

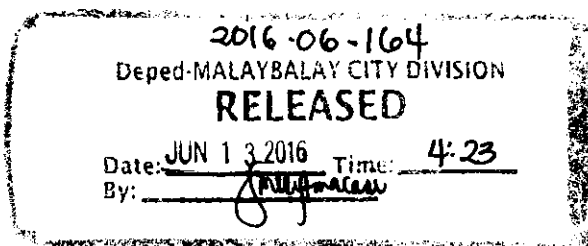


DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM
NO. 299 S. 2016



TO : Chief Education Supervisors CID & SGOD
Education Program Supervisors
Public Schools District Supervisors and District OICs
Private/SUC Secondary School Heads
This Division

FROM : 
EDILBERTO L. OPLENARIA, CESO VI
OIC Schools Division Superintendent

SUBJECT : **DISSEMINATION OF DEPED ORDER NO. 38 S. 2016, RE:
CALRIFICATIONS AND ADDITIONAL INFORMATION TO DEPED
ORDER NO. 46, S. 2015**
(Detailed Guidelines on the Implementation of the Senior High
School (SHS) Voucher Program)

DATE : JUNE 13, 2016

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Order No. 38, s. 2016 dated June 10, 2016, re: **CALRIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 46, S. 2015** (Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program) of which the content is self-explanatory.
2. Immediate dissemination and compliance of this memorandum is desired.



Republic of the Philippines
Department of Education

10 JUN 2016

DepEd ORDER
No. **38** s. 2016

CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 46, S. 2015
(Detailed Guidelines on the Implementation of the Senior High School
(SHS) Voucher Program)

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

1. Further to DepEd Order (DO) No. 46, s. 2015 entitled *Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program*, the Department of Education (DepEd) issues this Order to provide the following clarifications and additional information:

a. School Requirements for Participation:

- i. SHS Voucher Program (VP) logo on student ID cards; and
- ii. Opening of bank accounts.

b. Processing of Vouchers and Payments:

- i. Updating of SHS VP Participating School Profile;
- ii. Registration of Qualified Voucher Recipients (QVRs) and Voucher Applications;
- iii. Updating of Voucher Program Beneficiaries (VPBs) Status; and
- iv. Creating Billing Statements.

2. The details of the clarifications and additional information are provided in the enclosure.

3. This Order supersedes the abovementioned provisions in DO 46, s. 2015 (Items 4 and 5 of Section IV-B and Items A-D of Section VI).

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


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Order: (No. 46, s. 2015)

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

CHANGE

FUNDS

LEARNERS

POLICY

PROGRAMS

SCHOOLS

SECONDARY EDUCATION

STRAND: Finance and Administration

**Madel: DO Clarifications to DO 46, s. 2015
0407-June 9, 2016**

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

A. School Requirements for Participation

1. SHS VP logo on the student ID cards

Attaching the SHS VP logo on student ID cards of QVRs is **NO LONGER REQUIRED.**

2. Opening of bank accounts

All SHS VP participating schools are required to open a bank account with Land Bank of the Philippines (LBP) where the voucher payments will be transferred. The basis for the opening of bank accounts shall be the SHS permits issued to non-DepEd schools.

Schools with existing LBP accounts still need to open a separate account intended for voucher payments.

Below are the requirements for schools with no existing LBP account.

- a. SEC Certificate of Registration
- b. Articles of Incorporation and By-Laws
- c. Duly notarized Board Resolution or Secretary's Certificate containing the following:
 - i. Authority to open an account with LBP
 - ii. Officers authorized to sign and nature and extent of such authority
 - iii. List of Officers/Board of Directors/Stockholders
 - iv. Certification that the resolution remains effective and subsisting and has not been amended, revoked, or superseded
- d. Latest General Information Sheet (GIS)
- e. Two (2) recent ID photos and at least one (1) valid photo-bearing government-issued ID of signatory/ies
- f. Copy of DepEd SHS permit
- g. Franchise Agreement (if applicable)

Below are the requirements for schools with existing LBP account/s.

