Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
Division of Misamis Oriental
Don ApolinarVelez–Del PilarSts., Cagayan de Oro City 9000 (088)856-4524 (0917)889-2245 www.depedmisor.net;

December 15, 2017

DIVISION ADVISORY

To: Private School Secondary School Heads
This Division

1. Pursuant to Regional Memorandum No. 609, s.2017 re: Dissemination of **DepEd Order No.60, s.2017**, you are hereby informed of the Guidelines on the Application for the Senior High School Voucher Program for School Year 2018-2019.

2. All Private School Coordinators/ School Heads shall conduct intensive information campaign relative to the Senior High School Voucher Program as mechanism to provide financial support to qualified students in Senior High School and to ensure that clear and detailed guidelines on the implementation of process related to the application of vouchers are communicated to the learners, teachers, parents and stake holders.

3. Please see enclosed Regional Memorandum for your reference.

4. Wide dissemination of this Division Advisory is hereby enjoined.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/vtt_cbo

Encl: Regional Memo No. 609,s. 2017
Division Memorandum No. 60,s. 2017
To be indicated in the Perpetual Index
under the following subjects:

ELIGIBILITY	PROCEDURE
FUNDS	PROGRAMS
LEARNERS	QUALIFICATIONS
POLICY	SENIOR HIGH SCHOOL

Rhoda + Vivian

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
Zone 1 Upper Balulang
Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071; email: region10@deped.gov.ph

Tayo DepED-X
Cagayan de Oro City

12 DEC 2017
December 7, 2017 10/03

RELEASED

REGION MEMORANDUM
No. 0099 , s. 2017

DISSEMINATION OF DEPED ORDER NO. 60, S. 2017
(Guidelines on the Application for the Senior High School Voucher Program for School Year 2018-2019)

To: Schools Division Superintendents
Secondary Public and Private School Heads
Division Private School Coordinators
All Others Concerned
This Region

1. For the information and guidance of all concerned, enclosed is a copy of Department Order No. 60, s. 2017, entitled *Guidelines on the Application for the Senior High School Voucher Program for School Year 2018-2019.*

2. All Division Private School Coordinators are hereby directed to conduct intensive information campaign to all private schools relative to the Senior High School Voucher Program as a mechanism to provide financial support to qualified students in SHS and to ensure that clear and detailed guidelines on the implementation of processes related to the application for vouchers are communicated to the learners, teachers, parents, and stakeholders.

3. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
Reference: DepEd Order No. 60, s. 2017
To be included in the Perpetual Index
under the following subjects:

ELIGIBILITY	PROCEDURE	FUNDS
LEARNERS	PROGRAMS	QUALIFICATIONS
POLICY	SENIOR HIGH SCHOOL	

qad/neil

Republic of the Philippines
Department of Education

01 DEC 2017

DepEd ORDER
No. 60 , s. 2017

GUIDELINES ON THE APPLICATION FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM FOR SCHOOL YEAR 2018-2019

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

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Application for the Senior High School (SHS) Voucher Program (VP) for School Year (SY) 2018-2019** to provide clear and detailed guidelines on the procedures and flow of activities in voucher application, from prequalification to redemption, and other processes related to the application for vouchers.

2. These guidelines shall have national applicability, effective for vouchers that will be redeemed in SY 2018-2019.

3. These guidelines shall remain in effect unless amended or repealed.

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

LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: DepEd Order No. 66, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

ELIGIBILITY	PROCEDURE
FUNDS	PROGRAMS
LEARNERS	QUALIFICATIONS
POLICY	SENIOR HIGH SCHOOL

MCDMJ/ DO Guidelines on the Application for the SHS VP in SY 2018-2019
10567/November 28, 2017

(Enclosure to DepEd Order No. 60, s. 2017)

Guidelines on the Application for the Senior High School Voucher Program (SHS VP) in SY 2018-2019

I. Rationale

Republic Act No. (RA) 10533, otherwise known as the Enhanced Basic Education Act of 2013, lengthened Philippine basic education from ten (10) to thirteen (13) years with the addition of Kindergarten and Grades 11 and 12 in Senior High School (SHS). Grade 11 was introduced in School Year (SY) 2016-17, Grade 12 in SY 2017-18.

RA 10533 explicitly expands Government Assistance to Students and Teachers in Private Education (E-GASTPE Law or RA 8545, amends RA 6728) to include Grades 11 and 12. It further mandates the Department of Education (DepEd) to formulate programs to enact the abovementioned law based on the principles of public-private partnership. In this regard, DepEd Order No. (DO) 11, series of 2015 introduced the Senior High School Voucher Program (SHS VP) as a mechanism to provide financial support to qualified students in SHS.

