



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2020- SGOD-049

TO : **Private Secondary Schools Heads**  
All Others Concerned

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **GUIDELINES ON ELIGIBILITY AND APPLICATION FOR THE  
SENIOR HIGH SCHOOL VOUCHER PROGRAM FOR SCHOOL YEAR  
2020-2021**

DATE : June 29, 2020

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1. Pursuant to DepEd Order No. 016, s. 2020 titled **Guidelines on Eligibility and Application for the Senior High School Voucher Program for School Year 2020-2021**, private schools are provided details on the requirements, procedure, and schedule for voucher application, from qualification to redemption, as well as other information relative to SHS VP application.

2. These guidelines shall have national applicability, effective for vouchers that will be redeemed in SY 2020-2021.

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 These guidelines shall remain in effect unless otherwise amended or repealed.

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

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JIAL/MKP/SGOD/BCL/jbc



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Republic of the Philippines  
**Department of Education**



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25 JUN 2020

DepEd ORDER  
No. **016** s. 2020

**GUIDELINES ON ELIGIBILITY AND APPLICATION FOR THE SENIOR HIGH SCHOOL  
VOUCHER PROGRAM FOR SCHOOL YEAR 2020-2021**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on Eligibility and Application for the Senior High School Voucher Program (SHS VP) for School Year (SY) 2020-2021** to provide details on the requirements, procedure, and schedule for voucher application, from qualification to redemption, as well as other information relative to SHS VP application.
2. These guidelines shall have national applicability, effective for vouchers that will be redeemed in SY 2020-2021.
3. These guidelines shall remain in effect unless otherwise amended or repealed.
4. For more information on this policy, please contact the **Office of the Undersecretary for Planning, Human Resource and Organizational Development**, Ground Floor, Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [usec.governance@deped.gov.ph](mailto:usec.governance@deped.gov.ph).
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.: As stated

References: DepEd Order: Nos. 11 and 46, s. 2015, 1, s. 2016, and 010, s. 2019  
To be indicated in the Perpetual Index under the following subjects:

ELIGIBILITY  
FUNDS  
LEARNERS  
POLICY

PROCEDURES  
PROGRAMS  
QUALIFICATIONS  
SENIOR HIGH SCHOOL



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DEPED-OSEC-423047

**GUIDELINES ON ELIGIBILITY AND APPLICATION FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM (SHS VP) IN SY 2020-2021**

**I. RATIONALE**

Republic Act (RA) No. 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) 2016-2017, Grade 12 in SY 2017-2018.

The Philippine Constitution of 1987, particularly Article XIV, Section 1, guarantees the right of every Filipino to accessible and quality basic education, and Article XIV, Section 2.3 mandates the State to establish a system of, among others, subsidies and incentives to deserving individuals in both public and private schools. RA No. 10533 upholds both of the said provisions by explicitly expanding the programs of assistance under Government Assistance to Students and Teachers in Private Education (E-GASTPE Law or RA No. 8545 which amends RA No. 6728) to extend the benefits accorded by E-GASTPE to qualified learners in Grades 11 and 12. RA No. 10533 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 developed the Senior High School Voucher Program (SHS VP), a program of financial assistance wherein subsidies in the form of vouchers are provided to qualified SHS learners in participating private or non-DepEd public SHSs. DepEd Order (DO) No. 11, s. 2015 provided the policy guidelines on the implementation of SHS VP. The said guidelines categorized the learners into two: those who automatically qualify for SHS VP, and those who shall undergo application, subject to additional guidelines that DepEd will issue for that purpose. This DepEd Order is being issued to provide the guidelines on the application for SHS VP in SY 2020-2021.

**II. SCOPE**

These guidelines shall have national applicability, and provide details on the requirements, procedure, and schedule for voucher application, from qualification to redemption, as well as other information relative to SHS VP application. These guidelines shall be effective for vouchers that will be redeemed in SY 2020-2021.

