



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay

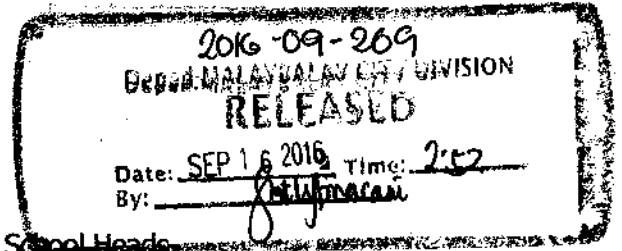


Telefax # 088-314-0094, E-mail add: dpedmlyblycity@yahoo.com
Website: www.depedmalaybalay.net

September 14, 2016

DIVISION MEMORANDUM

NO. 477 __, s. 2015



TO: Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned
This Division

Re: **Updates on the Creation of Billing Statements for the Senior High School Voucher Program (DepEd Memorandum No. 142, S. 2016)**

1. Pursuant to DepEd Memorandum No. 142, s. 2016 entitled "Updates on the Creation of Billing Statements for the Senior High School Voucher Program", all concerned are hereby informed that DepEd will allow manual uploading of Qualified Voucher Recipients (QVRs) in the Voucher Management System (VMS) after it has noted that there are problems with the list of QVRs automatically generated from the Learner Information System (LIS).
2. The manual uploading facility in the VMS shall be available from **August 31 to September 30, 2016**.
3. In this connection, the manual uploading facility in the VMS shall only be used for untagged QVRs in the LIS. The step-by-step process for manual uploading is found in the enclosure of DepEd Memorandum No. 142, s. 2016.
4. The schools are reminded to ensure that the QVRs to be uploaded in the VMS have Learner Reference Number (LRN) and are enrolled in the LIS, otherwise, uploading will be unsuccessful.
5. Monitoring for compliance of this provision is being done by the Private Education Assistance Committee as per enclosure to DepEd Order No. 46, s. 2015 (Detailed Guidelines on the Implementation of the Senior High School Voucher Program).
6. For guidance and compliance.

EDILBERTO L. OPLENARIA, CESO VI
WOIC-Schools Division Superintendent

Copy furnished: Records Section

ELO/sylm



Republic of the Philippines
Department of Education

02 SEP 2016

DepEd MEMORANDUM
No. **142**, s. 2016

**UPDATES ON THE CREATION OF BILLING STATEMENTS
FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Secondary Schools Heads
All Others Concerned

1. In relation to DepEd Order No. 38, s. 2016, entitled *Clarifications and Additional Information to DepEd Order No. 46, s. 2015 (Detailed Guidelines on the Implementation of the Senior High School Voucher Program)*, the Department of Education (DepEd) issues this Order to provide **Updates on the Creation of Billing Statements for the Senior High School Voucher Program** using the Voucher Management System (VMS).
2. The regular process of creating billing statements for the SHS VP is as follows:
 - a. Enrol learners in the Learner Information System (LIS); and
 - b. Create billing statements in the VMS based on the list of Qualified Voucher Recipients (QVRs) automatically generated from the LIS.
3. The DepEd has noted that there are problems with the list of QVRs automatically generated from the LIS. In particular, tagging of the following QVRs is yet to be completed:
 - a. Education Service Contracting (ESC) grantees; and
 - b. Approved SHS VP applicants.
4. To resolve this, the DepEd shall allow manual uploading of QVRs in the VMS for the first semester. The step-by-step process for uploading is found in the enclosure.
5. The manual uploading facility in the VMS shall only be used for untagged QVRs in the LIS as mentioned in Item 3. Tagged QVRs shall be billed following the regular process of creating billing statements as mentioned in Item 2.
6. Schools shall ensure that the QVRs to be uploaded in the VMS have Learner Reference Numbers (LRN) and are enrolled in the LIS. Otherwise, uploading will be unsuccessful.
7. The manual uploading facility in the VMS shall be available from **August 31 to September 30, 2016**.

8. For inquiries and clarifications, all concerned may contact the **Private Education Assistance Committee (PEAC) National Secretariat**, 5th Floor, Salamin Building 197 Salcedo Street, Legaspi Village, Makati City at telephone no. (02) 840-6000.

9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (Nos. 38, s. 2016 and 46, s. 2015)

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

FUNDS
LEARNERS
POLICY
PROGRAMS
SCHOOLS
SENIOR HIGH SCHOOL
STRAND: Finance and Administration

SMA, DM Updates on the Creation of Billing Statements for the SHS VP
0615, August 31/September 1, 2016



Republic of the Philippines
Department of Education

DepEd ORDER
No. **46**, s. 2015

13 OCT 2015

**DETAILED GUIDELINES ON THE IMPLEMENTATION OF THE SENIOR
HIGH SCHOOL (SHS) VOUCHER PROGRAM**

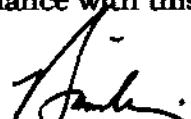
To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. Further to DepEd Order No.11, s. 2015, entitled *Policies on the Implementation of the Senior High School (SHS) Voucher Program under the Government Assistance to Students and Teachers in Private Education (GASTPE)*, the Department of Education (DepEd) issues this Order to provide details on the conditions, requirements and processes with regard to the **Implementation of the Senior High School (SHS) Voucher Program**, such as:

- a. Student Eligibility and Voucher Value;
- b. Voucher Validity and Redemption;
- c. Conditions for Voucher Program Beneficiaries;
- d. Provider Eligibility and Requirements;
- e. Voucher Tiers;
- f. Processing of Vouchers and Payments to Schools; and
- g. Monitoring and Program Compliance.