- a. Duly notarized Board Resolution or Secretary's Certificate
- b. Two (2) recent ID photos and at least one (1) valid photo-bearing government-issued ID of signatory/ies

The bank account name should bear the name of the school indicated in the SHS permit with the suffix "SHS VP."

For other concerns related to the opening of LBP account, schools may directly coordinate with any LBP branch within their vicinity. For branch locations, please visit <https://www.landbank.com/branch-locator>.

B. Processing of Vouchers and Payments

All SHS VP participating schools are required to use the following information systems as pre-requisites in the processing of voucher payments:

- Enhanced Basic Education Information System (EBEIS);
- Learner Information System (LIS); and
- Voucher Management System (VMS).

An SHS VP participating school shall use single sign-on in accessing all three information systems. User accounts can be requested from the Schools Division Office (SDO) through the Schools Governance and Operations Division (SGOD)– Planning and Research Unit or the Division IT Officer. For the directory of SDOs, please visit <http://www.deped.gov.ph/directory/division-offices>.

After logging on to the EBEIS at <http://ebeis.deped.gov.ph>, schools may access the LIS and the VMS through the user account dashboard.

Below are the steps in the creation and submission of billing statements.

1. Update school profile in the EBEIS.
2. Encode learner's profile in the LIS.

Procedures on encoding and data processing for SHS learners in private schools, state universities and colleges (SUCs), and local universities and colleges (LUCs) in the LIS are detailed in DepEd Order No. 34, s. 2016 **(Annex A)**.

Online instructional videos and materials on the LIS can be accessed at <http://tinyurl.com/LIS-support>.

3. Create billing statement in the VMS.
 - a. In the "View School Profile" tab, encode or update the following school details:
 - i. Official E-mail Address
 - ii. Semestral Period
 - iii. School Fees per Track and Strand Offered
 - iv. LBP Bank Account Information
 - v. Signatory
 - vi. Contact Person

- b. In the "View List" tab, check the list of QVRs enrolled in the school for the semester, which is automatically generated from the LIS. In case there are errors in the list, corrections shall be made in the LIS.
- c. In the "Billing Statement" tab, select the QVRs to be included in the billing statement. Review the list and confirm that the names are valid Voucher Program Beneficiaries (VPBs) enrolled in the school for the semester. Please note that in case there are duplicate entries of learners in different schools, the billing statements of schools concerned shall be subject to validation prior to processing of payment.
- d. Print the billing statement in four (4) copies to be signed by the designated School Official.
- e. Prepare the following supporting documents:
 - i. SHS VP Certificate of School Fees - the form may be downloaded in the VMS "Downloads" section (**Annex B**); and
 - ii. STI1 (Savings Account) or IMI1 (Current Account) printout from LBP as of June 2016.
 - iii. Official receipts of voucher payments received in the previous School Year (if applicable)
- f. Submit the following folders to the Private Education Assistance Committee (PEAC) Regional Secretariat:

Folder No.	Folder Title	Documents	Copies
Folder 0	Billing Statement	SHS VP Billing Statement	4 Copies
Folder 1	PEAC NS	STI1/IMI1 (As of June 2016) SHS VP Certificate of School Fees	1 Copy Each
Folder 2	DepEd Central	STI1/IMI1 (As of June 2016) Official receipts of voucher payments received in the previous School Year (if applicable)	1 Copy Each
Folder 3	PEAC RS	STI1/IMI1 (As of June 2016) SHS VP Certificate of School Fees	1 Copy Each
Folder 4	School Copy	STI1/IMI1 (As of June 2016) SHS VP Certificate of School Fees	1 Copy Each

- g. Billings shall be processed on a first come, first served basis. The indicative processing time is two months from submission, assuming that the documents submitted are complete and in order.

The table below shows the indicative billing process timeline for schools that open in June.

Month*	Activity
June	Encoding and updating of school profile in the EBEIS and learner's profile in the LIS
July-August	Creation of first semester billing statement in the VMS
September-October	Release of first tranche of voucher payment
November	Updating of learner's profile in the LIS
November-December	Creation of second semester billing statement in the VMS
January-February	Release of second tranche of voucher payment

**For schools that follow a different academic calendar, the submission of billing statements shall be no more than two months after school opening.*