**III. DEFINITION OF TERMS**

For purposes of these guidelines, the terms listed below are defined as follows:



- a. **Non-DepEd Senior High School (Non-DepEd SHS)** – This refers to 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; state universities or colleges (SUCs); local universities or colleges (LUCs); and technical and vocational institutions offering SHS.
- b. **Voucher** – This refers to 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 other published fees charged by a non-DepEd SHS. The subsidy is not given to the learner as cash; DepEd instead pays directly to the non-DepEd SHS where the learner enrolls.
- c. **Grade 10 completer** – This refers to a learner who is expected to complete Junior High School (JHS) at the end of SY 2019-2020 or had completed Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11.
- d. **Education Service Contracting (ESC) grantees** – This refers to a learner who participates in the ESC program, a program of financial assistance by DepEd for learners in certified private JHSs.
- e. **Qualified Voucher Recipient (QVR)** – This refers to a Grade 10 completer who is eligible to avail of the voucher in SY 2020-2021 because they are either an automatically qualified learner or a QVA.
- f. **Voucher Applicant (VA)** – This refers to a Grade 10 completer who needs to apply to qualify for a voucher.
- g. **Qualified Voucher Applicant (QVA)** – This refers to a voucher applicant whose application is successful and is thus considered a QVR.
- h. **Voucher Redemption** – This refers to the act of availing of the voucher by enrolling at a non-DepEd SHS in any of the DepEd-approved learning delivery options.
- i. **Voucher Program Beneficiary (VPB)** – This refers to a QVR who avails of the voucher through successful voucher redemption.

#### IV. POLICY STATEMENT

It is a policy of the Department to uphold the right of every Filipino to quality basic education by providing access whether through public provision or programs and arrangements based on the principles of public-private partnership. Consistent with Section 10 of RA No. 10533, DepEd engages the services of private educational institutions and non-DepEd public schools offering senior high school through programs of assistance under E-GASTPE.

One such program of assistance is the SHS VP which aims to increase access to SHS thereby providing greater choice to learners and their families in deciding the learning program that caters to their needs and career goals. In



accordance with Section 22 of the Implementing Rules and Regulations of RA No. 10533, DepEd shall make SHS VP available primarily to Grade 10 completers in public schools, but shall also make it available to qualified Grade 10 completers in private educational institutions, subject to compliance with the qualifications and guidelines provided in this DepEd Order.

The health and safety of voucher applicants and all others who will be involved in the voucher application process are of paramount importance to DepEd, especially given the COVID-19 situation. Thus, SHS VP application shall be conducted in accordance with the applicable issuances on the management of the COVID-19 pandemic. Utmost consideration shall be extended to applicants without compromising the integrity of the application process and the concomitant SHS VP's financial resources.

## V. IMPLEMENTATION ROLES AND RESPONSIBILITIES

**DepEd** is the institutional owner of the SHS VP. As such, it is the final authority on policy decisions and issues arising from its implementation. DepEd implements the SHS VP in fulfillment of its mandate, and in furtherance of the K to 12 reform agenda of the government. To ensure the program's success, DepEd develops the necessary policies, provides the necessary resources, and monitors and evaluates indicators relative to the objectives of the SHS VP. It exercises oversight power over PEAC and concerned DepEd offices in their implementation of the program.

The **Private Education Assistance Committee (PEAC)** has been contracted by 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. Specifically, for SHS VP application, PEAC shall coordinate with DepEd and other stakeholders to ensure that applications are processed and results are promptly released. PEAC is represented nationally by its National Secretariat (PEAC NS).

***Learners and their parents/guardians are responsible for their own voucher applications and choice of Senior High School. They shall ensure that forms are correctly filled, documents are complete, and applications are received by PEAC NS on or before the deadline. They are also responsible for checking the results of their application once the results have been announced. Learners who are QVRs are responsible for redeeming their vouchers within the prescribed redemption period.***

**Schools** shall provide learners and parents with information, guidance, and assistance on the SHS VP and the application process. They must process documents requested by the learners, and may provide career guidance programs, conduct orientations on SHS VP, and provide resources to facilitate voucher applications. School shall uphold student choice in the SHS VP and shall not impose their preferences on learners or otherwise engage in practices that undermine student choice.