2. The guidelines stated herein are subject to change pending any amendments in the provisions on the SHS Voucher Program as may be contained in the 2016 General Appropriations Act.

3. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUJASTRO FSC
Secretary

Encl.: As stated

Reference: DepEd Order No. (11, s. 2015)

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

FUNDS
LEARNERS
POLICY
PROGRAMS

SCHOOLS
SECONDARY EDUCATION
TEACHERS

(Enclosure to DepEd Order No. 46, s. 2015)

DETAILED GUIDELINES ON THE IMPLEMENTATION OF THE SENIOR HIGH SCHOOL VOUCHER PROGRAM

Legal Bases

Republic Act No. 10533 (RA 10533), otherwise known as the Enhanced Basic Education Act of 2013, has expanded the years of schooling in basic education from 10 years to 12 years. In School Year 2016-2017, an additional 2 years representing Grades 11 and 12 will be introduced in the basic education system through senior high school.

Recognizing the need for additional support to students due to the added two years in basic education, the State, through RA 10533, further expanded Republic Act 8545 (RA 8545) to provide financial assistance to qualified grade 10 completers entering senior high school.

RA 10533 has mandated the Department of Education (DepEd) to formulate programs to enact the abovementioned provision of the law. In line with this, DepEd Order No. 11 series of 2015 (DO 11 s.2015) introduced the Senior High School Voucher Program (SHS VP) as a mechanism to provide financial assistance to senior high school students.

Through the SHS VP, the DepEd engages the non-DepEd Senior High School providers to enroll qualified voucher recipients from both Public and Private Junior High Schools. Once qualified voucher recipients are enrolled in non-DepEd Senior High School providers, the DepEd will provide assistance to these students through a voucher subsidy paid to the non-DepEd Senior High School provider.

The SHS VP is envisioned to be a long-term program of the government that will empower students with the choice to pursue their desired senior high school education. This form of public-private partnership is expected to enhance dynamism and diversity in the education system and to provide private schools with the financial resources needed to transition to a 12-year basic education system. Through the SHS VP, the government continues to recognize the invaluable contributions of the private education sector in the equitable delivery of relevant and high quality education.

I. Student Eligibility and Voucher Value

Students who completed their Grade 10 in the School Year prior to the current may participate in the SHS Voucher Program (SHS VP).

A. Pre-qualified Voucher Recipients

All Grade 10 Junior High School completers of Public Junior High Schools and SUC/LUC Junior High Schools are qualified voucher recipients (QVR). These students shall receive the full voucher value. For details on voucher values, please refer to Table 1.

Grade 10 ESC Grantees who completed their Junior High School in ESC Participating schools are also qualified voucher recipients. However, they shall receive 80% of the full voucher value.

Student Type	Voucher Value
Public JHS Completers (including LUC/SUC JHS Completers)	100%
ESC JHS Completers	80%

Table 1. Student Type and Voucher Value

Students who are covered by the abovementioned criteria are not required to apply for vouchers. They are considered pre-qualified voucher recipients and may directly enroll and redeem the voucher in any Non-DepEd SHS Provider of their choice provided they meet the school's admission requirements.

B. Voucher Applicants

Non-ESC Grade 10 completers from Private Junior High Schools who wish to avail of vouchers shall be required to apply for vouchers subject to an assessment of their socioeconomic status and if deemed qualified shall also receive 80% of the full voucher value. Application for vouchers shall commence on the second Monday of November and end depending on the type of application process the voucher applicant decides to pursue.

Application for vouchers is free of charge.

The process for applying for vouchers are as follows:

Online Submission (Deadline: Second Friday of February)

1. Fill-out electronic Voucher Application Form (VAF-1) accessed through the Online Voucher Application Portal (OVAP) <http://ovap.deped.gov.ph>
2. Print the Online Application Confirmation Slip
3. Enclose the following supporting documents in a long brown envelope and mail or submit to the PEAC National Secretariat (PEAC NS) on or before the second Friday of February (Refer to Annex B for the complete address of PEAC NS) in the following order:
 - a. Printed Online Application Confirmation Slip
 - b. Certification of Financial Assistance from the School, if applicable*
 - c. Recent Identical 2x2 ID photo (2 copies)
 - d. Philippine Statistics Authority (PSA) Certified Birth Certificate
 - e. Photocopy of Grade 10 Report Card
 - f. Certificate of Employment of Parent/Guardian (if applicable)
 - g. Latest Income Tax Return of Parents/Legal Guardian or Certification of Tax Exemption or Municipal Certification of Unemployment

Voucher applicants are strongly encouraged to use the online submission of application forms for faster processing of their applications.

