



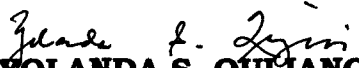
JAN 26 2011

DepEd ORDER  
No. **8**, s. 2011

**POLICIES AND GUIDELINES ON THE IMPLEMENTATION  
OF THE GOVERNMENT ASSISTANCE TO STUDENTS  
AND TEACHERS IN PRIVATE EDUCATION (GASTPE)  
EFFECTIVE SY 2011-2012**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Secretary, ARMM  
Regional Directors  
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 Education (GASTPE), consisting of the Education Service Contracting (ESC), the Education Voucher System (EVS) to be phased out by SY 2013-2014, 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 has issued enabling policies and guidelines to ensure the effective and efficient implementation of the GASTPE. The policies and guidelines are contained in the enclosure. These shall remain in effect unless otherwise amended.
3. Immediate dissemination of and strict compliance with this Order is directed.

  
**YOLANDA S. QUIJANO**  
Undersecretary  
Officer-in-Charge



Encl.: As stated

Reference: DepEd Order: No. 31, s. 2010

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

FUNDS

SALARIES

TEACHERS

R: sgc/implementation of ESC & EVS SY 2011-2012  
January 25, 2011

## **Enclosure to DepEd Order No. 8, s. 2011**

### **POLICIES AND GUIDELINES ON THE GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION AT THE BASIC EDUCATION LEVEL EFFECTIVE SY 2011-2012**

#### **I. LEGAL BASES**

- A. 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 citizens.
- C. The management of GASTPE has been contracted out by DepEd to 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. 1986 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 expand the coverage of the ESC, as it starts to phase out the EVS progressively, beginning with the First Year level in SY 2011-2012. EVS shall be completely phased out by SY 2013-2014 when the Fourth Year grantees of the program shall have finished their secondary education.

- B. The implementation of the Teacher Salary Subsidy (TSS) shall be sustained, in fulfillment of the government's support to private secondary education. The TSS program of the GASTPE was implemented for the first time in SY 2009-2010. It provides salary subsidies to teachers in private high schools participating in the ESC program.

### III. GENERAL PRINCIPLES AND POLICIES

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

- A. ESC began in 1989 with the passage of RA 6728 and later amended as RA 8545. It is 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. It is geared towards reducing class size to manageable levels in public high schools, especially those experiencing shortage of classrooms and teachers. Thus, through the ESC, the government will be able to decongest public secondary schools.
- B. Program beneficiaries are given certificates, which serves as evidence of the Government's commitment to support their education in private high schools. This is true for as long as beneficiaries meet the requirements for regular promotion to the succeeding school years until they graduate.
- C. The ESC is a concrete demonstration of strong public-private sector partnership, 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 VII 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 program 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 (BSE).

- 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 partnership between the participating private secondary schools and the feeder 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 grantees until graduation.

5. The ESC grant starts at the First Year level and represents a four-year funding commitment by the government. In recognition of the four-year commitment and the need to stay within budget, the DepEd, FAPE and participating private schools shall monitor not only the total number of grantees, but also the total grantee-years<sup>1</sup> of financial commitment.
6. The DepEd, FAPE and the participating private schools recognize the need to continuously monitor and evaluate the ESC. A database on the ESC shall be developed and maintained.
7. The 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 the ESC program. The guidelines for the EVS program issued in SY 2010-2011 per DepEd Order No. 31, s. 2010 shall continue to be applied to cover the existing student grantees until the last batch of grantees in the Fourth Year shall have completed their secondary education by SY 2013-2014.

The amount of EVS grant shall be adjusted accordingly following any adjustments that shall be made in the ESC grant.

##### A. CONDITIONS OF THE ESC GRANTS

1. The ESC grants cover the four (4) years of secondary education from First 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 ESC is a system 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; or
  - e. If the student transfers to a non-ESC participating school.

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<sup>1</sup> If enrolment is 30 grantees in 1<sup>st</sup> year, 25 in 2<sup>nd</sup> year, 40 in 3<sup>rd</sup> year and 20 in 4<sup>th</sup> year, then the total number of grantees is 115, while the implied grantee-years is 295 (30(4)+25(3)+40(2)+20(1)). On the other hand, if the enrolment is 70 grantees in 1<sup>st</sup> year, 15 each in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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.

