



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
Office of the Secretary

Direct Line: 633-7208
E-Mail: deped@pacific.nct.ph
Website: <http://www.deped.gov.ph>

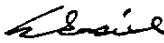
OCT 28 2002

DEPED ORDER
NO. 52 s. 2002

IMPLEMENTING GUIDELINES AND PROCEDURES OF THE GASTPE
PROGRAM (ESC/TFS) FOR SY 2002-2003

TO : BUREAU DIRECTORS
: REGIONAL DIRECTORS
: SCHOOLS DIVISION SUPERINTENDENTS
: PRIVATE SECONDARY SCHOOL ADMINISTRATORS

1. To fast track the implementation of the GASTPE Program (ESC/TFS) for SY 2002-2003, the enclosed Guidelines and Procedures shall be adopted.
2. For strict compliance.


EDILBERTO C. DE JESUS
Secretary

Encl.:
As stated

Reference:
DepEd Memorandum: No. 232, s. 2002

Allotment: 1—(D.O. 50-97)

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

FEES
PROGRAMS
RULES & REGULATIONS
STUDENTS

"Bawat Graduate, Bayani at Marangal"

**ESC-TFS Procedural Guidelines
School Year 2002-2003**

1. Pre-Project Activities

The Fund for Assistance to Private Education (FAPE) shall conduct regional conference of ESC-TFS participating schools and the Regional Program Committee (RPC) members and staff to explain the program guidelines and procedures, distribute MOAs and forms, and address issues and concerns relative to the programs.

2. Project Activities

2.1 Each participating school shall create a School Committee (SC) to be composed of three (3) members namely:

2.1.1 School Head (SH);

2.1.2 Parents' Association (PA) President or authorized representative;
and

2.1.3 Faculty Association (FA) President or authorized representative.

2.2 The SC shall screen the new applicants to the program in accordance with the approved guidelines.

2.3 The SH shall have the following forms accomplished:

2.3.1 For Educational Service Contracting (ESC)

2.3.1.1 ESC Form 1- Student Application for ESC Participation (1 copy);

2.3.1.2 ESC Form 2- Student Contract (1 copy);

2.3.1.3 ESC Form 3- List of First Year Grantees (4 copies);

2.3.1.4 ESC Form 4-List of continuing ESC Grantees (4 copies);

2.3.1.5 ESC Form 5- ESC Grantees Year-end Report (4 copies);

2.3.1.6 ESC Form 6-ESC Application for Payment of Grants (4 copies);

2.3.1.7 ESC Form 7 – ESC Billing Statement (4 copies);

2.3.1.7 Certified true copies of DepEd- approved schedule of tuition and other fees (4 copies); and

2.3.1.9 MOA- Memorandum of Agreement (4 copies).

Other Instructions:

2.3.1.10 ESC Forms 1 and 2 shall be kept on school file for monitoring and inspection by DepEd and/or FAPE.

2.3.1.11 ESC Forms 2,3,4,5,,6,7, the MOA and the certified DepEd approved tuition and other school fees, shall be submitted in four (4) copies each to the Regional Project Coordinator (RPC) for review and initial processing, not later than November 15, 2002.

2.3.2 For Tuition Fee Supplement (TFS)

2.3.2.1 TFS Form 1 – List of TFS Grantees (4 copies)

2.3.2.2 TFS Form 2 – Application for Payment of TFS Grants (4 copies)

2.3.2.3 TFS Form 3 – TFS Billing Statement (4 copies)

2.3.2.4 MOA – Memorandum of Agreement (4 copies)

2.3.2.5 Certified true copies of DepEd – approved schedule of tuition and other fees (4 copies)

Other Instructions:

2.3.2.6 TFS Forms 1, 2, 3, and MOA and the certified DepEd approved tuition and other school fees, shall be submitted in four (4) copies each to the Regional Project coordinator for review and initial processing, not later than November 15, 2002.

Notes:

- a. No erasures will be allowed on any of ESC and TFS Forms and other documents.
- b. All data on the other Forms must be computer encoded or typewritten, except the signature.

3. Regional Project Secretariat (RPS)

- 3.1 The RPS shall be headed by the Regional Project Coordinator (RPC) and assisted by support staff.
- 3.2 The RPS shall collect and receive the ESC and TFS documents from participating schools.
- 3.3 The RPS shall review the submitted documents on a first-come, first-served basis and shall return incomplete and/or erroneous documents to the concerned schools for completion and/or correction. Delays in processing of payment shall be incurred by the school.