RA 10533 upholds the provisions of the Philippine Constitution of 1987, particularly Article XIV, Section 1, which guarantees the right of every Filipino to accessible and quality basic education, and Article XIV, Section 2.3, which mandates the State to establish a system of, among others, subsidies and incentives to deserving individuals in both public and private schools.

The intent of this Department Order is to provide clear and detailed guidelines on the implementation of processes related to the application for vouchers.

II. Scope

These guidelines shall have national applicability, and detail the processes and flow of activities in voucher application, from prequalification to redemption. These guidelines shall be effective for vouchers that will be redeemed in SY 2018-2019.

III. Definition of Terms

Non-DepEd Senior High School (Non-DepEd SHS) – An educational provider not directly operated by DepEd, but granted by DepEd with a permit or government recognition to operate SHS. This includes private high schools, private colleges and universities; local universities and colleges (LUCs); state universities and colleges (SUCs); and technical and vocational institutions.

Voucher – A subsidy given by the State to qualified Grade 10 completers to enable them to enroll in a non-DepEd SHS of their choice. The assistance helps to defray the cost of tuition and all other published fees charged by a non-DepEd SHS. The subsidy is not given to the student as cash; DepEd instead pays directly to the non-DepEd SHS where the student enrolls.

Grade 10 Completers – Students currently in Grade 10 and are expected to complete Junior High School (JHS) at the end of SY 2017-2018.

Educational Service Contracting (ESC) grantees – Grade 10 Completers who participate in the ESC, a program of financial assistance by DepEd for students in certified private JHSs.

Voucher Applicants (VAs) – Students who apply to qualify for vouchers. Students who are automatically qualified need not apply.

Qualified Voucher Recipients (QVRs) – Grade 10 completers who are prequalified or VAs who successfully qualify for the voucher subsidy.

Voucher Program Beneficiaries (VPBs) – QVRs who successfully enroll in a non-DepEd SHS and thus benefit from the voucher subsidy.

IV. Policy Statement

The SHS VP intends to:

a) Uphold the right to quality basic education by increasing access to SHS;
b) Increase the diversity of SHS providers beyond the current configuration. This in turn will engender a more dynamic system with schools deciding and innovating on their own;
c) Provide greater choice to students and their families in deciding the SHS program that caters to their needs and career goals

These objectives ultimately lead to the very purpose of K to 12 reform: relevant and high-quality education. As such, the SHS VP is meant to be a long-term program of DepEd.

V. Implementation Roles and Responsibilities

DepEd is the institutional owner and final authority of the SHS VP. It implements SHS VP to support RA 10533 or the K to 12 reform agenda of the government. It shall oversee and formulate policies and programs, provide the needed resources, and monitor and evaluate indicators related to the SHS VP to ensure its successful implementation.

The **Private Education Assistance Committee (PEAC)** has been contracted by the DepEd to manage the SHS VP. PEAC is the trustee of the Fund for Assistance to Private Education, a perpetual trust fund created to provide assistance to private education in the country. PEAC shall coordinate with DepEd and other stakeholders to ensure that applications are processed and results are promptly released.

Students are responsible for their choice of Senior High School and their own voucher applications. They shall ensure that forms are correctly filled, documents are complete, and applications are received by PEAC on or before the deadline.

Schools shall provide assistance and guidance to uphold student choice in the SHS VP. They must process documents requested by the students, and may provide career guidance programs, conduct orientations on the SHS VP, and provide resources to facilitate voucher applications. In contrast, schools should not impose their preferences on students or otherwise engage in practices that undermine student choice.

VI. Eligibility and Application Procedures

A. Eligibility

All and only Grade 10 students from DepEd-recognized schools in SY 2017-2018 are eligible for the SHS VP. For brevity, these students are termed Grade 10 completers. Grade 10 completers are subdivided into (1) automatically qualified students and (2) voucher applicants.

1. Automatically Qualified Students

Students falling under the categories below automatically qualify for vouchers and are considered qualified voucher recipients (QVRs). They do not need to apply for vouchers.

- Category A: All Grade 10 completers in Public JHSs
- Category B: All Grade 10 completers in SUCs and LUCs
- Category C: All Grade 10 completers in private schools that are Educational Service Contracting (ESC) grantees

2. Voucher Applicants (VAs)

Only students in this category need to apply for vouchers and are thus termed voucher applicants (VAs).