Manual Submission (Deadline: Third Friday of January)

1. Fill-out Voucher Application Form (VAF-1) which is available in the DepEd Division Offices, Junior High Schools and Non-DepEd SHS Providers; (Refer to Annex A for VAF-1. VAF-1 may also be downloaded from the PEAC website: <http://www.fape.org.ph>)
2. Enclose the following documents in a long brown envelope in the following order:
 - a. Recent Identical 2x2 ID photo (2 copies)
 - b. PSA Certified Birth Certificate
 - c. Photocopy of Grade 10 Report Card
 - d. Certificate of Employment of Parent/Guardian (if applicable)
 - e. Latest Income Tax Return of Parents/Legal Guardian or Certification of Tax Exemption or Municipal Certification of Unemployment

3. Mail or submit VAF-1 and supporting documents to the PEAC NS on or before the third Friday of January. (Please refer to Annex B for the complete address of PEAC NS)

It shall be the responsibility of the voucher applicant to make sure that the documents they submit or mail to the PEAC NS arrive on or before the abovementioned deadlines. Failure to submit the required documents shall result in the disqualification of the student's voucher application.

Announcement of Results

The PEAC shall evaluate all of the submitted applications based on the submitted VAF-1 and supporting documents and shall submit the results to DepEd. Results of the voucher applications shall be posted by the PEAC on its website on the third Friday of March. A qualified applicant is considered a QVR and shall be issued a QVR Certificate through the OVAP website (<http://ovap.deped.gov.ph>).

Qualified applicants are required to attend the registration program which shall be conducted and scheduled by the PEAC NS at selected areas in the regions. Failure to attend the scheduled registration shall result in disqualification from participation in the SHS VP. Details on the registration schedule shall be announced with the release of voucher application results.

II. Voucher Validity and Redemption

Vouchers shall be redeemed within the first semester of the School Year immediately after Junior High School completion and shall no longer be valid if not used within the aforementioned period. The SHS VP covers two years regardless of the number of years it takes the recipient to complete Senior High School.

A QVR who wishes to enroll in a Non-DepEd SHS Provider is required to submit the following to the SHS Provider:

- PSA Certified Birth Certificate
- Photocopy of Grade 10 Report Card (with Learner Reference Number (LRN) if Public Junior High School Student)
- Certificate of Junior High School Completion
- Certificate of Good Moral Character
- ESC Certification Letter from Junior High School Principal format available through the ESC IMS (ESC Grantees Only)
- QVR Certificate (Qualified Voucher Applicants Only)

QVRs are required to undergo the normal admission procedures of the Non-DepEd SHS Provider they prefer to enroll in. A QVR that successfully enrolls in a Non-DepEd SHS Provider becomes a voucher program beneficiary (VPB). Voucher payments are released on a per semester basis to the SHS Provider where the VPB is enrolled.

QVRs are encouraged to apply in the Non-DepEd SHS Provider of their choice as early as October to facilitate the immediate processing of their enrolment to the Non-DepED SHS provider.

III. Conditions for Voucher Program Beneficiaries (VPB)

A. Continued Participation

A VPB shall continue to be a participant of the SHS VP if they are promoted to the next grade level and is enrolled in a Non-DepEd SHS Provider. No maintaining grade is required for a VPB to continue to participate in the SHS VP.

A VPB shall be disqualified from further participation in the SHS VP for any of the following reasons:

- VPB drops out in the middle of the School Year;
- VPB does not re-enroll the following School Year;
- VPB is retained in the same grade level;
- VPB transfers to another Senior High School Provider within the School Year;
- VPB transfers to a DepEd Senior High School Provider.

B. VPB Transfers

VPBs are not allowed to transfer to another Senior High School within the School Year. If a VPB decides to transfer to another Non-DepEd SHS Provider after the School Year, the VPB may continue to participate in the SHS VP in the accepting Non-DepEd SHS Provider. Transferring VPBs are required to submit the following documents to the accepting Non-DepEd SHS Provider:

- Grade 11 Report Card
- Certificate of Good Moral Character
- Certificate of Release of Voucher Program Beneficiary (Format available in the SHS VMS)

Transferring from one voucher tier location to another is allowed. However, the voucher amount to be received by the VPB in the accepting school shall be the voucher amount of the accepting school or the voucher amount from the releasing school whichever is lower. Please see table 2 for details on voucher tiers and voucher amounts.

VPB transfers shall be reported by both the releasing school and accepting school in the SHS VMS.

C. Track and Strand Shifting

VPBs are allowed to shift to another track or strand under the following scenarios:

- After the 1st Semester of Grade 11 (within the same school)
- After Grade 11 (whether in the same school or to another school)

To successfully shift from one track and strand to another, the Non-DepEd SHS Provider shall ensure that the VPB meets the required competencies of the track and strand they are shifting to. Schools are required to report in the SHS VMS the VPBs that shift track and strands.

D. VPB Leavers

VPBs that passed Grade 11 but did not enroll for Grade 12 the succeeding School Year are considered leavers. Leavers are disqualified from further participation in the SHS VP unless the reason for leaving school is due to health reasons and provided further that the period of medical leave is not more than one (1) School Year. Leavers due to medical reasons may

continue to participate in the SHS VP, however they are required to submit a medical certificate issued by a duly-licensed medical doctor.

IV. Provider Eligibility and Requirements

A. Eligible SHS VP Schools

All non-DepEd schools with permit to operate a Senior High School may accept QVRs. Non-DepEd SHS Providers may require applying QVRs to undergo normal admission procedures. Non-DepEd schools refer to the following:

- Private Schools, Colleges, and Universities
- Local Universities and Colleges (LUC)
- State Universities and Colleges (SUC)
- Technical and Vocational Schools

The DepEd shall provide the PEAC NS the list of Non-DepEd SHS Providers and their approved tracks and strands for inclusion in the SHS VMS database of schools and issuance of school account identification number and passwords that they will use to access the SHS VMS.