## VI. ELIGIBILITY

Learners who completed JHS in public schools operated by DepEd, and in public or private educational institutions not directly operated by DepEd but granted by DepEd with a permit or government recognition to operate are eligible for SHS VP. Learners who completed Grade 10 as passers of the Alternative Learning System Accreditation and Equivalency (ALS A&E) Test and of the Philippine Education Placement Test (PEPT) are also eligible for SHS VP. For brevity, these learners shall be referred to as Grade 10 completers. Grade 10 completers are subdivided into (1) automatically qualified learners, and (2) voucher applicants.

### 1. Automatically Qualified Learners

Only Grade 10 completers in SY 2019-2020 who fall 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 Schools operated by DepEd
- Category B: All Grade 10 completers in SUCs and LUCs
- Category C: All Grade 10 completers in private schools who are ESC grantees

### 2. Voucher Applicants

Only learners in the categories below need to apply for vouchers and shall be referred to as voucher applicants (VAs). Acceptance of VAs shall be determined using set parameters subject to the availability of funds.

- Category D: All Grade 10 completers in private schools in SY 2019-2020 who are not ESC grantees
- Category E: All Grade 10 completers who completed Grade 10 prior to SY 2019-2020 but not earlier than 2016 and had not previously enrolled for Grade 11
- Category F: Learners who had passed the ALS A&E Test for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the ALS A&E Test in SY 2020-2021
- Category G: Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the PEPT in SY 2020-2021

**NOTE: The following learners are not eligible for SHS VP:**

- Learners who graduated High School in 2015 or earlier
- Incoming Grade 12 learners who were not part of SHS VP in Grade 11
- Non-Filipino learners

The table below may be used for easy reference:



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DEPED-OSEC-423047

Table 1. Eligibility Guide

Not eligible	Automatically Qualified Learners (No need to apply)	Voucher Applicants (Need to apply)
Learners who graduated High School in 2015 or earlier	Category A: Grade 10 completers in DepEd public schools (SY 2019-2020)	Category D: Grade 10 completers in private schools who are not ESC grantees (SY 2019-2020)
Incoming Grade 12 learners who were not part of SHS VP in Grade 11	Category B: Grade 10 completers in SUCs and LUCs (SY 2019-2020)	Category E: Grade 10 completers who completed Grade 10 prior to SY 2019-2020 but not earlier than 2016 and had not previously enrolled for Grade 11
Non-Filipino learners	Category C: Grade 10 completers who are ESC grantees (SY 2019-2020)	Category F: Learners who had passed the ALS A&E Test for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the ALS A&E Test in SY 2020-2021
		Category G: Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the PEPT in SY 2020-2021

\*For VAs who fall under Categories F and G, they may apply for the voucher while waiting for results of the ALS A&E Test and PEPT, respectively.

## VII. VOUCHER APPLICATION PROCEDURES

Application will be done online **ONLY**; free of charge. No manual applications will be accepted. VAs are highly discouraged from submitting multiple applications. All applications shall be coursed through PEAC NS via the Online Voucher Application Portal (OVAP) at <http://ovap.peac.org.ph>. **DepEd shall not accept submissions of applications.** The table below enumerates the steps for online application.