- Category D: All Grade 10 completers in private schools who are not ESC grantees and wish to avail of the voucher subsidy in order to enroll in a non-DepEd SHS.
- Category E: Students who took/will take the Alternative Learning System (ALS) Accreditation and Equivalency (A&E) Test and the Philippine Education Placement Test (PEPT) in the current school year and passed and have been certified for admission to Grade 11 in SY 2018-2019, provided that they received their certification not later than May 31, 2018, may also apply for the SHS VP through the manual application procedure as presented in the next subsection.

NOTE: The following students are not eligible for the SHS VP:

- Those who graduated High School in March 2015 or earlier
- Grade 10 completers who completed Grade 10 before or after SY 2017-2018
- Incoming Grade 12 students who were not part of the voucher program in Grade 11
- Non-Filipino students

B. Voucher Application Procedures

Applications may be done manually or online and are free of charge.

VAs are urged to apply online as this mode carries a number of features that manual applications do not enjoy. Online applications allow VAs to have a longer period to apply, submit the required documents in parts, and track their applications. Online applications can also be monitored real-time so VAs are sooner informed of deficiencies.

Online applications (Deadline: February 28, 2018)

1. Access the Online Voucher Application Portal (OVAP) at http://ovap.deped.gov.ph. Follow the instructions to create an OVAP account. Wait for the confirmation email to be sent to the VA's email address. An account is not yet an application.
2. Upon receipt of the confirmation email, click on the link provided to access the OVAP as a registered user.
3. Complete the electronic Voucher Application Form (VAF-1).
4. Scan or take a picture and upload the following:
    a. Recent 2X2 colored ID photo
    b. Proof of financial means of the parents, guardian, or the person who is helping send the student to school as shown in the table below:

Table 1. Required document as proof of financial means

If the concerned person is:	Required document	Where to obtain document if not readily available
Employed in the Philippines (including self-employed)	Latest Annual Income Tax Return OR	Bureau of Internal Revenue
	Certificate of Employment*	Employer
Employed abroad	Certificate of Employment*	Employer or recruitment agency
Unemployed and without income	Certificate of Non-filing of Income Tax Return OR	Bureau of Internal Revenue
	Municipal Certificate of Unemployment	Mayor's office (NOT from the Barangay or the City Assessor's office)
Unemployed but with other sources of income	Affidavit of Financial Support stating monthly support provided	Notary Public

*The Certificate of Employment should state the person's occupation and gross monthly income. For employees, gross monthly income refers to the gross monthly wages or salaries before taxes and other deductions. It includes basic pay, overtime pay, commissions, tips, allowances and one-twelfth of annual bonuses. For all others, it refers to the average monthly earnings from their business, trade, profession, investments and/or pensions.

    c. Certificate of Financial Assistance received (issued by the school), if applicable

5. Submit the application when the VAF-1 and the required documents are complete. OVAP automatically confirms receipt of application.
6. After submission of the application, the VA will receive an email with a Voucher Application Number (VAN), and instructions on how to submit the required documents.

Manual applications (Deadline: January 31, 2018)

1. Obtain and fill out the Voucher Application Form (VAF-1). VAF-1 forms are available at DepEd Schools Division Offices, JHSs, and non-DepEd SHSs. It is also attached as Annex 1 to this issuance and may be reproduced.
2. Enclose the following documents in a long brown envelope:
   a. Completed VAF-1
   b. Recent 2X2 colored ID photo
   c. Proof of financial means of the parents, guardian, or the person who is helping send the student to school (as shown in Table 1 above)
   d. Certificate of Financial Assistance received (issued by the school), if applicable
   e. Additional requirement for ALS and PEPT passers only: Certificate of Eligibility to enroll in Grade 11
3. Mail or submit the application package to:
   SHS Voucher Program Applications
   PEAC National Secretariat
   5th Floor Salamin Building
   197 Salcedo Street
   Makati City 1229

It is the responsibility of the VA to ensure that his or her application is complete and correct, and that it is received on or before the deadline. All applications must indicate a mobile number and/or email address so PEAC can correspond with the VA. For manual applications, courier services that allow VAs to track their submissions are also highly recommended.

VII. Tracking the Application, Follow-ups, and Inquiries

It is the responsibility of the VA to track the status of the application.

VAs who applied online can track the status of their applications by accessing their accounts in the OVAP.

For VAs who submitted manual applications, PEAC will publish the list of applications received and the status of each application at http://fape.org.ph.

VAs may further inquire or follow-up through the PEAC hotline (02-840-6000) or the PEAC Email HelpDesk (shs.vms@fape.org.ph).

