June 13, 2019

DIVISION MEMORANDUM
DM No. 141, s. 2019

GUIDELINES ON ELIGIBILITY AND APPLICATION FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM IN SCHOOL YEAR 2019-2020

To: Public Schools District Supervisors, Private Secondary School Principals, and 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) in School Year (SY) 2019-2020 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. Please refer to attached DepEd Order No. 10, s. 2019 for your reference.

3. Immediate dissemination of this Memorandum is directed.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: 6-13-19
By: Pommel
Ref. no. 141

cid-ims/jarm/rqn/06/13/2019

DEPEDQUEZON-TM-SDS-04-009-001

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DTS # 227680

Republic of the Philippines
Department of Education

27 MAY 2019

DepEd ORDER
No. 010, s. 2019

GUIDELINES ON ELIGIBILITY AND APPLICATION FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM IN SCHOOL YEAR 2019–2020

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. The Department of Education (DepEd) issues the enclosed **Guidelines on Eligibility and Application for the Senior High School Voucher Program (SHS VP) in School Year (SY) 2019–2020** 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 2019–2020.

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 These guidelines shall remain in effect unless otherwise amended or repealed.

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

LEONOR MAGTOLIS BRIONES
Secretary

CID
RECEIVED
Date/Time: JUN 13 2019
By:

Encl.:
As stated
References:
DepEd Order Nos.: 66, s. 2016 and 60, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

ELIGIBILITY	PROCEDURE
FUNDS	PROGRAMS
LEARNERS	QUALIFICATIONS
POLICY	SENIOR HIGH SCHOOL

SDS OFFICE
RECEIVED
Date/Time: JUN 11 2019
By:

JUN 13 2019

SMMA – DO Guidelines on the Application for the SHS VP SY 2019–2020
0125/February 14, 2019

(Enclosure to DepEd Order No. 010, s. 2019)

GUIDELINES ON ELIGIBILITY AND APPLICATION FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM (SHS VP) IN SY 2019-2020

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. 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 2019-2020.

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 2019-2020.

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)** – 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 and colleges (SUCs); local universities and colleges (LUCs); and technical and vocational institutions offering SHS.

b. **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 learner as cash; DepEd instead pays directly to the non-DepEd SHS where the learner enrolls. No vouchers are given to learners who enroll in DepEd SHSs.

c. **Grade 10 completers** – Learners currently in Grade 10 and are expected to complete Junior High School (JHS) at the end of SY 2018-2019.

d. **Education Service Contracting (ESC) grantees** – Learners who participate in the ESC, a program of financial assistance by DepEd for learners in certified private JHSs.

e. **Qualified Voucher Recipients (QVRs)** – Grade 10 completers who are automatically qualified to avail of the voucher. QVRs need not apply.

f. **Voucher Applicants (VAs)** – Grade 10 completers who apply to qualify for vouchers.

g. **Qualified Voucher Applicants (QVAs)** – Voucher applicants whose applications were successful and are thus eligible to avail of the voucher.

h. **Voucher Redemption** – The act of availing of the voucher by successfully enrolling in a non-DepEd SHS.

i. **Voucher Program Beneficiaries (VPBs)** – QVRs and QVAs who availed of the vouchers through 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 SHS program that caters to their needs and career goals. In accordance with Section 22 of the Implementing Rules and Regulations (IRR) 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.

V. IMPLEMENTATION ROLES AND RESPONSIBILITIES

DepEd is the institutional owner and final authority of the SHS VP. It implements SHS VP in fulfillment of its mandate, and in furtherance of the K to 12 reform agenda of the government.

It shall oversee and formulate policies and programs, provide the necessary resources, and monitor and evaluate indicators relative to 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. 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 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 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 and QVAs are responsible for redeeming their vouchers within the prescribed redemption period.

Schools shall provide assistance and guidance to uphold student choice in the SHS VP. 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. In contrast, schools should not impose their preferences on learners or otherwise engage in practices that undermine student choice.