4. For reasons of force majeure, a grantee may be allowed to continue enjoying the grant.
5. All efforts must be taken to save every grantee from dropping out. Grantees-at-risk of dropping out may be placed in the Open High School program and provided with appropriate interventions to address the causes of dropping out.
6. A grantee may apply for transfer to another ESC participating school.
7. 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 GRANTS AND OTHER FINANCIAL MATTERS

1. For all grantees in regions outside NCR, the amount of the subsidy shall be Five Thousand Five Hundred Pesos (P5,500.00) per grantee for the entire school year.
2. For student grantees in NCR, the amount of subsidy shall be Ten Thousand Pesos (P10,000.00) per grantee for the entire school year. This is in recognition of the fact that private school tuition and all other fees are higher in NCR than in the rest of the country.
3. If a grantee transfers to another ESC participating school before July 15, the DepEd shall pay the grant to the receiving school, not the school of origin. No payment of subsidy to the receiving school shall be made for transfers beyond this date.
4. If a grantee transfers to another ESC participating school after July 15, the 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. It has been the policy per DepEd Order No. 31, s. 2010 that 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 grantee at the school of origin for the current school year.
5. 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

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, certify to the eligibility of schools and endorse this to the concerned FAPE RPCs. The conditions for school participation in the program are as follows:
  - a. The school should be recognized by the government. 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.<sup>2</sup> A brief description of the Certification Program is available at [www.peac-fape.org.ph](http://www.peac-fape.org.ph).

- b. A private school which has been recently organized for which government recognition is not yet possible may still be eligible to participate 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.

FAPE, in collaboration with the DepEd Division Office, 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. A detailed listing of the names, contact numbers and addresses of participating schools is available at [www.peac-fape.org.ph](http://www.peac-fape.org.ph).

2. Other requirements for participating private schools include the following:

- a. The private school shall submit its complete Basic Education Information System (BEIS) forms as follows: one (1) copy to DepEd Division Office; and two (2) copies to the RCom. The DepEd BEIS forms are available at DepEd website: [www.deped.gov.ph](http://www.deped.gov.ph).
- b. The private school has a functional School Improvement Plan (SIP).
- c. The private school has a Dropout Reduction Program in place which shall include special counseling for ESC grantees, when needed.
- d. The private school has a School Committee composed of the school head as chairperson, a representative from a feeder public secondary school, the representative of the PTA, and the representative of the faculty association. This committee screens and prepares each grantee's profile as basis for identifying at-risk students.
- e. The private school has a functional Faculty Club that continuously promotes the professional and personal development of teachers.

3. The participating private school is further expected to comply with other conditions that may be required to improve the effectiveness of the ESC program.

#### D. ALLOCATION OF SLOTS

Using national standards, the 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 grants shall be proportional (if not equal) to the number of aisle students.

1. As has been the policy, First Year ESC slots shall be equal to the number of First Year grantees of the preceding school year. This is referred to as their "fixed" allocation. Additional slots shall be given to participating schools in areas where there is serious overcrowding, as determined by OPS. Priority shall be accorded to FAAP accredited schools and to schools that were rated "Above Standard" in the latest DepEd-FAPE Certification Program. In addition, the performance of participating schools in

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<sup>2</sup> 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.

utilizing their allocated slots in previous years shall also be considered in determining their allocation of additional slots.

2. 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 the distribution and utilization of allocations shall be forwarded to FAPE, which in turn, shall render a report to the DepEd Central Office through the BSE on or before July 30.

#### E. SELECTION OF GRANTEES

1. Per DepEd Order No. 2, s. 2011, incoming First Year students of public and private secondary schools are required to register by January 29, in the schools where they wish to study. Graduating pupils of public elementary schools are automatically eligible for ESC grants, and so may directly register with ESC participating schools if they wish to avail of government subsidy.
2. The ESC participating schools are expected to support the early registration campaign as part of their role in the public-private partnership of providing access to quality education. Thus, ESC participating schools, based on their fixed allocation of First Year slots, are authorized to fill up said slots by recruiting enrollees from the graduating pupils of public elementary schools as grantees. These enrollees should present a certification from the public elementary school principals that they are graduating from public elementary schools.
3. If the ESC school is unable to recruit enrollees for the program, the public high schools shall make available, not later than the last week of February, a certified list of pre-registered First Year students who meet the conditions listed below from which the ESC school may recruit grantees for the unfilled slots.
  - a. Willingness of the parents to cover the tuition differential if the amount of the ESC grant is lower than the tuition fee the school charges; and
  - b. Commitment of the parents to support and sustain their children's schooling.
4. Additional new slots allocated to public high schools may be filled up through referrals to ESC participating schools from the heads/principals of the congested public high schools.
5. Considering that the ESC grants are not sufficient to accommodate all aisle students, public high schools may create additional classes for second shift and/or offer the Open High School Program in order to accommodate "aisle" students who cannot be in the ESC. The BSE can assist the school in the training of teachers on distance education and in accessing the instructional resources for the program. The Division Office shall monitor closely the utilization of ESC grants. The grants must be fully utilized before the school opens a second shift or before children are placed in the distance education program.
6. The ESC participating private schools shall form a School Committee headed by the principal which shall be responsible for the profiling of grantees. The involvement of the barangay council may be sought in the profiling of grantees. The school



committee shall conduct a FICS (Family, Individual, Community and School factors) analysis based on the data submitted by grantees. This is for the purpose of identifying those at-risk of dropping out and providing the appropriate interventions to enable them to stay in the program. Forms for the FICS analysis can be accessed at the FAPE website.