VIII. Qualification or Disqualification

Applications submitted after the deadline are disqualified and will not be processed. Applications that were submitted on or before the deadline but contain false information or are incomplete are likewise disqualified and will not be processed.

PEAC shall process all and only complete applications submitted on or before the deadline and forward the results to DepEd for approval. All automatically qualified students and VAs who meet the qualification criteria are considered QVRs, and they shall be tagged as QVRs in the DepEd Learner Information System (LIS).

IX. Notification of Results

Results will be released on March 31, 2018 for applicants who were Grade 10 completers of the previous school year and on June 29, 2018 for ALS and PEPT passers. Results will be posted at ovap.deped.gov.ph and may be accessed by students, parents, and schools. Links to the results will also be made available at the PEAC and DepEd websites.

It is the responsibility of the VA to check the results of the application.

Results of the voucher application are deemed final and not subject to appeal.

X. Applicable Voucher Values

The applicable voucher amount is determined by the category of the QVR, and the location, type, and fees of the non-DepEd SHS where the QVR will enroll. The maximum voucher amounts are shown in the table below:

Table 2. Maximum applicable voucher amount (in PHP per student per school year)

Location of non-DepEd SHS	Category of QVR	Voucher Amount	Voucher Amount if the SHS is a LUC or SUC
National Capital Region (NCR)	Categories A or B	22,500	11,250
	Categories C, D, E	18,000	
Highly urbanized cities (HUCs) outside of NCR	Categories A or B	20,000	10,000
	Categories C, D, E	16,000	
All other locations	Categories A or B	17,500	8,750
	Categories C, D, E	14,000	

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 maximum voucher amount applicable, whichever is lower.

XI. Schedule of Implementation

VAs are advised to be mindful of significant dates in the SHS VP as shown in the schedule below:

Table 3. Schedule of implementation of voucher applications for the school year (SY)

Schedule	Process
December 6, 2017	Start of voucher application period
January 31, 2018	Deadline for receipt of manual applications – Grade 10 completers
February 28, 2018	Deadline for receipt of online applications
March 31, 2018	Release of results of the voucher application – Grade 10 completers
	Start of redemption of vouchers
June 15, 2018	Deadline for receipt of manual applications – ALS and PEPT passers
June 29, 2018	Release of results of the voucher application – ALS and

Schedule	Process
	PEPT passers
August 31, 2018	Deadline for redemption of vouchers

XII. Voucher Validity and Redemption

Vouchers shall be redeemed in the first semester of the school year immediately after Grade 10 completion and shall no longer be valid if not redeemed by August 31, 2018. The voucher covers two years regardless of the number of years it takes for the recipient to complete SHS.

A QVR redeems his or her voucher by enrolling at a non-DepEd SHS. As with any student, QVRs need to satisfy the requirements for admission set by the Non-DepEd SHS. A QVR who successfully enrolls at a Non-DepEd SHS becomes a voucher program beneficiary (VPB).

XIII. Monitoring and Evaluation

DepEd and PEAC shall conduct random checks on schools and students to ensure program compliance.

PEAC shall monitor processes in the voucher applications so as to meet standards on turnaround times and data integrity. It shall prepare and submit interim reports as may be required by DepEd to improve future implementations of the SHS VP.

A period review of these guidelines shall be conducted by DepEd and PEAC to further enhance the provisions stipulated herein, and ensure effectiveness of the application processes.

List of Annexes

Annex 1a VAF-1 for Grade 10 Private Non-ESC Completers
Annex 1b VAF-1 for ALS A&E and PEPT Passers
Annex 2 Certification of Financial Assistance
Annex 3a SHS VP Online Application Process Flow Chart
Annex 3b SHS VP Manual Application Process Flow Chart

Annex 1a VAF-1 for Grade 10 Private Non-ESC Completers

Senior High School Voucher Program

MANUAL APPLICATION

VOUCHER APPLICATION FORM - GRADE 10 PRIVATE NON-ESC STUDENTS FOR GRADE 11 SENIOR HIGH SCHOOL, SY 2018-2019

Instructions:

1. Fill out the application form. Write in block, capital letters.

2. Enclose the filled up application form and the following documents in a long brown envelope:
   a. Recent 2x2 colored ID picture attached to the application form
   b. Proof of financial capacity of the parents, guardian, or any other person who is helping send the student to school (if applicable):