VI. ELIGIBILITY

Only 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 SHS are 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 2018-2019 who fall under the categories below automatically qualify for vouchers and are considered qualified voucher recipients (QVRs). They do <u>not</u> 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).

- Category D: All Grade 10 completers in private schools in SY 2018-2019 who are not ESC grantees
- Category E: Learners who passed the Alternative Learning System (ALS) Accreditation and Equivalency (A&E) Test for Grade 10 by the start of the school year
- Category F: Learners who passed the Philippine Educational Placement Test (PEPT) for Grade 11 by the start of the school year.

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

- Grade 10 completers who completed Grade 10 before SY 2018-2019
- Learners who graduated High School in March 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:

Table 1. Eligibility Guide

Not eligible	QVRs (No need to apply)	VAs (Need to apply)
Grade 10 completers before SY 2018-2019 To clarify: ALS A&E Test and PEPT passers prior to SY 2018-2019 are also not eligible	Category A: Grade 10 completers in DepEd public schools	Category D: Grade 10 completers in private schools who are not ESC grantees
High School Graduates of March 2015 or earlier	Category B: Grade 10 completers in SUCs and LUCs	Category E: Learners who took/will take the ALS A&E Test* in the current school year
Incoming Grade 12 learners who were not part of SHS VP in Grade 11	Category C: Grade 10 completers who are ESC grantees	Category F: Learners who took/will take the PEPT* in the current school year
Non-Filipino learners		

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

VII. Voucher Application Procedures

Application may be done manually OR online; both are free of charge. VAs are highly discouraged from submitting multiple applications. All applications shall be coursed through PEAC NS via the Online Voucher Application Portal (OVAP) for online application and the PEAC NS office for manual application. **DepEd shall not accept submissions of applications.** VAs are urged to apply online as this mode carries a number of features not available for manual applications. Online applications allow VAs to have a longer period to apply, submit

the required documents in parts, and track their applications. The table below enumerates the steps for both manual and online application.

Table 2. Voucher Application Procedures

Online Application	Manual Application
Deadline: **May 31, 2019** for account creation, **June 2, 2019** for submission of applications	Deadline: **May 31, 2019**
1. Access OVAP at http://ovap.peac.org.ph. Follow the instructions to create an OVAP account. VAs must use a working email address they have access to. **NOTE: An account is not yet an application.**	1. Obtain and fill out the Voucher Application Form (VAF-1). The VAF-1 is available at DepEd Schools Division Offices, private JHSs, and non-DepEd SHSs. It is also attached as **Annex 1** to this issuance and may be printed and reproduced.
2. A confirmation email 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.	2. Enclose the following required documents long brown envelope: a. Recent 2x2 colored ID photo b. Proof of financial means* of both parents or guardian/s, and the other person/s helping send the VA to school, if any c. Signed Parent Consent Form** for VAs below 18 years old at the time of the submission of the application d. Certificate of Financial Assistance*** received (issued by the school), if applicable
3. Complete the electronic Voucher Application Form (VAF-1). VAs may do this in parts, but must ensure changes are saved by section.	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
4. Scan or take a picture and upload the following required documents: a. Recent 2x2 colored ID photo b. Proof of financial means* of both parents or guardian/s, and the other person/s helping send the VA to school, if any c. Signed Parent Consent Form** for VAs below 18 years old at the time of the submission of the application	4. Courier services that allow VAs to track their submissions are highly recommended.

Online Application	Manual Application
d. Certificate of Financial Assistance*** received (issued by the school), if applicable	
5. Submit the application only when the VAF-1 and the required supporting documents are complete.	
6. After submission of the application, OVAP shall automatically confirm receipt of the application through an email sent to the VA's email address. The email shall contain a Voucher Application Number (VAN) assigned by OVAP which VAs may use to track their application.	

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

Attached as **Annex 2 is the Privacy Notice and Consent Form. The Parent Consent Form is a requirement 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 3**.