7. The Education Supervisor in-charge of private schools in the division shall oversee the screening process and review the profile of grantees in order to ensure appropriate targeting of program beneficiaries.
8. If, based on the results of the screening, the participating school decides to deny enrolment to any student grantee, the participating school shall lose the slot. The RPCom shall then allocate the slot to another ESC participating school which might be willing to accept the student grantee.
9. The Principal shall be responsible for orienting the grantees and their parents/guardians regarding program policies. It shall be made clear during the orientation that the ESC is a government program provided for under RA 8545 or GASTPE Law. At the end of the orientation, a contract with the school is signed by the parents to affirm the latter's commitment to support the students' completion of secondary education under the program.
10. The names of the student grantees shall be posted in the DepEd and FAPE Websites.
11. When warranted by extraordinary conditions, such as absence of public elementary schools and/or public secondary schools in a specific locality, the RPCom is authorized to employ alternative criteria for the selection of grantees. In these cases, the RPCom must then submit an exception report containing pertinent details such as: the description of the extraordinary conditions prevailing in that locality, the alternative criteria being employed for the selection of grantees, the number of slots allocated using the alternative selection criteria, the names of the ESC participating schools, and other information that the RPCom may deem relevant. This exception report must be submitted to FAPE and the DepEd Central Office through BSE before the opening of the school year.

#### F. REPORTING AND BILLING ARRANGEMENTS FOR ESC

1. Participating schools shall submit electronic data on their grantees to FAPE. The school shall key in the grantees' names and other information into its school account in the ESC Online Encoding System found at [www.peac-fape.org.ph](http://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.
2. The deadline for private schools to submit the signed ESC Billing Statements to the RPCom shall be on August 15 of every school year. 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. All

valid claims received within this period shall be paid within the fiscal year. NO CLAIMS SHALL BE RECEIVED AFTER THIS PERIOD.

#### **G. PROCESSING OF SCHOOL CLAIMS**

1. 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, for final checking and consolidation.
2. 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 in batches on a first-come, first-served basis, and endorse these for payment to the DepEd Accounting Division not later than October 30. 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.

#### **H. PAYMENT OF GRANTS TO OFFICIAL SCHOOL LAND BANK ACCOUNTS**

1. The DepEd, through the Department of Budget and Management (DBM), shall credit to the schools' Land Bank of the Philippines (LBP) accounts, the payment of ESC and TSS grants. This bank account shall 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. Overpayment to a school due to errors and mistakes in the ESC Billing Statements shall be refunded by said school to the DepEd. Failure by the school to do so shall cause, among others, the suspension of the school's privilege to admit new ESC grantees.

#### **V. TEACHER SALARY SUBSIDY (TSS)**

Pursuant to Section 14, "Teachers' Salary Subsidy Fund" of Republic Act (RA) 8545, the DepEd, following the implementation of the TSS in SY 2009-2010, has earmarked a portion of its GASTPE Appropriations to finance the grant of salary subsidy to teachers in private high schools participating in the ESC Program.

The following guidelines are issued to ensure the smooth implementation of the grant:

##### **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. It is understood that teachers are licensed by the Professional Regulation Commission (PRC) and are actually teaching ESC grantees. Non-teaching staff are not entitled to the salary subsidy.
2. The amount of salary subsidy to qualified teachers shall be Php12,000.00 per teacher per year or equivalent to Php1,000.00 per month.

3. Teachers who have resigned or retired from the service at the time of payment of the TSS due to health reasons and in accordance with school regulations shall likewise be entitled to payment of the salary subsidy proportionate to actual services rendered.

**B. Procedure for Paying TSS Participating Private Schools**

1. Schools shall submit to FAPE at the start of the school year, a payroll consisting of a certified list of licensed teachers and their PRC license numbers together with their ESC billing statements and other related information. Forms for this purpose are downloadable from the FAPE website.
2. Upon receipt of the Teacher Salary Subsidy 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. Net amount to be received; and
  - d. Signatures of recipients.
3. 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. The payroll shall be filed separately with DepEd BSE, FAPE, DepEd Regional Office, DepEd Division Office and the school concerned within two (2) weeks from date of the payroll, for records purposes.
4. 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.
5. Non-compliance with these guidelines by heads of ESC participating schools shall be subject to appropriate disciplinary action.
6. The DepEd Division Office is tasked to monitor the smooth implementation of the Teacher Salary Subsidy, and to report immediately to the DepEd Regional Office, cc: Central Office all violations, if any, that have been committed by ESC participating private high schools.