If they are...	Required Document	Where to acquire if not readily available
...employed in the Philippines (including self-employed)	Latest Income Tax Return; OR	- Bureau of Internal Revenue; OR - Employer
	Certificate of Employment indicating occupation and gross monthly income*	- Employer
...employed abroad	Certificate of Employment indicating occupation and gross monthly income*	- Employer; OR - Recruitment agency
...unemployed and without income	Municipal Certificate of Unemployment; OR	- Mayor's Office (NOT from the Barangay or the City Assessor's Office)
...unemployed but with other source/s of income	Affidavit specifying sources of income and averages gross monthly income	- Notary Public

   c. Certification of Financial Assistance (Annex 2) received from the school, if applicable

3. Send through courier or mail the envelope to:
   SHS Voucher Program Application
   PEAC National Secretariat
   197 Salcedo Street
   5th Floor Salamin Building
   Makati City 1229
   Tel: 02-8406000

REMINDERS:

1. Please ensure that: a) the application and supporting documents are complete and b) the application is received by the PEAC National Secretariat on or before the January 31, 2018 deadline. Late and/or incomplete applications will not be processed.

2. Do not submit multiple applications. If you have applied online, there is no need to fill up this form and vice versa. Multiple submissions significantly delay the processing of your application and its result.

3. ONLY GRADE 10 PRIVATE NON-ESC STUDENTS IN SCHOOL YEAR 2017-2018 SHALL USE THIS FORM TO APPLY. ALS A&E TEST AND PEPT PASSERS SHOULD APPLY USING ANNEX 1B.

SECTION I. ABOUT ME

1. LEARNER REFERENCE NUMBER[1] (LRN):

2. LAST NAME or SURNAME:

3. FIRST NAME or GIVEN NAME:

4. MIDDLE NAME: 5. SUFFIX (Jr., III,):

6. DATE OF BIRTH: / / 7. GENDER: Male Female

8. CITY/MUNICIPALITY OF BIRTH :

9. PROVINCE OF BIRTH:

10. NATIONALITY: Filipino Others (please specify)

11. MOBILE NUMBER: No mobile phone

12. LANDLINE TELEPHONE: No telephone

13. EMAIL ADDRESS:

No email address

14. HOME ADDRESS:

ADDRESS 1:

(House number/ Block/ Street)

ADDRESS 1:

(Building/ Subdivision/ Village/ Barangay)

CITY or MUNICIPALITY:

PROVINCE:

ZIP CODE:

15. DESIRED TRACK IN SENIOR HIGH SCHOOL *(Choose one)*:

Academic Sports Arts and Design Technical-Vocational Livelihood

SECTION II. ABOUT MY FAMILY

1. SIBLING INFORMATION: NUMBER OF SIBLINGS:

[1] You may get your LRN from your class adviser, school Principal, or school Registrar.

Annex 1a VAF-1 for Grade 10 Private Non-ESC Completers

	FULL NAME (FIRST NAME, LAST NAME)	AGE	MARK "✓" IF SIBLING IS A STUDENT
1			
2			
3			
4			
5			
6			

Note: Use the back of this page if you have more than six siblings.

2. DOES YOUR FAMILY OWN ANY OF THE FOLLOWING?

MOTORCYCLE or PEDICAB: ☐ Yes ☐ No

CAR, VAN, PICK-UP or TRUCK: ☐ Yes ☐ No

LAND or FARM: ☐ Yes ☐ No

3. HOME: ☐ Owned ☐ Rented ☐ Company provided/ living with relatives

Number of bedrooms: ☐

4. SUPPORT FOR COST OF SCHOOLING:

	FATHER (REQUIRED COLUMN)	MOTHER (REQUIRED COLUMN)	GUARDIAN (IF APPLICABLE)	PERSON HELPING SEND THE CHILD TO SCHOOL (IF APPLICABLE)
LAST NAME				
FIRST NAME				
SOURCE/S OF INCOME*	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____
GROSS MONTHLY INCOME (PHP)*	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000

**For employees, it refers to the gross monthly salaries and wages before taxes and other deductions. It includes basic pay, overtime pay, commissions, tips, allowances and one-twelfth of annual bonuses. For all others, it refers to the average monthly earnings from their business, trade, profession, investments and/or pensions,*

SECTION III. ABOUT MY JUNIOR HIGH SCHOOL

1. SCHOOL NAME:

_____

2. SCHOOL ADDRESS:
   ADDRESS 1:

_____
(Number/ Block/ Street)

   ADDRESS 1:

_____
(Subdivision/ Village/ Barangay)

   CITY or MUNICIPALITY:

   PROVINCE:

3. FEES IN GRADE 10 BEFORE ANY DISCOUNT:

TUITION FEE PER YEAR:	PHP	
ALL OTHER FEES PER YEAR:	PHP	

4. DID YOU RECEIVE ANY FINANCIAL ASSISTANCE FROM THE SCHOOL THAT WAS USED TO REDUCE THE FEES MENTIONED ABOVE? ☐ Yes ☐ No

If yes, please accomplish the certification of financial assistance found on page 5, to be signed by the school principal)

SECTION IV. ATTESTATION

I certify that my answers are true and complete to the best of my knowledge.