B. School Requirements for Participation

1. SHS VP participating schools are encouraged to conduct an annual early registration of QVRs in October to coincide with the early registration of DepEd Senior High Schools.
2. SHS VP participating schools are also required to attend the annual orientation on the SHS VP Guidelines and the SHS Voucher Management System which will be held in every region from April to May. The PEAC NS shall conduct these orientations and inform the schools of the schedule of orientations on the first week of March.
3. Orientation of VPBs and their parents shall be organized by the SHS VP participating schools during the start of the School Year. SHS VP participating schools are required to keep a copy of the orientation program and attendance sheet as evidence that the orientation was conducted.
4. The SHS VP participating schools shall also attach the SHS VP logo on the student ID cards of VPBs. The SHS VP logo may be downloaded in the Downloads Section of the SHS VMS.
5. Voucher payments to SHS VP participating schools are deposited through Land Bank of the Philippines (LBP) accounts. These accounts shall be under the name of the SHS VP participating school. DepEd shall not deposit payments to LBP accounts named after any individual or school official.

V. Voucher Tier

The Voucher Tier shall depend on the location of the Non-DepEd SHS Provider. Private Senior High Schools located in the National Capital Region (NCR) shall have a full voucher value of Php22,500; private SHS providers in Non-NCR Highly Urbanized Cities (HUC) shall have a full voucher value of Php20,000; and private SHS providers in Non-HUCs located outside NCR shall have a full voucher value of Php17,500.

VPBs enrolled in State Universities and Colleges and Local Universities and Colleges are entitled to 50% of the full Voucher Amount in their location regardless of the school type where they completed their JHS.

Each Voucher Tier shall have corresponding voucher amounts depending on the VPB type. Please see Table 2 for details.

Voucher Tier	VPB Type	Voucher Amount (per School Year)	Voucher Amount if enrolled in SHSs in LUCs & SUCs (per School Year)
<i>National Capital Region (NCR)</i>	Public JHS Completer	Php22,500	Php11,250
	ESC JHS Completer	Php18,000	
	Non-ESC Private JHS Completer	Php18,000	
<i>Non-NCR Highly Urbanized Cities (HUCs)</i>	Public JHS Completer	Php20,000	Php10,000
	ESC JHS Completer	Php16,000	
	Non-ESC Private JHS Completer	Php16,000	
<i>Non-HUCs Outside of NCR</i>	Public JHS Completer	Php17,500	Php8,750
	ESC JHS Completer	Php14,000	
	Non-ESC Private JHS Completer	Php14,000	

Table 2. Voucher Value and Voucher Tier

Voucher amounts represent the maximum payment a Non-DepEd SHS Provider shall be paid per VPB per School Year. Schools receive voucher payments based on the total school fees they charge or the voucher amount applicable to the VPB type whichever is lower.

VI. Processing of Vouchers and Payments

All Non-DepEd SHS Providers that have VPBs are required to process their payments through the SHS Voucher Management System (SHS VMS). The SHS VMS is an online information management system for schools that are participating in the SHS VP.

The SHS VMS contains all QVR details, such as Learner Reference Numbers (LRN), ESC Student IDs (E-SIDs) and Qualified Voucher Applicant Numbers (QVAN). The system facilitates the updating of school profile, registration of QVRs, student applications for SHS VP, updating of VBPs, creating billing statements and monitoring of school payments.

To gain access to the SHS VMS, schools are registered in the SHS VMS database and provided unique School IDs and passwords by the PEAC NS. The basis for registering schools in the SHS VMS shall be a DepEd approved List of Non-DepEd SHS Providers. Included in the list are the tracks and strands offered and the exact addresses of the Non-DepEd SHS Providers.

A detailed SHS VMS Manual is available in the PEAC website.

A. Updating of SHS VP Participating School Profile

If necessary, SHS VP participating schools may update their school profile in the SHS VMS, such as contact details, email addresses and others.

For processing of payments, the system requires the school to encode their LBP account details and school fees (tuition, other, and miscellaneous fees) per track and strand. Dates of the start and end of each semester is also required for updating of grantees and billing purposes.

B. Registration of QVRs and Voucher Applications

At the start of the School Year, SHS VP participating schools are required to register the QVRs in the SHS VMS. To register a QVR, schools encode the name of the QVR and the corresponding LRN for Public Junior High School completers or E-SID for an ESC Grantee Junior High School completers or QVAN for Qualified Voucher Applicants. The system shall check if the QVR registered by the school is existing in the QVR database.

C. Updating of VPBs Status

Every start of the semester, SHS VP participating schools are required to update the previous semester status and current enrolment status of the VPBs in the SHS VMS. The purpose of updating the status of the VPBs is to report students that are currently enrolled in the SHS VP participating school and to declare dropouts, leavers, and transfer-outs of the SHS VP participating school. This is also in preparation for creating billing statements for the current semester of the School Year.

D. Creating Billing Statements

Payments to schools shall depend on the Billing Statements they create using the SHS VMS. These billing statements are provided unique Billing Statement numbers used for system verification, processing and monitoring of payments.