Table 2. Voucher Application Procedure

<b>Online Application</b>
<p>Deadline for creation of accounts on OVAP: <b>July 22, 2020</b></p> <p>Deadline for application: <b>July 24, 2020</b></p>
<p>1. Access OVAP at <a href="http://ovap.peac.org.ph">http://ovap.peac.org.ph</a>. Follow the instructions to create an OVAP account. VAs must use a working email address they have access to.</p> <p><b>NOTE: An account is not yet an application.</b></p>
<p>2. Wait for a confirmation email that shall be sent to the VA's email address. Upon receipt of the confirmation email, click on the link provided to access the OVAP as a registered user.</p>
<p>3. Complete the electronic Voucher Application Form (VAF-1). VAs may do this in parts but must ensure changes are saved by section.</p>
<p>4. Scan or take a picture and upload the following required documents in the OVAP:</p> <ol style="list-style-type: none"> <li>a. Recent 2x2 colored ID photo</li> <li>b. Proof of financial means* of both parents or guardian/s, and the other person/s helping send the VA to school, if any</li> <li>c. Signed Parent Consent Form** for VAs below 18 years old at the time of the submission of the application</li> <li>d. Certificate of Financial Assistance*** received from the JHS, if applicable</li> </ol> <p><b>NOTE: Due to foreseen difficulty in securing documents as a result of the implementation of measures for the management of COVID-19, applications with no/incomplete supporting documents will still be processed. The deadline for submission of supporting documents is October 30, 2020.</b></p>
<p>5. Check the result of application thru OVAP. VAs with successful applications become eligible for the voucher and shall be called Qualified Voucher Applicants (QVAs).</p>
<p>6. Download the QVA Certificate from OVAP. The QVA Certificate is required for voucher redemption. QVAs shall submit their QVA Certificate to the SHS they decide to enroll at as proof that they are entitled to the voucher.</p> <p><b>NOTE: Only QVAs who have submitted the required supporting documents will be able to download the QVA Certificate. Failure to submit the required supporting documents by October 30, 2020, or submission of documents that fail to support information declared in the VAF-1 is grounds for disqualification/exclusion of the QVA and revocation of the voucher.</b></p>
<p>7. VAs who will submit supporting documents after July 17 are advised to check OVAP one (1) week after submitting their supporting documents for feedback on their submission. VAs whose submission successfully passes validation shall be able to download their QVA Certificate.</p>

\*Refer to Table 3. Expected submission per scenario and Table 4. Required document as proof of financial means

\*\*Attached as **Annex 1** is the Privacy Notice and Parent Consent Form. The Parent Consent Form is required for VAs below 18 years old at the time of the submission of the application.

\*\*\*A template for the Certificate of Financial Assistance is attached as **Annex 2**.





VAs must submit proof of the financial means of both their parents or guardian/s and the other person/s helping send the VA to school, if any. The table below provides the expected submission per scenario.

*Table 3. Expected submission per scenario*

<b>Scenario</b>	<b>Expected Submission</b>
VA lives with/is supported through school by both parents	<ul style="list-style-type: none"> <li>Required documents for both parents</li> </ul>
VA's parents are separated, but is supported through school by both parents	<ul style="list-style-type: none"> <li>Required documents for both parents</li> </ul>
VA has one deceased parent, lives with/is supported through school by living parent	<ul style="list-style-type: none"> <li>Required document only for solo parent</li> <li>Solo Parent I.D. of living parent OR Death Certificate for deceased parent OR Notarized Affidavit* stating that solo parent is a widow/widower</li> </ul>
VA's parents are separated, lives with/is supported through school by only one parent	<ul style="list-style-type: none"> <li>Required document only for solo parent</li> <li>Solo Parent I.D. of solo parent OR Notarized Affidavit* stating that solo parent is separated (whether legally or not)</li> </ul>
VA has a single/solo parent	<ul style="list-style-type: none"> <li>Required document only for solo parent</li> <li>Solo Parent I.D. of solo parent OR Notarized Affidavit* stating that parent is a single/solo parent</li> </ul>
VA lives with/is supported through school by one parent and one guardian	<ul style="list-style-type: none"> <li>Required documents for both the parent and the guardian</li> </ul>
VA lives with/is supported through school by a guardian/s	<ul style="list-style-type: none"> <li>Required documents for the guardian/s</li> </ul>
VA is supported through school by a person/s other than the parent/s or guardian/s	<ul style="list-style-type: none"> <li>Required documents for the person/s helping send the VA to school</li> </ul>

\*A template for the Affidavit to be notarized and submitted is attached as **Annex 3**.

Based on the scenarios above, the following table provides the required document as proof of financial means.

*Table 4. Required document as proof of financial means*

<b>If the concerned person is:</b>	<b>Required document</b>	<b>Where to obtain document if not readily available</b>
Employed in the Philippines (including self-employed)	Latest Annual Income Tax Return OR	Bureau of Internal Revenue
	Certificate of Employment*	Employer



If the concerned person is:	Required document	Where to obtain document if not readily available
Employed abroad	Certificate of Employment*	Employer or recruitment agency
Unemployed but with other sources of income	Affidavit of Source of Income stating average monthly earnings/support** received	Notary Public
Unemployed and without income	Certificate of Non-filing of Income Tax Return OR	Bureau of Internal Revenue
	Certificate of Unemployment***	Mayor's office OR Barangay office

\*The Certificate of Employment should state the person's occupation and gross monthly income, which 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.