- 3.4 As soon as the documents are found to be complete and accurate, the RPS shall forward to FAPE all copies of the ESC and/or TFS MOAs, and the first three (3) copies of ESC forms 3, 4, 5, 6 and 7, and TFS Forms 1, 2, and 3, the DepEd–approved schedule of tuition and other school fees. The RPS shall retain the last copy of the ESC and TFS Forms and the schedule of tuition and other school fees for its file.
- 3.5 The RPC shall prepare and submit annual reports on the status of the program in their region to FAPE.

4. FAPE

- 4.1 FAPE shall receive the school documents submitted by the RPSs and acknowledge receipt thereof.
- 4.2 FAPE shall review and process the documents submitted by the RPSs on a first-come, first-served basis.
- 4.3 As soon as the documents are found to be complete and accurate, FAPE shall forward to the DepEd by batches weekly one complete set of the schools' MOA and its supporting documents with an accompanying certified list of participating schools with corresponding number of grantees and entitlements.

5. Department of Education (DepEd) Central Office

- 5.1 Shall receive and acknowledge the school MOAs, supporting documents, and FAPes certification.
- 5.2 Based on FAPE's certification, the DepEd shall release payments to the schools through their Land Bank Accounts.
- 5.3 DepEd shall furnish FAPE a periodic status report on payments released to the school.

**ESC-TFS Implementing Guidelines
School Year 2002-2003**

I. Constitutional Basis for the GASTPE Program

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 educational system, especially the latter's invaluable contribution to education.

II. General Guidelines for SY 2002-2003

The annual approved budget for the Educational Service Contracting (ESC) and Tuition Fee Supplement (TFS) projects shall be the main determining factor for the expansion or contraction of the program for schools and student beneficiaries. As a rule, ESC participating schools shall maintain their previous school year's number of slots unless additional slots shall be approved by the State Assistance Council (SAC). It shall be the prerogative of the Department of Education to grant additional ESC grantees and accept New ESC-TFS schools. If at the end of school year 2002-2003, there is an unutilized portion of the budget, this portion shall not be drawn but shall be considered by the DepEd for the allocation of ESC slots or the acceptance of new participants for the next school year.

III. Educational Service Contracting (ESC) Project

A. Features of the ESC Project

1. Schools participating in the ESC shall receive a maximum of PhP2,500.00 for every qualified student who participates in the project.
2. The maximum of PhP2,500.00 subsidy shall apply to participating schools that are charging tuition and other school fees greater than or equal to PhP2,500.00.
3. If the participating school's tuition and other school fees fall below PhP2,500.00, the amount of subsidy given to the students shall be equal to the actual tuition fee and other school fees of the said participating school.
4. If the participating school's tuition fee and other school fees exceed PhP2,500.00, the student shall pay the difference between the actual tuition fee of the school and the amount subsidized by the project.
5. An ESC grantee cannot be a participant of the TFS at the same time.

B. Allocation of ESC Grantees

1. In determining the number of slots allocated to the ESC participating schools for the current school year, the schools shall refer to the following guidelines:
 - a. **Participating schools with grantees in all year levels** as of the **previous school year** shall maintain the same number of total grantees for the current school year. To maintain the same number of total grantees, they can recruit first year grantees to replace the graduates, dropouts, and transferees of the previous year. (Please refer to Appendix A for sample computations).
 - b. **Participating schools with no fourth year grantees** as of the previous school year shall be allowed to recruit a **maximum of 30 grantees** for first year inclusive of replacements for dropouts and transferees in the upper year levels.
 - c. In case the participating school accepts an ESC transferee in the upper year levels from another participating schools, the accepting school shall correspondingly reduce the number of grantees in first year in order to maintain their allowable total grantees. (Please refer to Appendix A for sample computations).

C. Qualifications for Continuing ESC Grantees

1. ESC grantees shall be qualified for the ESC subsidy for the next school year if they are able to complete the requirements for promotion from their previous year level.
2. Repeaters and/or dropouts shall be automatically disqualified from the program.
3. ESC grantees that dropped-out due to serious illness, accident, calamity, and other valid reasons may be readmitted by the school program committee.
4. Qualified ESC grantee who transfers to another participating school shall be allowed to continue as a grantee provided that he/she has valid transfer credentials.

D. Selection of New ESC Grantees (First Year Level)

1. The selection of new grantees shall be conducted by the school committee composed of the school head, parents' association representative, and faculty association representative.
2. Preference shall be given to students whose family income is not more than PhP72,000 per year as provided in R.A. 8545.

