



## BOARD OF TRUSTEES RESOLUTION NO. 2020-05

### "A RESOLUTION ON ASSIGNING SIGNATORIES IN THE SENIOR HIGH SCHOOL VOUCHER PROGRAM BILLING STATEMENT AND OTHER SUPPORTING DOCUMENTS SY 2020-2021"

HON. AGNES D. TOLENTINO, DMD  
City Mayor/Chairman

MS. PACITA ROSARIO Z. AQUINO  
College President/Vice-Chairman

HON. LORNA S. TOLEDO  
City Councilor/Member

DR. RAYMUNDO P. ARCEGA  
ALCU Representative/Member

MR. ANGELITO M. CARAAN  
Faculty President/Member

MS. MARICRIS C. TAGLE  
Supreme Student Council President/Member

MR. RONNIE L. MARANAN  
Alumni Association President/Member

ATTY. AVELINO M. SUMAGUI  
NGO Representative/Member

WHEREAS, the CITY COLLEGE OF TAGAYTAY is a participating school in the Voucher Program (VP) under the Government Assistance to Students and Teachers in Private Education (GASTPE) programs of the Department of Education, which is co-implemented with the Private Education Assistance Committee (PEAC);



WHEREAS, beginning school year (SY) 2020-2021, PEAC shall fully migrate the processing of the billing statements of participating schools in the GASTPE programs to online processing, which will now require the affixing of electronic signatures (e-signatures) of authorized officers on the billing statements;

WHEREAS, PEAC requires, for authentication purposes, the submission of the relevant details of the participating schools' authorized signatories in accordance with PEAC's revised billing processes;

RESOLVED, AS IT IS HEREBY RESOLVED, That the Board of [Directors/Trustees] of the School agrees to comply with all directives and protocols issued and to be issued by PEAC as regards the migration of the billing system of the relevant GASTPE programs online starting SY 2020-2021. Accordingly, all concerned school officers are directed to furnish copies of such directives and protocols to the school employees in charge of preparation and submission of the billing statements and other requirements for their immediate compliance;

RESOLVED, FURTHER, That the Board of [Directors/Trustees] hereby authorizes the following officers as signatories of the respective documents stated herein:

VP Billing Statements and Supporting Documents

Full Name	Designation	Email Address	Specimen Signature
MS. PACITA ROSARIO ZAIDE AQUINO	School President	cctshs@yahoo.com	
MS. EDLYN GACO GONZALES	Senior High School Registrar	edlyngonzales2810@gmail.com	

Documents to be signed:

School President or Authorized Representative

1. VP Billing Statements; and
2. Schedule of Tuition, Other, and Miscellaneous Fees.


School President and School Registrar


3. Attestation of the List of Voucher Program Beneficiaries.

**RESOLVED, FURTHER,** That the e-signatures of the foregoing authorized officers shall be processed and used by the officers and employees processing the billing statements, in accordance with the School's internal operating procedures on the use of e-signatures;

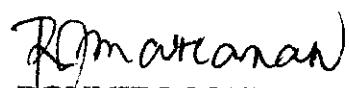
**RESOLVED, FINALLY,** That the School authorizes PEAC to store the above information in their respective systems and use the same to authenticate the electronic signatures of the authorized officers, in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012.

**APPROVED** this \_\_\_\_ day of October 2020 at the City of Tagaytay.

  
**HON. LORNA S. TOLEDO**  
City Councilor/Member

  
**MR. ANGELITO M. CARAAN**  
Faculty President/Member

  
**DR. RAYMUNDO P. ARCEGA**  
ALCU Representative/Member

  
**MR. RONNIE I. MARANAN**  
Alumni Ass'n. President/Member

  
**MS. MARICRIS C. TAGLE**  
Supreme Student Council President/Member

**ATTY. AVELINO M SUMAGUI**  
NGO Representative/Member

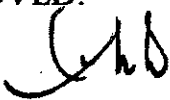
**CERTIFIED CORRECT:**

  
**MS. JENNIFER M. ABELLANA**  
BOT - Secretary

**ATTESTED:**

  
**MS. PACITA ROSARIO Z. AQUINO**  
Vice - Chairman, Board of Trustees

**APPROVED:**

  
**HON. AGNES D. TOLENTINO, DMD**  
Chairman, Board of Trustees

Republic of the Philippines  
City of Tagaytay

SUBSCRIBED AND SWORN to before me this 13 day of October 2020, a Notary Public for and in the City of Tagaytay by the above-named persons who exhibited to me their respective proofs of identity pursuant to the 2004 Rules of Notarial Practice, as follows:

	Competent Evidence of Identity
Ms. PACITA ROSARIO Z. AQUINO	TIN ID NO. 251-915-152-000
Ms. PACITA ROSARIO Z. AQUINO	SSS ID NO. 000-3632-6674-3
Ms. EDLYN G. GONZALES	TIN ID NO. 723-123-748-000
Ms. EDLYN G. GONZALES	SSS ID NO. 0111-8461635-1

This document pertains to a Board Resolution consisting of four (4) pages including this page where the Notarial page is written.

WITNESS MY HAND AND SEAL on the date and in the place first above written.

Doc. No. 064  
Page No. 13  
Book No. XV  
Series of 2020



*Gerardo Gabriel C. Reyes*  
ATTY. GERARDO GABRIEL C. REYES  
NOTARY PUBLIC FOR TAGAYTAY CITY  
NOTARIAL COMMISSION NO. 16-10-001  
UNTIL DECEMBER 31, 2020  
PER NO. 43 (FEBRUARY 14, 2020) / MAR. 17, 2020  
REG. NO. 001 (JULY 14, 2016) / MAR. 17, 2020  
ROLL OF ATTORNEYS NO. 47372  
JACIE COMPLIANCE NO. 04-016659/12-07-18  
3/F CITY HALL BLDG., TAGAYTAY CITY