I am aware that the information supplied in this facility will be retained by PEAC on a database and will be processed in compliance with the Data Protection Act 2012.

I consent that the information herein may be used for reports both internally and to the to the Department of Education.

_____ _____
SIGNATURE OF THE STUDENT OVER PRINTED NAME DATE SIGNED

_____ _____
SIGNATURE OF THE PARENT/GUARDIAN OVER PRINTED NAME DATE SIGNED

Annex 1b VAF-1 for ALS A&E and PEPT Passers

Senior High School Voucher Program

MANUAL APPLICATION

VOUCHER APPLICATION FORM - ALS A&E TEST AND PEPT PASSERS FOR GRADE 11 SENIOR HIGH SCHOOL, SY 2018-2019

Instructions:

1. Fill up the application form. Write in block, capital letters.

2. Enclose the filled up application form and the following documents in a long brown envelope:
   a. Recent 2x2 colored ID picture attached to the application form
   b. Proof of financial capacity of the parents, guardian, or any other person who is helping send the student to school (if applicable):

If they are...	Required Document	Where to acquire if not readily available
...employed in the Philippines (including self-employed)	Latest Income Tax Return; OR	- Bureau of Internal Revenue; OR - Employer
	Certificate of Employment indicating occupation and gross monthly income*	- Employer
...employed abroad	Certificate of Employment indicating occupation and gross monthly income*	- Employer; OR - Recruitment agency
...unemployed and without income	Municipal Certificate of Unemployment; OR	- Mayor's Office (NOT from the Barangay or the City Assessor's Office)
...unemployed but with other source/s of income	Affidavit specifying sources of income and averages gross monthly income	- Notary Public

   c. Certification of Financial Assistance (Annex 2) received from the school, if applicable
   d. Certificate of Eligibility (ALS A&E Test/PEPT Result) to enroll in Grade 11

3. Send through courier or mail the envelope to:
   SHS Voucher Program Application
   PEAC National Secretariat
   197 Salcedo Street
   5th Floor Salamin Building
   Makati City 1229
   Tel: 02-8406000

REMINDERS:

1. Please ensure that: a) the application and supporting documents are complete and b) the application is received by the PEAC National Secretariat on or before the January 15, 2018 deadline. Late and/or incomplete applications will not be processed.

2. Do not submit multiple applications. If you have applied online, there is no need to fill up this form or vice versa. Multiple submissions significantly delay the processing of your application and its results.

1. ONLY ALS A&E TEST AND PEPT PASSERS MAY APPLY USING THIS FORM. GRADE 10 PRIVATE NON-ESC STUDENTS IN SCHOOL YEAR 2017-2018 SHOULD APPLY USING ANNEX 1A.

Annex 1b VAF-1 for ALS A&E and PEPT Passers

SECTION I. ABOUT ME

1. LEARNER REFERENCE NUMBER[1] (LRN):

2. LAST NAME or SURNAME:

3. FIRST NAME or GIVEN NAME:

4. MIDDLE NAME: 5. SUFFIX (Jr., III,):

6. DATE OF BIRTH: / / 7. GENDER: Male Female

8. CITY/MUNICIPALITY OF BIRTH :

9. PROVINCE OF BIRTH:

10. NATIONALITY: Filipino Others (please specify)

11. MOBILE NUMBER: No mobile phone

12. LANDLINE TELEPHONE: No telephone

13. EMAIL ADDRESS:

No email address

14. HOME ADDRESS:

ADDRESS 1:

(House number/ Block/ Street)

ADDRESS 1:

(Building/ Subdivision/ Village/ Barangay)

CITY or MUNICIPALITY:

PROVINCE:

ZIP CODE:

15. DESIRED TRACK IN SENIOR HIGH SCHOOL *(Choose one)*:

Academic Sports Arts and Design Technical-Vocational Livelihood

SECTION II. ABOUT MY FAMILY

1. SIBLING INFORMATION: NUMBER OF SIBLINGS:

[1] You may get your LRN from your class adviser, school Principal, or school Registrar.