When creating Billing Statements, schools are required to select the names of the VPBs enrolled in their school for the semester. Once these VPBs are selected, the system shall generate the Billing Statements Indicating the unique Billing Statement number, total number of VPBs billed and the total amount due to the school.

Schools print the Billing Statements in five (5) copies. These billing statements shall be signed by the designated School Official representing the SHS VP participating school.

The following documents are also required when submitting the Billing Statements:

- Matrix of Tuition, Other and Miscellaneous Fees per track and strand offered;
- STI1 (Savings Account) or IMI1 (Current Account) printout from the Land Bank of the Philippines;
- Official Receipt for previous SHS VP payments.

Voucher payments are released in two tranches in a School Year. Therefore, schools are required to create and submit billing statements every semester. The Billing Statement submitted by the SHS VP participating schools in the first semester represents one half of the voucher amount they shall receive per VPB they bill.

The other half of the voucher amount shall be billed in the second semester of the School Year. The second tranche of SHS VP payments shall depend on the number of continuing VPBs in the SHS VP participating school in the second semester. This is to ensure that VPB attrition in the

first semester is no longer included in the second semester payments released to SHS VP participating schools.

The deadline for creating billing statements shall be no more than two months after the opening of classes as declared by the SHS VP participating school in its SHS VMS profile.

E. Processing of Billing Statements

SHS VP Billing Statements and required documents are submitted to the PEAC Regional Secretariat (PEAC RS) for verification of Billing Statements' existence in the SHS VMS and checking for completeness of documents submitted.

Once the submitted Billing Statements and required documents are deemed by the PEAC RS as compliant with the requirements of the SHS VP, the PEAC Regional Program Director (PEAC RPD) signs the Billing Statements and forwards these to the DepEd Regional Office for the signature of the DepEd Regional Director (DepED RD). The PEAC RPD and DepEd RD may assign alternate signatories to sign the Billing Statements.

The PEAC RS collects the Billing Statements signed by the DepEd RD and forwards these to the PEAC NS. The PEAC NS verifies the submitted Billing Statements through the SHS VMS and checks for completeness of documents submitted. The PEAC NS prepares these Billing Statements in batches and submits a List of Schools for Payment together with the Billing Statements and required documents to the DepEd Central Office Accounting Division (DepED AD).

DepEd AD reviews the submitted List of Schools for Payments and the attached Billing Statements and prepares the Payroll and Obligation Request (POR). Once the PORs are endorsed by DepEd approving authorities, payments are released directly to SHS VP participating schools' Land Bank accounts.

F. Monitoring of Payments

SHS VP participating schools may monitor the progress of the processing of their Billing Statements through the SHS VMS panel. The progress of the Billing Statements is updated by the PEAC RS and NS while it is going through the processing period while the DepED AD updates the payment status of the Billing Statements. This SHS VMS module can be accessed through the "Tools Section" of the SHS VMS School Panel. In this section, the SHS VP participating school can view all of the Billing Statements they created and their respective status.

VII. Monitoring and Program Compliance

A. Monitoring

The PEAC NS shall monitor and report to the DepEd the compliance with the SHS VP Guidelines of the SHS VP participating schools. Monitoring shall be conducted to ascertain the identities of VPBs billed by the participating schools as seen in their account via the SHS VMS and to ascertain the schools' compliance with other requirements of the SHS VP. Monitoring visits are unannounced.

All SHS VP participating schools are subject for monitoring to ascertain the existence of their VPBs. These shall be done through unannounced visits of a Monitoring Team. No SHS VP participating school shall turn away monitoring teams that visit their school. During monitoring,

the SHS VP participating school is required to gather all of their VPBs for a roll call and present the following documents for inspection:

- Enrolment List (School Form 1)
- Class Record/Class Register
- Orientation Attendance Sheet
- ESC Certification Letter from ESC JHS (ESC VPBs)
- QVR Certificates (Qualified Voucher Applicants)

The monitoring team may require other documents from the SHS VP participating school for further validation of their VPBs.

The PEAC shall prepare a report on the results of the monitoring and submit it to DepEd at the end of the School Year. This report shall include SHS VP participating schools that did not comply or in violation of the SHS VP Guidelines.

B. Program Violations and Sanctions

Actions taken by the SHS VP participating school to defraud government and/or its VPBs have corresponding sanctions which may result in the termination of participation from the SHS VP guidelines and the filing of legal cases against the school.

The following are the program violations and their corresponding sanctions:

1. Falsification of data or information in any of the program forms and related attachments submitted by the SHS VP participating school.

The penalty shall be a minimum of one (1) year suspension from recruiting Grade 11 QVRs.

2. Padding and/or inclusion of "ghost students" in the list of VPBs discovered during monitoring. "Ghost students" refer to the following:
 - a. Significant number of VPB absences during a monitoring visit whose existence cannot be satisfactorily explained by the school officials;
 - b. VPBs billed under a specific school campus or unit and delivery mode who are actually attending classes in a different school campus or unit or delivery mode;
 - c. VPBs listed as "enrolled" but who have not been attending classes since the opening of classes;
 - d. Double-listed VPBs;
 - e. VPBs listed but whose continued participation in the SHS VP are deemed terminated (See Section III-Conditions for Voucher Program Beneficiaries (VPB)).

