



BOARD OF TRUSTEES RESOLUTION NO. 2023-15

"A RESOLUTION ASSIGNING SIGNATORIES IN THE SENIOR HIGH SCHOOL VOUCHER PROGRAM BILLING STATEMENT AND OTHER SUPPORTING DOCUMENTS FOR THE SCHOOL YEAR 2023-2024"

WHEREAS, the **CITY COLLEGE OF TAGAYTAY-SENIOR HIGH SCHOOL** is a participating school in the Senior High School (SHS) 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 fully migrated the processing of the billing statements of participating schools in the GASTPE programs to online processing, which requires 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 Trustees of the School agrees to comply with all directives and protocols issued and to be issued by PEAC as regards the migration online of the billing system of the relevant GASTPE programs. 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 Trustees hereby authorizes the following officers as signatories of the respective documents stated herein:

VP Billing Statements and Supporting Documents

Full Name	Designation	Mobile Number	Email Address	Specimen Signature
MR. CELSO P. DE CASTRO	School President	0915 327 0913	ocp@citycollegetagaytay.edu.ph	
MS. EDLYN G. GONZALES	School Registrar	0966 300 5417	edlyngonzales2810@gmail.com	
MS. ELIZA G. CHACON	Finance Officer	09991519007	chaconliza36@gmail.com	

Documents to be signed:

School President or Authorized Representative and School Registrar

1. Attestation of the List of Voucher Program Beneficiaries.

School President or Authorized Representative, School Registrar, and Finance Officer

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

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, FURTHER, 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.

RESOLVED, FINALLY, the Board of Trustees unanimously approved the resolution Assigning signatories in the Senior High School Voucher Program billing statement and other supporting documents for the school year 2023-2024.

NOW THEREFORE, upon the motion of Hon. Agnes D. Tolentino- City Vice Mayor and Member of the Board of Trustees, duly seconded by Hon. Celso P. De Castro, CCT College President / BOT Vice-Chairman, approved the resolution Assigning signatories in the Senior High School Voucher Program billing statement and other supporting documents for the school year 2023-2024.

Enacted: _____

Concurred:

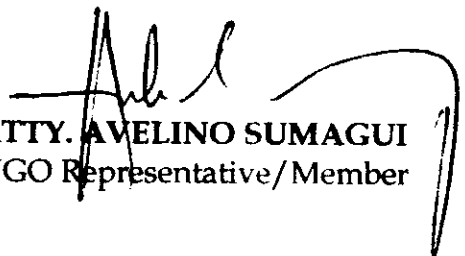


HON. AGNES D. TOLENTINO
City Vice Mayor

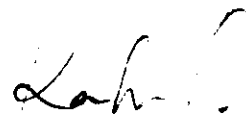


HON. LORNA S. TOLEDO
City Councilor Committee on Education

DR. RAYMUNDO P. ARCEGA
ALCU Representative/Member



ATTY. AVELINO SUMAGUI
NGO Representative/Member

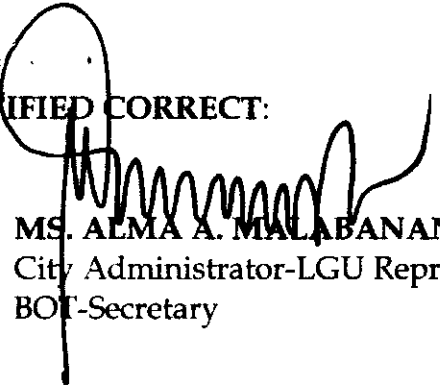


MS. KYLLE O. CORTEZ
Supreme Student Council President




MS. JENNY O. GUARISMO
Alumni Association President

CERTIFIED CORRECT:



MS. ALMA A. MALABANAN
City Administrator-LGU Representative
BOT-Secretary

ATTESTED:



HON. CELSO P. DE CASTRO
Vice-Chairman, Board of Trustees

APPROVED:



HON. ABRAHAM N. TOLENTINO
Chairman, Board of Trustees_____