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

Scenario	Expected Submission
VA lives with/is supported through school by both parents	• Required documents for both parents
VA's parents are separated, but is supported through school by both parents	• Required documents for both parents
VA has one deceased parent, lives with/is supported through school by living parent	• Required document only for solo parent • Solo Parent I.D. of living parent OR Death Certificate for deceased parent OR Notarized Affidavit* stating that solo parent is a widow/widower
VA's parents are separated, lives with/is supported through school by only one parent	• Required document only for solo parent • Solo Parent I.D. of solo parent OR Notarized Affidavit* stating that solo parent is separated (whether legally or not)
VA has a single/solo parent	• Required document only for solo parent • Solo Parent I.D. of solo parent OR Notarized Affidavit* stating that parent is a single/solo parent

Scenario	Expected Submission
VA lives with/is supported through school by one parent and one guardian	• Required documents for both the parent and the guardian
VA lives with/is supported through school by a guardian/s	• Required documents for the guardian/s
VA is supported through school by a person/s other than the parent/s or guardian/s	• Required documents for the person/s helping send the VA to school

*A template for the Affidavit to be notarized and submitted is attached as **Annex 4**.

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

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 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
	Municipal Certificate of Unemployment***	Mayor's office (NOT from the Barangay or the City Assessor's 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 refers to earnings from sources of income such as business, trade, profession, investments, and/or pensions.
***A template for the Municipal Certificate of Unemployment is attached as **Annex 5**.

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

For inquiries, please call the PEAC National Secretariat at (02) 840-6000 local 130-132 and 840-6007 or send an email to 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. Applications by QVRs shall not be processed.

PEAC NS shall process all and only complete applications submitted by VAs on or before the deadline, and forward the results to DepEd for approval.

The following applications shall be disqualified:

1. Applications submitted after the deadline
2. Applications with incomplete VAF-1
3. Applications with incomplete required documents
4. Applications that contain false information
5. Applications by learners who are <u>not eligible</u> for the SHS VP
   - Grade 10 completers who completed Grade 10 before SY 2018-2019
   - Learners who graduated High School in March 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 for both manual and online applications 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.

VAs with successful applications become eligible for the voucher and shall be called Qualified Voucher Applicants (QVAs). **For VAs who fall under Categories E and F**, 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 2019-2020 are still not eligible for vouchers.

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

XI. Voucher Validity and Redemption

QVRs/QVAs redeem their voucher by enrolling for Grade 11 at a non-DepEd SHS. As with any learner, they must satisfy the requirements for admission set by the non-DepEd SHS. A QVR/QVA who successfully enrolls at a non-DepEd SHS becomes a voucher program beneficiary (VPB). Upon enrollment, QVRs/QVAs must present to their chosen non-DepEd SHS the following documentary evidence as proof of their eligibility.

Table 6. Documentary Evidence of Eligibility

QVR/QVA Category	Document	Where to obtain document
Categories A and B	Report card bearing a Learner Reference Number	Junior high school
Category C	ESC Certificate	Junior high school or PEAC NS
Categories D, E, and F	QVA Certificate	PEAC NS via OVAP
Category E	Certificate of Rating (COR) – ALS A&E for Secondary	DepEd-Bureau of Educational Assessment (BEA)
Category F	COR – PEPT for Grade 10	DepEd-BEA

Voucher redemption begins on the day of posting of application results on OVAP and ends on September 30 of the school year immediately after Grade 10 completion. Vouchers not redeemed within the prescribed period shall no longer be valid. QVRS/QVAs 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 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/QVA, 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/QVA Category	Voucher Amount	Voucher Amount for SUC/LUC
National Capital Region (NCR)	Categories A, B, E, F	22,500	11,250
	Categories C, D	18,000	
Highly urbanized cities (HUCs) outside of NCR	Categories A, B, E, F	20,000	10,000
	Categories C, D	16,000	
All other locations	Categories A, B, E, F	17,500	8,750
	Categories C, D	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