The penalty shall be the return of payments to DepEd equivalent to the amounts due for the "ghost students" identified and termination of school participation in the SHS VP.

3. Charging VPBs in excess of the school's tuition and other standard and non-standard fees as declared by the SHS participating school in the SHS VMS.

The penalty shall be a documented return of the excess funds charged by the school and a minimum of one (1) year suspension from recruiting Grade 11 QVRs.

4. **Non-reimbursement or undue delay in the reimbursement of school fees advanced by the VPBs after the school has been paid by DepEd.**

The penalty shall be a documented return of the excess funds charged by the school and a minimum of one (1) year suspension from recruiting Grade 11 QVRs.

It is to be understood that other violations analogous to the list above may also be penalized. PEAC reserves the right to decide on cases of violations and their corresponding sanctions.

Finally, violations of the SHS VP guidelines may bar the institution from participating in or benefiting from the said program, and from other programs of the Department of Education, without prejudice to administrative and criminal charges as may be filed against the school and/or its responsible officers under existing laws.

Beneficiaries enrolled in disqualified schools due to the aforementioned reasons will be allowed to transfer in any SHS provider of their choice.



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

SENIOR HIGH SCHOOL VOUCHER PROGRAM

Voucher Application Form (VAF-1) Manual Application

School Year 2016-2017

Instructions:

1. Please fill-out the application form legibly and in all caps.
2. Enclose VAF-1 and the following documents in a long brown envelope in the following order::
 - a. Recent Identical 2x2 ID photo (2 copies)
 - b. Philippine Statistics Authority (PSA) Certified Birth Certificate
 - c. Photocopy of Latest Grade 10 Report Card
 - d. Certificate of Employment of Parent/Guardian (If applicable)
 - e. Latest Income Tax Return of Parents/Legal Guardian or Certification of Tax Exemption or Municipal Certification of Unemployment
3. Mail or submit this application form together with the required documents to:

SHS Voucher Program Applications

PEAC National Secretariat

197 Salcedo Street

5th Floor Salamin Building

Makati City 1229

4. Deadline for submission of Manual Application is on January 15, 2016. Applications received after the deadline shall no longer be processed.
5. It is the applicant's responsibility to ensure that this application and its supporting documents arrive on or before January 15, 2016.

APPLICANT INFORMATION

Last Name	First Name	Middle Name	
Suffix (i.e. Jr., III)	Date of Birth	Mobile No.	E-mail Address
Street Address	Barangay/District		
Municipality/City	Province		
<i>List below the names of the Senior High School/s where you are applying/would like to apply.</i>			
School (1 st Choice)	Municipality/City	Province	
Track	Strand		
School (2 nd Choice)	Municipality/City	Province	
Track	Strand		

FAMILY BACKGROUND

1 st Parent or Guardian Name	Relationship	Age		
Occupation	Employer	Gross Monthly Income		
2 nd Parent or Guardian Name (If applicable)	Relationship	Age		
Occupation	Employer	Gross Monthly Income		
No of Siblings	Below 5 years old	5 to 12 years old	13 to 18 years old	Above 18 years old

JUNIOR HIGH SCHOOL EDUCATION

School Name _____ Contact No./Mobile No. _____
 Address _____ Barangay/District _____
 Municipality/City _____ Province _____

Please indicate the school fees charged by the Junior High School:

Level	Tuition (Php)	Other (Php)	Miscellaneous (Php)
Grade 7			
Grade 8			
Grade 9			
Grade 10			

DISCLAIMER AND SIGNATURE

- Documents attached to this application
- Recent Identical 2x2 ID photo (2 copies)
 - PSA Certified Birth Certificate
 - Photocopy of Grade 10 Report Card
 - Latest Income Tax Return for the previous year or Certificate of Tax Exemption or Municipal Certification of Unemployment of Parents/Legal Guardian

I certify that the information above is true and correct to the best of my knowledge. I understand that any false information entered therein may be used as grounds for the disqualification of my application to the SHS Voucher Program.

Signature over printed name _____ Date _____

This portion is to be filled out by the Junior High School where the applicant is enrolled in Grade 10 if applicable.

PROOF OF FINANCIAL ASSISTANCE

Grade Level	Provided financial assistance to the applicant?	Amount of financial assistance in Php
Grade 7	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grade 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grade 9	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grade 10	<input type="checkbox"/> Yes <input type="checkbox"/> No	

I certify that the information above is true and correct. I understand that any false information entered therein may be used as grounds for civil/criminal charges that may be filed in court.

Certification issued by:

Name of School Official _____ Signature _____

Designation _____ Date _____

CONTACT NUMBERS AND ADDRESSES

For student voucher applications please send your application form/confirmation slip and supporting documents to:

SHS Voucher Program Applications
PEAC National Secretariat
197 Salcedo Street
5th Floor Salamin Building
Makati City 1229

Student Voucher Application Website: ovap.deped.gov.ph

Inquiries regarding the SHS Voucher Program may be sent to the following contact numbers and addresses:

Department of Education Central Office (DepEd)

Office of the Undersecretary for Finance and Administration
(02) 633-9342 and 631-9640

Accounting Division
(02) 633-7961 and 633-7233

Private Education Assistance Committee (PEAC)

