



ST. JOSEPH SCHOOL OF PANDACAN

PAASCU Accredited

ESC Application Procedure

School Year 2022-2023

Guidelines:

1. ESC aims to make quality Junior High School education accessible by providing financial assistance to deserving public elementary graduates who wish to study in private schools. It is a concrete demonstration of public-private partnership in education and this partnership is sought in all levels of the program's operations.
2. ESC is a subsidy because the students pay top-ups (the difference between the subsidy and a private school's actual tuition and fees). It covers four (4) years of JHS education starting at Grade 7.
3. The student who submitted complete requirements and passed the application procedure is given Php13,000.00 yearly as subsidy. This is given directly to the school and will be deducted to the student's tuition and fees at the end of the school year.
4. Terms of ESC Grant:
 - ESC is a government financial assistance, no maintaining grade is required.
 - Grantee promotion to the next grade level assures him/her of continued support through the subsidy.
 - The grant is terminated if a grantee does any of the following:
 - a. Drops out for non-health reasons in the middle of the school year;
 - b. Does not re-enroll the following year;
 - c. Fails to be promoted to the next grade level or is retained at the same grade level;
 - d. Is suspended for more than 2 weeks, dismissed or is expelled by the school for disciplinary reasons; or
 - e. Transfers to a non-ESC participating school.
 - Grantees that dropped out due to death of a parent or guardian, force majeure, prolonged illness, or accident may be reinstated into the program provided they submit documents to support their claim.
 - Transferring to another ESC participating school is allowed however, in cases where the applicable subsidy is different from that of the accepting school; the accepting school will be paid the lower of the two applicable subsidy amounts.
5. Hard copies of all the following documents should be submitted (enclosed in a long brown envelope with the student's name and section) on or before September 30, 2022:
 - Fully accomplished ESC Application form
 - Photocopy of PSA Birth Certificate
 - Photocopy of Grade 6 Report Card
 - Parent's Proof of Income (any of the following):
 - a. Photocopy of latest Income Tax Return (ITR)
 - b. Certificate of Employment with Compensation
 - c. Barangay Certificate of Indigency (Unemployed)
 - Recent 2x2 ID picture of the student (white background)
6. All Grade 7 students enrolled to the SJSP High School Department are automatic applicants.
7. For those who have paid cash during the enrollment, you still need to submit all the required documents. Failure to comply will nullify your grant which means you will still pay the Php13,000.00 deducted to your payment during enrollment.
8. **Failure to comply/submit complete requirements on time may disqualify the applicant from the grant.**

Prepared by:

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Registrar