**VI. GROUNDS FOR SUSPENSION/TERMINATION OF SCHOOL PARTICIPATION**

- A. Falsification of data or information in any of the program forms and related attachments
- B. Padding and/or inclusion of "ghost students" in the list of grantees. This refers to the following:
  1. 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
  2. Grantees listed as "enrolled" but who have not been attending classes on or before June 30

3. Grantees double-listed under the ESC program
  - C. Charging grantees in excess of the school's tuition and other standard and non-standard fees
  - D. Non-reimbursement or undue delay in the reimbursement of tuition and other fees advanced by grantees after the school has been paid by DepEd
  - E. A dropout rate of more than 7% of total grantees in a given school year except for reason due to force majeure (e.g. calamities, armed conflict)
  - F. Refusal to release transfer credentials to grantees who opt to transfer to other schools
  - G. Requiring transferring grantees to pay for unattended school years
  - H. Schools with unresolved ownership disputes
  - I. Schools withholding TSS payments to qualified licensed teachers
- Schools found violating any of these program guidelines shall be sanctioned accordingly.

## **VII. 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 ESC and TSS programs to its field offices and other parties concerned
  2. Determine the grant requirements of the Program, 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 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., FAPE, the participating private schools, and the DepEd field units, including other concerns
  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 a quality management team at the division level chaired by the Superintendent, that shall assist participating schools monitor their performance, and be accountable for participating schools' compliance with program policies and guidelines

7. Organize at the regional level the Regional Program Committee (RPCom) whose functions shall be as follows:
  - a. Oversee public and private participating secondary schools' compliance with 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 program.
  
8. The composition of the RPCom shall be as follows:
  - a. DepEd Regional Director as Chair
  - b. FAPE Regional Program Director as Co-Chair
  - c. One Division Schools Superintendent as Member representing the divisions in the region
  - d. DepEd Regional Chief of Secondary Education as Member
  - e. DepEd Regional Planning Officer as Member
  - f. 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, the Division Offices concerned, participating schools, and other concerned entities and individuals.
  2. Conduct continuous certification of ESC participating schools as quality assurance of service providers.
  3. 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.
  4. Submit to DepEd the processed ESC forms and supporting documents, for processing of payment.
  5. 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.
  6. Undertake research and evaluation studies on the program in accordance with DepEd's research agenda.
  7. Undertake, in aid of policy recommendation and standard setting, 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. Recommendations on appropriate action regarding violations of program policies are expected to be made.

8. Maintain a database in accordance with the program requirements, as well as provide DepEd complete data on the ESC program.
  9. Submit to DepEd program reports on a quarterly basis, or as often as necessary, including annual reports and liquidation of expenses incurred in the conduct of teacher and administrator trainings and research and evaluation program.
- C. To assist FAPE in the discharge of its functions, the FAPE Regional Program Director assisted by a Regional Program Coordinator shall be engaged to provide technical and administrative support in the overall management of the programs at the regional and school levels.
1. The FAPE Regional Program Director is expected to address/respond to the specific needs of participating schools in their mission of improving student learning.
  2. The functions of the FAPE Regional Program Director shall be as follows:
    - a. 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 (RPCom).
    - b. Provide advisory, guidance and assistance to the participating schools in the proper accomplishment of Program Forms and supporting documents
    - c. Receive and undertake first level review of the completeness and accuracy of the documents submitted by the participating schools.
    - d. Forward to FAPE in Manila the completed Program Forms after signing of the schools' billing statements by the RPCom.
    - e. Monitor participating schools' compliance with Program Implementing Guidelines and Procedures; verify existence of grantees through monitoring visits to schools undertaken jointly with the RPCom; and recommend to National Secretariat appropriate action on violations found.
    - f. Submit monitoring and implementation reports to the FAPE National Secretariat and the RPCom.
    - g. 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](mailto:ppdopsdeped@gmail.com)

Bureau of Secondary Education  
 (02) 633-7242 and 636-5173  
[lolitaandrada@yahoo.com](mailto:lolitaandrada@yahoo.com)

Accounting Division

(02) 633-7961 and 633-7233  
[ma.teresa.guledew@gmail.com](mailto: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 and 894-2475  
[www.peac-fape.org.ph](http://www.peac-fape.org.ph)