PEAC National Secretariat
197 Salcedo Street
5th Floor Salamin Building
Makati City 122
Trunk line: (02) 8450169
Fax No.: (02) 5117695
Main website: www.fape.org.ph

PEAC Regional Secretariat Region 1
University of Luzon
c/o APSCU Office
DBS Building, Tapuac District
Dagupan City
Contact No.: (075) 5227244

PEAC Regional Secretariat Region 2

Saint Paul University-Philippines
Tuguegarao City
Contact No.: (078) 3961987 loc. 304

PEAC Regional Secretariat Region 3

Saint Scholastica's Academy
San Fernando City
Contact No.: (045) 4553808

PEAC Regional Secretariat Region 4A

Lyceum of the Philippines-Laguna
Calamba City
Contact No.: (049) 5020972

PEAC Regional Secretariat Region 4B

First Asia Institute of Technology and Humanities
Tanauan City
Contact No.: (043) 7780656 loc. 103

PEAC Regional Secretariat Region 5

Ateneo de Naga University
Naga City
Contact No.: (054) 4738447

PEAC Regional Secretariat Region 6

Colegio del Sagrado Corazon de Jesus
Iloilo City
Contact No.: (033) 3369408

PEAC Regional Secretariat Region 7

PEAC RS
2nd flr. P. Burgos St., Patria de Cebu
Cebu City
Contact No.: (032) 2547731

PEAC Regional Secretariat Region 8

Holy Infant College
Tacloban City
Contact No.: (053) 8325544

PEAC Regional Secretariat Region 9

Ateneo de Zamboanga University
La Purisima Street
Zamboanga City
Contact No.: (062) 9910871 loc 1004

PEAC Regional Secretariat Region 10

Lourdes College
Capistrano Street
Cagayan de Oro City
Contact No.: (088) 8574827

PEAC Regional Secretariat Region 11

Davao Association of Colleges & Schools
413 Corner Aguho & Champaca Streets, Juna Subdivision, Matina
Davao City
Contact No.: (082) 2983317

PEAC Regional Secretariat Region 12 & ARMM

Notre Dame Educational Association
Purok San Jose, New Isabela
Tacurong City
Contact No.: (064) 5620019

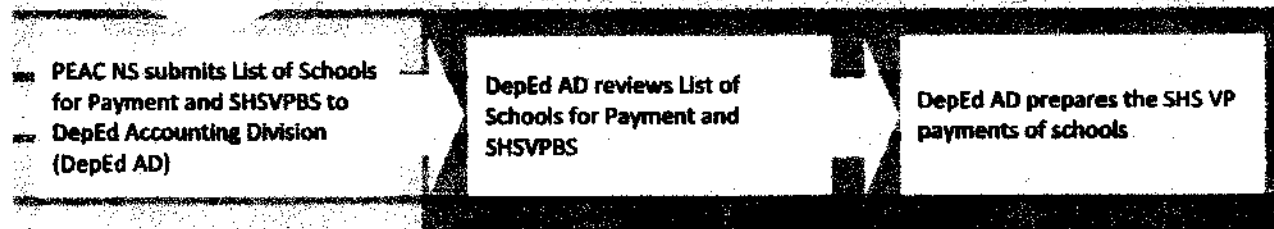
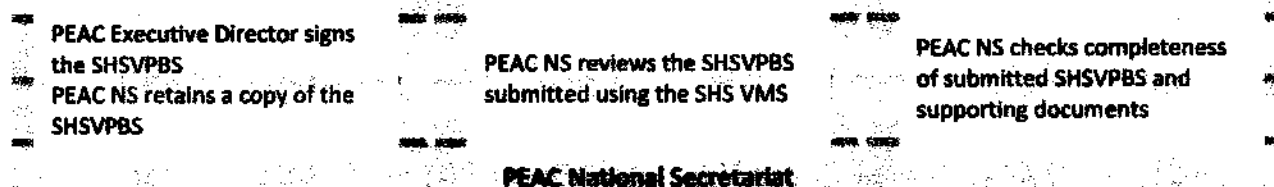
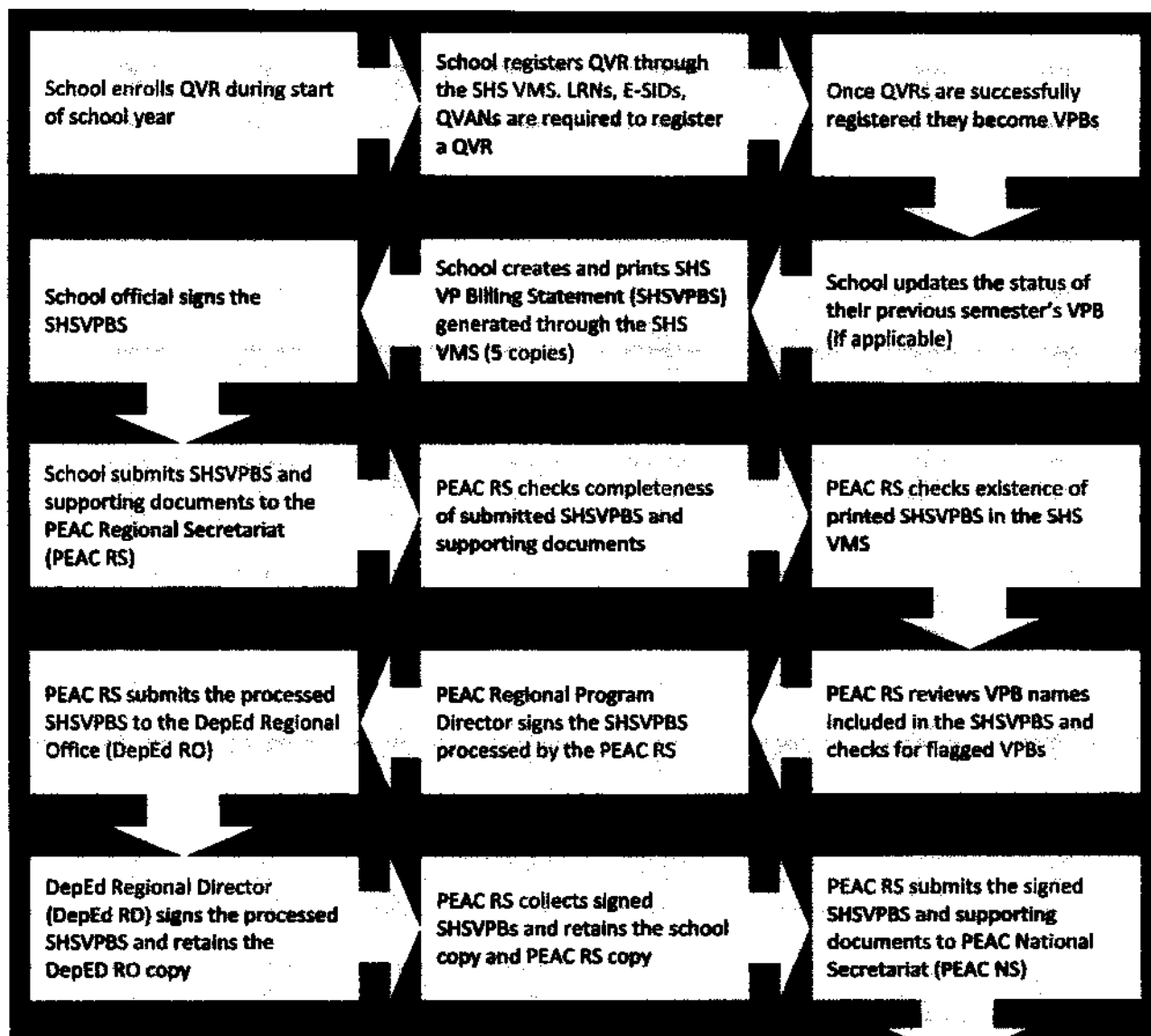
PEAC Regional Secretariat Region 13

