	205	0.4%
Lanao del Sur - IIA	215	269	484	1.0%
Maguindanao	146	183	329	0.7%
Sulu I	92	116	208	0.4%
Tawi-Tawi	92	115	207	0.4%
Marawi City	87	109	196	0.4%
Sulu II	18	23	41	0.1%
Lamitan City	7	9	16	0.0%
Lanao del Sur - IB	163	204	367	0.7%
Lanao del Sur - IIB	263	328	591	1.2%
Total, ARMM	1,198	1,500	2,698	5.4%
Abra	20	9	29	0.1%
Apayao	142	63	205	0.4%

BASED ON ESTIMATED SHORTAGE AND AVERAGE INCREASES IN Y1 ENROLMENT

School Division Name	No. of Grantees			
	ESC	EVS	TOTAL	% Share
Benguet	56	25	81	0.2%
Ifugao	34	15	49	0.1%
Kalinga	304	136	440	0.9%
Mt. Province	118	53	171	0.3%
Baguio City	27	12	39	0.1%
Total, CAR	701	313	1,014	2.0%
Manila	87	115	202	0.4%
Quezon City	745	993	1,738	3.5%
Pasay City	17	22	39	0.1%
Caloocan City	660	882	1,542	3.1%
Mandaluyong City	71	94	165	0.3%
Marikina City	82	110	192	0.4%
Makati City	23	31	54	0.1%
Pasig City	21	28	49	0.1%
Paranaque City	108	144	252	0.5%
Las Piñas City	220	293	513	1.0%
Valenzuela City	279	372	651	1.3%
Malabon & Navotas	339	451	790	1.6%
Tagig & Pateros	337	450	787	1.6%
Muntinlupa City	11	15	26	0.1%
San Juan City	0	0	0	0.0%
Total, NCR	3,000	4,000	7,000	14.0%