



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

www.depednegor.net    negros.oriental@deped.gov.ph    SGOD Office (035) 225 - 6180

August 8, 2016


**DIVISION MEMORANDUM**

No. 464 s. 2016

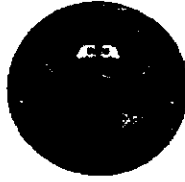
**UPDATES ON THE PROCESSING OF BILLING STATEMENTS FOR ESC, TSS,  
AND SHS VP OF SCHOOLS IN THE NEGROS ISLAND REGION  
(NIR) FOR SCHOOL YEAR 2016-2017**

TO: District Supervisors/District In-Charge  
Private and Public Secondary School Heads  
All Others Concerned

1. Attached is NIR Regional Memorandum No. 173, s. 2016, entitled, **Updates On The Processing of Billing Statements For ESC, TSS, And SHS VP of Schools In The Negros Island Region (NIR) For School Year 2016-2017.**
2. For details, see attached communication.
3. Wide and immediate dissemination of this memorandum is desired.

  
**LELANI T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge *aly*  
8/09/16

09 AUG 2016



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NEGROS ISLAND REGION



D: 8/04/16 / 8

August 1, 2016

**REGIONAL MEMORANDUM**


No. 173 s. 2016

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**UPDATES ON THE PROCESSING OF BILLING STATEMENTS FOR ESC, TSS, AND SHS VP  
OF SCHOOLS IN THE NEGROS ISLAND REGION (NIR)  
FOR SCHOOL YEAR 2016-2017**

**To :** Schools Division Superintendents  
Assistant Schools Division Superintendents  
President/School Heads of Education Service Contracting (ESC) and SHS Voucher  
Program Participating Schools  
All Others Concerned

1. Attached is an Advisory from Private Education Assistance Committee (PEAC) on the processing of billing statements for ESC, TSS and SHS VP of schools in the Negros Island Region. All schools are advised to follow the procedure stated in the advisory.
2. Wide and immediate dissemination of this memorandum is desired.

  
**GILBERT T. SADSAD**  
Director III  
Officer-In-Charge  
Office of the Regional Director

QAD/sat

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: [depednir@gmail.com](mailto:depednir@gmail.com)

FB: [facebook.com/depednir](https://www.facebook.com/depednir) / WEB: [depednir.weebly.com](http://depednir.weebly.com)

**PEAC ADVISORY**

July 27, 2016

**PROCESSING OF BILLING STATEMENTS FOR ESC, TSS, AND SHS VP  
OF SCHOOLS IN THE NEGROS ISLAND REGION (NIR)  
FOR SCHOOL YEAR 2016-2017**

**TO:** School Heads of Education Service Contracting (ESC) and SHS  
Voucher Program participating schools in NIR

**CC:** Director Gilbert T. Sadsad, DepEd Regional Director for NIR  
PEAC Regional Secretariats in Region 6 and 7

1. With the establishment of a DepEd Regional Office in the newly created Negros Island Region (NIR), concerned schools are advised to submit their billing statements for the Education Service Contracting (ESC), Teacher Salary Subsidy (TSS), or SHS Voucher Program to the PEAC Regional Secretariat either in Region 6 or 7, whichever office is accessible to the school.
2. A similar procedure is implemented for the processing of these billing statements.
  - a. The school creates the billing statement in the ESC Information Management System (ESC IMS) for ESC and TSS, and in the SHS Voucher Management System (SHS VMS) for the SHS Voucher Program.
  - b. The school submits the billing statement and supporting documents to the PEAC Regional Secretariat in Region 6 or Region 7.
  - c. The PEAC Regional Secretariat checks the billing statements on a first come, first served basis.
  - d. The PEAC Regional Secretariat transmits the documents to the DepEd Regional Office in NIR for the signature of the DepEd Regional Director.
  - e. The PEAC Regional Secretariat submits the signed billing statements to the PEAC National Secretariat for final checking.
  - f. The PEAC National Secretariat endorses the billing statements in batches to DepEd Central Office.
  - g. The DepEd Central Office processes and releases the payment to schools.



**PEAC National Secretariat**  
5<sup>th</sup> Floor Salamin Bldg., 197 Salcedo St.  
Legaspi Village, Makati City  
Tel No.: (02) 848-0169 | 844-5557  
Fax No.: (02) 511-7695  
Website: [www.fapa.org.ph](http://www.fapa.org.ph)

3. The indicative processing time is two months from submission, assuming that the documents submitted are complete and in order.
4. For more details on the ESC, TSS, and SHS VP Guidelines, schools may refer to the following DepEd Orders released: DO 18, s. 2016 for the ESC and TSS; and DO 46, s. 2015 and DO 38, s. 2016 for the SHS VP.

Please be guided accordingly.

  
**RHODORA ANGELA F. FERRER**  
Executive Director