Father Saturnino Urios University
Butuan City
Contact No.: (085) 3421830 loc. 1912

PEAC Regional Secretariat CAR

University of Baguio
Baguio City
Contact No.: (074) 4425935

SHS VP Processing of Payments



SHS VP Student Application Process (Manual)

Student fills-out Voucher Application Form (VAF-1)

If applicable, student requires Junior High School Principal to fill-out and sign Proof of Financial Assistance

Student prepares the supporting documents (see List of Supporting Documents)

Send the documents to PEAC National Secretariat (see complete address below)

Enclose VAF-1 together with the supporting documents in a long brown envelope

Make sure to keep a copy of the documents prepared

Ensure that the documents arrive on or before January 15, 2016

Results will be released in March 2016

If student email is in VAF-1, PEAC NS will send an email to the applicant on the status of application

A successful applicant is required to submit the QVR Certificate when enrolling in a Non-DepEd SHS Provider

If application is successful, student is required to download and print the QVR Certificate in the OVAP

Applicant may also visit <http://ovap.deped.gov.ph> to check the status of application

Address your documents to:

SHS Voucher Program Applications
PEAC National Secretariat
197 Salcedo Street
5th Floor Salamin Building
Makati City 1229

List of Supporting Documents

1. 2 copies recent identical 2x2 ID Photo
2. Philippine Statistics Authority Certified Birth Certificate
3. Photocopy of Latest Grade 10 report card
4. Certificate of Employment (if parent/guardian is employed)
5. Latest Income Tax Return of Parents/Legal Guardian or Certification of Tax Exemption or Municipal Certification of Unemployment

SHS VP Student Application Process (Online)

Student accesses Online Voucher Application Portal (OVAP)

<http://ovap.deped.gov.ph>

Click register and encode student details

If applicable, student encodes financial assistance received in Junior High School (JHS)

If CFA is required, JHS Principal signs the CFA form

If applicable, download and print a copy of the Certification of Financial Assistance in JHS (CFA)

Download and print a copy of the Online Voucher Application Confirmation Slip (OVACS)

Student prepares the supporting documents (see List of Supporting Documents)

Make sure to keep a copy of the documents prepared

Enclose the OVACS and if applicable, the CFA, together with the supporting documents in a long brown envelope

Results will be released in March 2016

Ensure that the documents arrive on or before February 15, 2016

Send the documents to PEAC National Secretariat (see complete address below)

If student email is indicated in application, PEAC NS will send an email on the status of application

Applicant may also visit the OVAP website to check the status of application

If application is successful, student is required to download and print the QVR Certificate in the OVAP

A successful applicant is required to submit the QVR Certificate when enrolling in a Non-DepEd SHS Provider

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