\*\*Average monthly earnings refer to earnings from sources of income such as business, trade, profession, investments, and/or pensions.

\*\*\*A template for the Certificate of Unemployment is attached as **Annex 4**.

## VIII. TRACKING THE APPLICATION, FOLLOW-UPS, AND INQUIRIES

**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.** It is likewise the responsibility of the VA to track the status of the application. VAs may check the status of their application by accessing their account on OVAP.

**For any inquiries on the application process and/or your application, please email the PEAC National Secretariat at [shs.vms@peac.org.ph](mailto:shs.vms@peac.org.ph).**

## IX. QUALIFICATION OR DISQUALIFICATION

Grade 10 completers who fall under Categories A, B, and C, as discussed in Section VI. (Eligibility) of these guidelines are QVRs and should not apply. Their applications shall not be processed.

PEAC NS shall process all application forms submitted by VAs on or before July 24, 2020 and forward the results to DepEd for approval. In consideration of the limitations imposed by the implementation of measures to address the COVID-19 public health emergency, applications submitted with no/incomplete supporting documents will still be processed. VAs are given until October 31, 2020 to submit the required supporting documents.



**The following applications shall be disqualified:**

1. Applications submitted after the deadline
2. Applications with incomplete VAF-1
3. Applications that contain false information
4. Applications by learners who are not eligible for the SHS VP
  - Learners who graduated High School in 2015 or earlier
  - Incoming Grade 12 learners who were not part of SHS VP in Grade 11
  - Non-Filipino learners

**X. RESULTS OF APPLICATION**

Results will be posted on OVAP and may be accessed by learners, parents, and schools. VAs will not be notified of the results; **it is the responsibility of the VA to check the results of the application on OVAP.** Announcements on the posting of results shall be made on the PEAC NS and DepEd websites, and other available media.

**For VAs who fall under Categories F and G,** being a QVA is contingent upon the results of the ALS A&E Test and PEPT. VAs who have successful SHS VP applications but do not pass the ALS A&E Test and PEPT in time for SY 2020-2021 shall not be considered QVAs and will not be entitled to the voucher.

**Grounds for disqualification/exclusion of QVA and revocation of voucher:**

1. False information in application and/or supporting documents
2. Failure to submit required supporting documents by October 30, 2020
3. Failure of submitted supporting documents to support information declared in the VAF-1

**XI. VOUCHER VALIDITY AND REDEMPTION**

QVRs redeem the voucher by enrolling for Grade 11 at a non-DepEd SHS in any of the DepEd-approved learning delivery options. As with any learner, the QVR must 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). Upon enrollment, QVRs must present to their chosen non-DepEd SHS the following documentary evidence as proof of their eligibility.

*Table 6. Documentary Evidence of Eligibility*

<b>QVR Category</b>	<b>Document</b>	<b>Where to obtain document</b>
Categories A, B	Report card bearing a Learner Reference Number	Junior high school
Category C	ESC Certificate	Junior high school or PEAC NS
Categories D, E, F, G	QVA Certificate	PEAC NS via OVAP
Category E	Certificate of Rating (COR) – ALS A&E for Secondary	DepEd-Bureau of Educational Assessment (BEA)



QVR Category	Document	Where to obtain document
Category F	COR – PEPT for Grade 10	DepEd-BEA

**Voucher redemption begins on August 14, 2020 and ends on October 30, 2020.** Vouchers not redeemed within the prescribed period shall no longer be valid. QVRs who shall be unable to redeem their vouchers within the said period due to prolonged illness, accident, force majeure, or prolonged illness or death of a parent/guardian and other analogous cases must submit a letter addressed to the PEAC Executive Director providing justification for not redeeming the voucher. Relevant documents to support their claims e.g. for prolonged illness, a medical certificate issued by a licensed medical doctor, must be submitted along with the letter. The letter and supporting documents shall be evaluated by PEAC and become the basis for extension of voucher validity, subject to approval of DepEd.