Schedule	Process
May 26, 2019	Start of voucher application period
June 2, 2019	Deadline for manual applications
May 31, 2019	Deadline for creation of accounts on OVAP for online applications
June 2, 2019	Deadline for submission of online applications on OVAP
June 17, 2019	Posting of application results on OVAP
	Start of voucher redemption
September 30, 2019	Deadline for voucher redemption

XIV. Monitoring and Evaluation

DepEd and PEAC shall conduct random checks on schools and learners 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 1: Voucher Application Form (VAF-1)
Annex 2: Privacy Notice and Consent Form
Annex 3: Certificate of Financial Assistance
Annex 4: Affidavit
Annex 5: Municipal Certificate of Unemployment

Annex 1 Voucher Application Form (VAF-1)

Senior High School Voucher Program

MANUAL APPLICATION

FOR GRADE 11 SENIOR HIGH SCHOOL, SY 2019-2020

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 photo
   b. Proof of financial means of both parents or guardian/s, and the other person/s helping send the VA to school, if any
   c. Signed Parent Consent Form **(Annex 2)** for VAs below 18 years old at the time of the submission of the application
   d. Certificate of Financial Assistance **(Annex 3)** received (issued by the school), if applicable

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 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
	Municipal Certificate of Unemployment***	Mayor's office (NOT from the Barangay or the City Assessor's office)

3. Submit or send through courier or mail the envelope to:
   SHS Voucher Program Applications
   PEAC National Secretariat
   5th Floor Salamin Building
   197 Salcedo Street
   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 **May 31, 2019** 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, PASSERS OF THE ALS A&E TEST, AND PASSERS OF THE PEPT IN SCHOOL YEAR 2018-2019 SHALL USE THIS FORM TO APPLY.

Annex 1 Voucher Application Form (VAF-1)

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 1 Voucher Application Form (VAF-1)

	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 Privacy Notice and Consent Form

Privacy Notice and Consent Form for Senior High School Voucher Program Applications

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

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

Annex 2 Privacy Notice and Consent Form

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.

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.

Annex 2 Privacy Notice and Consent Form

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 on the student-applicant:

1. Full name: _____
2. Age: _____ 3. Birthdate (mm/dd/yyyy) _____
4. Address: _____

   _____
5. Junior High School: _____
6. Contact number of the parent/guardian: _____

CERTIFICATE 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 2018-2019, 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 4 Affidavit

REPUBLIC OF THE PHILIPPINES)

_____) 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
	Father	
	Mother	
	Guardian	
Civil Status		
	Single/Solo parent	
	Married	
	Married, solo parent	
	Married, legally separated	
	Widow/widower	
Source of Income		
	None	
	Informal employment (Tricycle/jeepney/pedicab driver, manicurist, barber, etc.) please specify: _____ _____ *Estimated average monthly income*: P_____	
	Micro/Small business (Sari-sari store, direct selling, etc.) please specify: _____ _____ *Estimated average monthly income*: P_____	
	Support from a relative Name: _____ Relationship with relative: _____ *Amount of monthly support*: P_____	

Annex 4 Affidavit

IN WITNESS WHEREOF, I have hereunto affixed my signature this ___ day of _____, 2019 at _____, Philippines.

_____

Affiant

SUBSCRIBED AND SWORN to before me this this ___ day of _____, 2019 at _____, Philippines. I hereby certify that I have personally examined the above-named affiant, who confirmed to me that he/she has voluntarily executed the above affidavit and understood the contents thereof.

Doc. No. ____

Page No. ____

Book No. ____

Series of ____

Annex 5 Municipal Certificate of Unemployment

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 as per the Barangay Chairman/Municipal Social Welfare and Development Office, the aforementioned is without formal employment and has limited source of income, averaging P_____ per month.

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)* who is a Grade 10 completer in _____ *(school name)* in School Year 2018-2019.

Issued this ___ day of _____, 2019 at _____, Philippines.

HON.

_____

City/Municipal Mayor