3. ESC applicant shall undergo the normal admission procedures of the participating schools.

IV. Tuition Fee Supplement (TFS) Project

A. Features of the TFS Project

1. Participating schools in the TFS Project shall receive PhP500.00 for each qualified student under the program.
2. Only students who are not recipients of the ESC Project shall be qualified to participate in the TFS project.
3. The total amount of TFS grants collected by the school shall be allocated as follows:
 - a. 70% shall be for the payment of salaries, wages, allowance and other benefits of teaching and non-teaching personnel;
 - b. 20% for the improvement of school facilities; and
 - c. 10% as return of investment.
4. The participating school shall be required to submit a report on the utilization of the TFS proceeds.

B. Qualifications of School for Participation in the TFS Project

1. The school must be a government recognized institution.
2. The school's tuition and other fees shall not be more than PhP3,500.00.

V. Payment of Grants

The DepEd shall administer the payment of ESC-TFS grants to participating schools through their depository banks, whether government or private commercial banks with main branches within Metro Manila.

VI. Sanctions Against Schools Violating Program Guidelines

- A. The following shall be the grounds for suspension/termination of the school's participation in the program:
 1. Falsification of facts in the MOA and supporting documents;
 2. Padding and/or inclusion of "ghost students" in the list of grantees;
 3. Double listing of grantees in both ESC and TFS;
 4. Discrimination against poor student applicants to the program;

5. Gross violation of the implementing rules and regulations, as well as guidelines and procedures of the programs; and
- B. The sanctions shall be imposed by the Department of Education upon recommendation of the Regional Program Committee and/or the Program Monitoring Team.

VII. Roles of Regional Program Committee (RPC)

- A. The RPC shall be composed of the following:
1. DepEd Regional Director as Chair;
 2. Regional Program Director as Co-Chair (to be designated by FAPE);
 3. Secondary Education (SED) chief as member; and
 4. Regional Program Coordinator as member (to be designated by FAPE)
- B. The RPC shall perform the following functions:
1. Serve as oversight committee for the implementation of the programs in the region;
 2. Monitor the compliance of participating schools with the program guidelines, with the assistance of the DepEd Division Superintendents;
 3. Recommend to the SAC sanctions against erring participating schools; and
 4. Make recommendations for the improvement of the program implementation.

VIII. Roles of the Regional Program Secretariat (RPS)

- A. The Regional Program Secretariat (RPS) shall be composed of the following:
1. Regional Program Director who shall exercise general supervision over the secretariat operation and staff;
 2. Regional Program Coordinator who shall manage the day-to-day operations of the secretariat; and
 3. Support Staff who shall assist the Regional Program Coordinator in the secretariat operations.
- B. The RPS shall perform the following functions:
1. Provide advisory assistance to the participating schools in the proper accomplishment of required documents;

2. Receive, review, and process documents submitted by the schools;
3. Forward to FAPE the documents deemed to be complete and accurate;
4. Prepare the required reports to be submitted to FAPE;
5. Assist in the monitoring of participating schools; and
6. Provide support services to the RPC.

IX. Roles of the DepEd Schools Division Superintendents

Assist the RPC in monitoring the compliance of participating schools with the program guidelines.

X. Roles of the National Monitoring Team (NMT)

A. The National Monitoring Team (NMT) shall be composed of:

1. Two (2) Representatives from the DepEd Central Office; and
2. Two (2) Representatives from the FAPE.

B. Functions of the NMT are the following:

1. Conduct random school visits to monitor the compliance of the participating schools with program guidelines, with the assistance of the RPCs and the Division Superintendents;
2. Submit a report regarding the monitoring observations; and
3. Make recommendations to the DepEd, based on the monitoring observations.

Appendix A – Computations of ESC Slots For First Year Level

Sample A – For schools with ESC graduates in the previous school year

Add:	No. of Grantees
Number of Graduates	25
Number of Dropouts	5
Number of Repeaters	5
Number of transferees to other schools	3
Less: Number of transferees from other schools	(2)*
Total Number of Slots allocated for 1st Year	36

**Note: Transferees from other schools are added to the grantees in the upper years; therefore, the first year slots is reduced correspondingly to maintain the total allowable slots.*

Sample B – For schools with no ESC grantees in 4th year in the previous school year

	No. of Grantees
Number of Graduates	0
Number of Dropouts	5
Number of Repeaters	0
Number of transferees to other schools	5
Total Number of Slots allocated for 1st Year	30*

**Note: Schools with no ESC grantees in 4th year during the previous school year shall be allowed a maximum of 30 slots in the 1st year, inclusive of replacements for dropouts, repeaters, and transferees to other schools. However, transferees from other schools will be deducted from the first year slots because they are already additions to the upper years.*