The voucher covers only two school years – Grades 11 and 12, regardless of the number of school years it takes for the recipient to complete SHS.

## XII. 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 7. Maximum applicable voucher amount (in PHP per student per school year)*

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

Voucher amounts represent the maximum payment a non-DepEd SHS 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.



### XIII. SCHEDULE OF IMPLEMENTATION

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

*Table 8. Schedule of SHS VP Application implementation*

<b>Schedule</b>	<b>Process</b>
June 29, 2020	Start of voucher application period
July 22, 2020	Deadline for creation of accounts on OVAP
July 24, 2020	Deadline for submission of applications on OVAP
August 14, 2020	Posting of application results on OVAP and Start of voucher redemption
October 30, 2020	Deadline for uploading of required supporting documents and voucher redemption

### XIV. MONITORING AND EVALUATION

DepEd and PEAC shall conduct random checks on schools and learners to ensure program compliance. DepEd Schools Division Offices and Regional Offices as well as PEAC Regional Secretariats shall provide feedback including complaints and queries, on the implementation of these guidelines to the DepEd Central Office through the Office of the Undersecretary for Planning, Human Resource and Organizational Development, and Field Operations and the PEAC NS, respectively. For any concerns, voucher applicants may also communicate their feedback through the Public Assistance Action Center and its counterparts in the field.

PEAC shall monitor the conduct of voucher application, with regular process checks, 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 1:** Privacy Notice and Parent Consent Form

**Annex 2:** Certificate of Financial Assistance

**Annex 3:** Affidavit template

**Annex 4:** Certificate of Unemployment



To authenticate this document,



DEPED-DIVISION OFFICE - MARIKINA CITY

## Privacy Notice for Senior High School Voucher Program Application

### Service Description

Republic Act No. 10533 (RA 10533), otherwise known as the Enhanced Basic Education Act of 2013, explicitly expands Government Assistance to Students and Teachers in Private Education (GASTPE or Republic Act 8545) to include Grades 11 and 12. In this regard, 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 support to qualified students in SHS.

The Private Education Assistance Committee (PEAC) has been contracted by DepEd to administer the SHS Voucher Program (SHS VP) Applications. 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 is represented nationally by its National Secretariat (PEAC NS) and in each region by its Regional Secretariats (PEAC RS). PEAC provides the infrastructure, systems, coordination and controls required for the smooth implementation of the SHS VP.

### PEAC as Personal Information Processor

In carrying out the implementation and management of the SHS VP Applications, the PEAC acts as a Personal Information Processor as defined under RA 10173, otherwise known as the Data Privacy Act of 2012 (DPA).

Under Sec. 3(i) of the DPA, Personal Information Processor (PIP) refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

### Personal Information Collected

PEAC collects the following information from applicants:

- Student Applicant
  1. Learner Reference Number
  2. Full Name
  3. Date of Birth
  4. Gender
  5. City/Municipality and Province of Birth
  6. Citizenship/Nationality
  7. Contact information (mobile, landline, email address)
  8. Home Address
  9. Desired Track in Senior High School
  10. Junior High School enrolled in, including address and school fees
  11. If applicable, financial assistance received from the school
- Applicant's Family
  1. Sibling/s name and age
  2. Properties owned (vehicle, real estate, house)
  3. Father/Mother/Guardian's name, source/s of income, gross monthly income, proof of financial capacity
  4. If applicable, name, source/s of income, gross monthly income of the person helping send the child to school, proof of financial capacity

## **Annex 1 Privacy Notice and Parent Consent Form**

All personal information and documents requested above are required for a complete submission and evaluation of an application.

### **Use**

The collected personal information is utilized solely for evaluation of the application to determine who can be prioritized for acceptance. Contact information is collected for the purpose of communicating with the applicant should the need arise, e.g. clarifications on the submitted information and/or documents.

The personal information will be used as is and will not be subject to additional processing before being used for the stated purposes.

### **Protection Measures**

Only authorized PEAC personnel have access to the application forms submitted. Encoding of manual applications is done only in the PEAC office, using office-issued computers. Electronic transmittal of encoded manual applications is done using only the official PEAC email addresses. Print-outs containing data are limited and is transmitted only by authorized PEAC personnel. All applications submitted, together with the supporting documents, will be securely processed and stored in PEAC's cloud servers. Data will be kept in the servers for a period of six years. At the end of the above retention period, hard copies shall be disposed through shredding, while digital files shall be disposed of through the use of secure digital technology.