Annex 1b VAF-1 for ALS A&E and PEPT Passers

	FULL NAME (FIRST NAME, LAST NAME)	AGE	MARK "✓" IF SIBLING IS A STUDENT
1			
2			
3			
4			
5			
6			

Note: Use the back of this page if you have more than six siblings.

2. DOES YOUR FAMILY OWN ANY OF THE FOLLOWING?

MOTORCYCLE or PEDICAB: ☐ Yes ☐ No

CAR, VAN, PICK-UP or TRUCK: ☐ Yes ☐ No

LAND or FARM: ☐ Yes ☐ No

3. HOME: ☐ Owned ☐ Rented ☐ Company provided/ living with relatives

Number of bedrooms: ☐

4. SUPPORT FOR COST OF SCHOOLING:

	FATHER (REQUIRED COLUMN)	MOTHER (REQUIRED COLUMN)	GUARDIAN (IF APPLICABLE)	PERSON HELPING SEND THE CHILD TO SCHOOL (IF APPLICABLE)
LAST NAME				
FIRST NAME				
SOURCE/S OF INCOME*	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____	__ Locally employed __ Employed abroad __ Self-employed - Professional __ Self-employed - Business __ Retired/ Unemployed __ Others: _____
GROSS MONTHLY INCOME (PHP)*	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000	__ Php 0 - 5,000 __ Php 5,001 - P10,000 __ Php 10,001 - 15,000 __ Php 15,001 - 20,000 __ Php 20,001 - 25,000 __ Php 25,001 - 50,000 __ More than Php50,000

**For employees, it refers to the gross monthly salaries and wages before taxes and other deductions. It includes basic pay, overtime pay, commissions, tips, allowances and one-twelfth of annual bonuses. For all others, it refers to the average monthly earnings from their business, trade, profession, investments and/or pensions,*

SECTION III. ABOUT MY JUNIOR HIGH SCHOOL

1. SCHOOL NAME:

_____

2. SCHOOL ADDRESS:
   ADDRESS 1:

_____
(Number/ Block/ Street)

   ADDRESS 1:

_____
(Subdivision/ Village/ Barangay)

   CITY or MUNICIPALITY:

   PROVINCE:

3. FEES IN GRADE 10 BEFORE ANY DISCOUNT:

TUITION FEE PER YEAR:	PHP	
ALL OTHER FEES PER YEAR:	PHP	

4. DID YOU RECEIVE ANY FINANCIAL ASSISTANCE FROM THE SCHOOL THAT WAS USED TO REDUCE THE FEES MENTIONED ABOVE? ☐ Yes ☐ No

***If yes**, please accomplish the certification of financial assistance found on page 5, to be signed by the school principal)*

SECTION IV. ATTESTATION

I certify that my answers are true and complete to the best of my knowledge.

I am aware that the information supplied in this facility will be retained by PEAC on a database and will be processed in compliance with the Data Protection Act 2012.

I consent that the information herein may be used for reports both internally and to the to the Department of Education.

_____ _____
SIGNATURE OF THE STUDENT OVER PRINTED NAME DATE SIGNED

_____ _____
SIGNATURE OF THE PARENT/GUARDIAN OVER PRINTED NAME DATE SIGNED

Annex 2 Certification of Financial Assistance

CERTIFICATION OF FINANCIAL ASSISTANCE

(THIS IS OPTIONAL. ACCOMPLISH ONLY IF YOU ANSWERED "YES" TO QUESTION NO. 4 OF SECTION III.)

This is to certify that

_____

(name of the student)

has received financial assistance from

_____

(name of the school)

for Grade 10, SY 2016-2017, for a total annual amount of

PHP |_|_|_|_|_|_|.|_|_|

This financial assistance was used to reduce tuition and all other fees charged by the school.

