



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

September 27, 2024

DIVISION MEMORANDUM

No. 754 s. 2024

**REQUIREMENT FOR NOTARIZED ATTESTATION
OF THE LIST OF GASTPE BENEFICIARIES**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor - CID
Private Schools Coordinator
School Heads of Private Secondary and SHS GASTPE-Participating Schools

1. All concerned GASTPE-participating schools are hereby advised on the announcement of the Private Education Assistance Committee (PEAC) relative to the **Requirement for Notarized Attestation of the List of GASTPE Beneficiaries.**

2. Please see attached announcement for your information and guidance.

3. For inquiries, please contact the Monitoring and Processing Unit at 0917.501.3273 or you may send an email to mpu@peac.org.ph

The announcement is also posted at the PEAC website:

<https://peac.org.ph/education-service-contracting-esc/>

<https://peac.org.ph/senior-high-school-voucher-program/>

4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion and ethnicity.

5. Immediate and widest dissemination of this memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As indicated

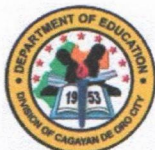
Reference: None

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

GASTPE

PRIVATE SCHOOLS

ECHR/GASTPE
September 27, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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REQUIREMENT FOR NOTARIZED ATTESTATION OF THE LIST OF GASTPE BENEFICIARIES

This is to inform all GASTPE Participating Schools that we will be requiring the submission of notarized Attestation of the List of Billed ESC Grantees/Voucher Program Beneficiaries (VPB)/TSS Recipients in SY 2024-2025. All GASTPE Participating Schools shall upload the notarized attestation in the ESC Information Management System (IMS) or SHS Voucher Program Management System (VMS).

The following are the procedures:

1. School creates the GASTPE Billing Statement.
 - Attestation of the List of Billed ESC Grantees/VPB/TSS Recipients is automatically generated once a billing statement is created. The IMS/IMS-TSS/VMS generates an attestation for each GASTPE Billing Statement created.
2. School signatories affix electronic signatures to the GASTPE Billing Statement.
 - Electronic signatures are also affixed to the Attestation of the List of Billed ESC Grantees/VPB/TSS Recipients.
3. School proceeds to View/Print/Delete Billing Statement and downloads the signed Attestation of the List of Billed ESC Grantees/VPB/TSS Recipients.
4. School notarizes the Attestation of the List of Billed ESC Grantees/VPB/TSS Recipients through a Notary Public.
5. School proceeds to View/Print/Delete Billing Statement and uploads the notarized Attestation of the List of Billed ESC Grantees/VPB/TSS Recipients corresponding to the GASTPE Billing Statement created.
 - Ensure that the Notary Acknowledgement is uploaded.