### **Access and Correction**

Every participant has the right to ask for a copy of any personal information that PEAC holds about him/her, as well as to ask for it to be corrected if he/she thinks it is erroneous. To do so, and for any other matters relating to the processing of personal data, he/she may contact the Data Privacy Unit, [data.privacy@peac.org.ph](mailto:data.privacy@peac.org.ph).

To help us attend to your concern immediately, please state your

Full Name

LRN

Voucher Application Number (VAN) / Qualified Voucher Applicant (QVA) Certificate Number

School/Institution

Data Privacy concern (eg. correction of data given, request to access data you submitted to PEAC, etc.)

This email account is only for data privacy matters, for other concerns, please contact the PEAC through (02) 840 6000.

## Senior High School Voucher Program Application Parent Consent Form

*This is a REQUIRED document for applicants who are below 18 years old at the time of the submission of the application.*

I grant my consent for my child (student-applicant) to provide the necessary information and documents needed to complete the Senior High School Voucher Program application process.

\_\_\_\_\_  
(Signature over printed name of the parent/guardian)

Date signed : \_\_\_\_\_

### Additional information:

1. Full name of Student-Applicant: \_\_\_\_\_
2. Age of Student-Applicant: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Junior High School: \_\_\_\_\_
5. Contact no. of Parent/Guardian: \_\_\_\_\_





**Annex 3 Affidavit template**

**REPUBLIC OF THE PHILIPPINES** )  
**City/Municipality of \_\_\_\_\_)** S.S.

**AFFIDAVIT**

I, \_\_\_\_\_, Filipino, of legal age, and resident of \_\_\_\_\_, after having been duly sworn to in accordance with law, do hereby depose and state the following:

*(Check the appropriate box and sign the cell beside your choice)*

Relationship to (Name of Student) _____		Signature
<input type="checkbox"/>	Father	
<input type="checkbox"/>	Mother	
<input type="checkbox"/>	Guardian	
<b>Civil Status</b>		
<input type="checkbox"/>	Single/Solo parent	
<input type="checkbox"/>	Married	
<input type="checkbox"/>	Married, solo parent	
<input type="checkbox"/>	Married, legally separated	
<input type="checkbox"/>	Widow/widower	
<b>Source of Income</b>		
<input type="checkbox"/>	None	
<input type="checkbox"/>	Informal employment (Tricycle/jeepney/pedicab driver, manicurist, barber, etc.) please specify: _____ _____ Estimated average monthly income: P _____	
<input type="checkbox"/>	Micro/Small business (Sari-sari store, direct selling, etc.) please specify: _____ _____ Estimated average monthly income: P _____	
<input type="checkbox"/>	Support from a relative Name: _____ Relationship with relative: _____	

**Annex 3 Affidavit template**

**IN WITNESS WHEREOF**, I have hereunto affixed my signature this \_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_, Philippines.

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**AFFIANT**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_, Philippines, Affiant exhibiting to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ and valid until \_\_\_\_\_ .

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**NOTARY PUBLIC**

Doc. No. : \_\_\_\_;

Page No. : \_\_\_\_;

Book No. : \_\_\_\_;

Series of \_\_\_\_\_

**CERTIFICATE OF UNEMPLOYMENT**

This is to certify that \_\_\_\_\_  
(parent's name), of legal age, \_\_\_\_\_ (civil status), is a bonafide  
resident of Barangay \_\_\_\_\_,  
(city/municipality), \_\_\_\_\_ (province/region).

It is further certified that the aforementioned is without formal employment  
and without income.

This certification is issued upon the request of the aforementioned as  
requirement for the Senior High School Voucher Program Application of his/her  
child, \_\_\_\_\_ (student-applicant's name)  
in School Year 2020-2021.

Issued this \_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_,  
Philippines.

\_\_\_\_\_  
(Signature over printed name of the issuing authority)  
(Position/Designation of issuing authority)