_____ _____

Signature over printed name of the School Principal Date signed

Annex 3 Voucher Application Process Flow Chart

SHS VP Online Application Process

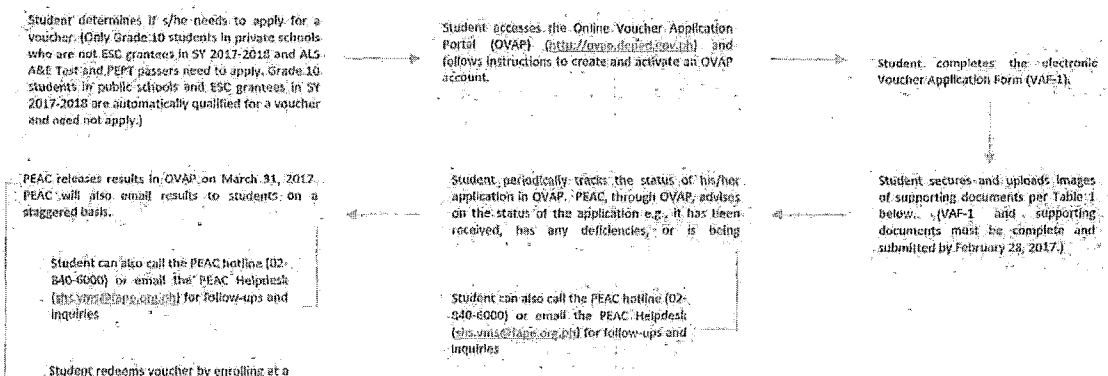

Table 1: Required Documents

1.	Recent 2x2 colored ID photo
2.	Proof of financial means of parents and/or persons who are helping send the student to school (see Table 2)
3.	If applicable, a Certification of Financial Assistance (Annex 2) received from the school

Table 2: Proof of financial means of parents and/or persons who are helping send the student to school

If they are...	Required Document	Where to acquire if not readily available
...employed in the Philippines (including self-employed)	Latest Income Tax Return; OR	• Bureau of Internal Revenue; OR • Employer
	Certificate of Employment indicating occupation and gross monthly income*	• Employer
...employed abroad	Certificate of Employment indicating occupation and gross monthly income*	• Employer; OR • Recruitment agency
...unemployed and without income	Certificate of Tax Exemption; OR	
	Municipal Certificate of Unemployment; OR	• Mayor's Office (NOT from the Barangay or the City Assessor's Office)
...unemployed but with other source/s of income	Affidavit specifying sources of income and average gross monthly income	• Notary Public

Annex 3 Voucher Application Process Flow Chart

SHS VP Manual Application Process

Student determines if s/he needs to apply for a voucher. (Only Grade 10 students in private schools who are not ESC grantees in SY 2017-2018 and ALS A&E Test and PEPT passers need to apply. Grade 10 students in public schools and ESC grantees in SY 2017-2018 are automatically qualified for a voucher and need not apply.)

→

Student prints or obtains from the school/Schools Division Office a copy of the manual application form that applies to him/her:

1. Annex 1a: Voucher Application Form – Grade 10 Private Non-ESC Students
2. Annex 1b: Voucher Application Form – ALS

→

Student completes the correct Voucher Application Form (VAF-1) and encloses the supporting documents per Table 1 below in a long, brown envelope.

↓

Student mails or submits the filled out VAF-1 and complete required documents to:

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

Deadline is January 31, 2017 for Grade 10 private non-ESC applicants, and June 15, 2017 for ALS A&E Test and PEPT

←

Student periodically tracks the status of his/her application in OVAP. PEAC, through OVAP, advises on the status of the application e.g., it has been received, has any deficiencies, or is being

Student can also call the PEAC hotline (02-840-6000) or email the PEAC Helpdesk (shs.vms@peac.org.ph) for follow-ups and inquiries

←

PEAC releases results in OVAP on March 31, 2017. PEAC will also email results to students on a staggered basis.

Student can also call the PEAC hotline (02-840-6000) or email the PEAC Helpdesk (shs.vms@peac.org.ph) for follow-ups and inquiries

↓

Student redeems voucher by enrolling at a non-DepED SHS.

Table 1: Required Documents

1.	Recent 2x2 colored ID photo
2.	Proof of financial means of parents and/or persons who are helping send the student to school (see Table 2)
3.	If applicable, a Certification of Financial Assistance (Annex 2) received from the school
4.	Certificate of Eligibility to enroll in Grade 11

Table 2: Proof of financial means of parents and/or persons who are helping send the student to school

If they are...	Required Document	Where to acquire if not readily available
...employed in the Philippines (including self-employed)	Latest Income Tax Return; OR	- Bureau of Internal Revenue; OR - Employer
	Certificate of Employment indicating occupation and gross monthly income*	- Employer
...employed abroad	Certificate of Employment indicating occupation and gross monthly income*	- Employer; OR - Recruitment agency
	Certificate of Tax Exemption; OR	
...unemployed and without income	Municipal Certificate of Unemployment; OR	- Mayor's Office (NOT from the Barangay or the City Assessor's Office)
...unemployed but with other source/s of income	Affidavit specifying sources of income and average gross monthly income	- Notary Public