

Voucher Program Guidelines and Processing of Payments

SY 2022-2023

Private Education Assistance Committee

Voucher Program

Qualified Voucher Recipients

Voucher Applicants

Applicable Voucher Values

Voucher Validity and Redemption

Terms of the Voucher Program

Participating SHS Eligibility and Requirements

Qualified Voucher Recipients (QVR)

Automatically qualified students

- **Category A**: All Grade 10 completers in Public JHSs includes those who completed Grade 10 in SUCs/LUCs
- **Category B**: All Grade 10 completers in private schools who are ESC grantees

Qualified Voucher Recipients (QVR)

Required to Apply (Voucher Applicants)

- **Category C**: All Grade 10 completers in Private Schools from the school year immediately prior to the incoming school year who were not ESC grantees
- **Category D**: All Grade 10 completers who completed Grade 10 two or more school years prior to the incoming school year but not earlier than 2016 and had not previously enrolled for Grade 11

Qualified Voucher Recipients (QVR)

Required to Apply (Voucher Applicants)

- **Category E**: 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 ALS learners who passed or will take Portfolio Assessment in SY 2022-2023
- **Category F**: Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11, or learners who will take the PEPT for Grade 10 in SY 2022-2023

Applicable Voucher Values

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

Voucher Validity and Redemption

Vouchers shall be redeemed in the first semester of the school year

- Shall no longer be valid if not redeemed in said period
- The voucher covers two years regardless of the number of years it takes the recipient to complete SHS

Voucher Validity and Redemption

Qualified Voucher Recipients

- Redeem the voucher by the very act of enrolling in a VP-participating SHS
- Need to satisfy the requirements for admission set by the VP-participating SHS
- who successfully enroll in a VP-participating SHS becomes a voucher program beneficiary (VPB)

Terms of the Voucher Program

Continuing participants

- VPBs retain their subsidy if they are promoted to Grade 12 and continues to study in a non-DepEd SHS. No maintaining grades are required from VPBs within a school year.

A VPB loses her subsidy if she does any one of the following:

- Drops out in the middle of the school year
- Does not reenroll in the following school year
- Fails to be promoted to the next grade level or is retained at the same grade level
- Transfers to another SHS within the school year
- Transfers to a DepEd SHS

VPBs that drop out due to death of a parent or guardian, force majeure, prolonged illness, or accident may be reinstated into the SHS VP program provided they submit documents to support their claim

Terms of the Voucher Program

Transferees

- VPBs who wish to retain their voucher subsidy may transfer to another non-DepEd SHS only after completing Grade 11.
- VPBs need to satisfy the requirements for admission set by the accepting non-DepEd SHS.
- Transfers where the applicable voucher value of the releasing school is different from that of the accepting school are allowed. The accepting school will be paid the lower of the two applicable voucher values.
- Involuntary transfers, such as when a school closes or is terminated from further participation in the VP, are allowed and considered special cases.

Terms of the Voucher Program

Shifters

- VPBs who wish to retain their voucher subsidy may shift to another track or strand:
 - After the first semester of Grade 11 in the same school
 - After completing Grade 11 in the same school or in another VP-participating SHS
- VP-participating SHS shall ensure that shifters meet the required competencies of their new track or strand.

Participating SHS Eligibility and Requirements

Any non-DepEd SHS with permit to operate is eligible to participate in the SHS VP

- It becomes a VP-participating SHS by accepting QVRs as its students

Each VP-participating SHS is required to:

- Attend the annual orientation on the VP Guidelines and the Voucher Management System (VMS).
- Conduct an orientation on the VP to VPBs and their parents at the start of each school year
- Open and maintain an account with the Land Bank of the Philippines (LBP)
 - The account name shall be the name of the school as indicated in the SHS permit, suffixed by “SHS VP”.

Participating SHS Eligibility and Requirements

Prepare the VPB Folder

- VP-participating SHS are required to create a VPB Folder for each VPB
- The VPB Folder shall contain the following documents:
 - QVR Certificate for Voucher Applicants or ESC Certificate for Grade 10 Completers
 - Photocopy of PSA Certified Birth Certificate
 - Photocopy of Grade 10 Report Card
 - 2x2 photo of VPB

Processing of VP Payments (School)

SY 2022-2023

Creating and Preparing VP Billing Statements and Supporting Documents

Creating VP Billing Statements in the VMS

Update School Profile

- For the VP-participating SHS to be allowed to bill, encode the following information
 - School Profile
 - School Fees
 - Generates a PDF file of the Schedule of Tuition, Other, and Miscellaneous Fees
 - E-signature of the School Signatories is affixed to the PDF file
 - School Signatories
 - LBP account details
 - Start and end of classes for the school year
 - School Data

Creating VP Billing Statements in the VMS

Encode Grade 11 and Grade 12 VPBs

- Per VPB Encoding
- Bulk Encoding

Upload Supporting Documents

- Upload Board Resolution/Secretary's Certificate on VP Billing Statement and Other Supporting Documents Signatories
- Upload LBP STI1 or IMI1
- Upload Official Receipt
- Upload Schedule of Tuition, Other, and Miscellaneous Fees

Creating VP Billing Statements in the VMS

Create VP Billing Statements

- Select VPBs to be billed
 - Must have attended classes at least 30 days after opening of classes
- Generates a PDF file of VP Billing Statement
- E-signature of the school billing signatory is affixed to the PDF file

Creating VP Billing Statements in the VMS

Affix signature on the following documents using VMS e-signature facility

- VP Billing Statement
- Attestation of VPBs

Preparing VP Supporting Documents

Board Resolution/Secretary's Certificate on VP Billing Statement and Other Supporting Documents Signatories

- Signatories to the VP Billing Statement and Supporting Documents
 - Information on the School Billing Signatory
 - Signature specimen of the School Billing Signatory
- Signatories to the Attestation of VPBs
 - Information on the School Registrar and School President/School Director
 - Signature specimen of the School Registrar and School President/School Director
- Template will be provided in the VMS
- Scan and upload in the VMS

Preparing VP Supporting Documents

STI1 or IMI1

- Account Name should have –SHS VP affixed to the name of the school
- Printout from Land Bank of the Philippines (LBP) that indicates the account name and account number of the VP-participating SHS
- Printout should be as of **June 2022**
- Signed by the LBP Branch Manager
- Scan and upload in the VMS

Official Receipt

- Issued for VP payments received in the previous school year
- Scan and upload in the VMS

Preparing VP Supporting Documents

Schedule of Tuition, Other, and Miscellaneous Fees

- Lists the school fees from Grade 11 to Grade 12 per track and strand in SY 2022-2023
- Template of the Tuition, Miscellaneous, and Other School Fees may be downloaded in the VMS
- Attested by the School Billing Signatory
- Scan and upload in the VMS

Preparing VP Supporting Documents

List of VPBs

- Attests to the enrollment of the VPBs in the VP-participating SHS
- VMS-generated List of VPBs (PDF file)
- Attested by the School President/Director and the School Registrar through VMS (Affix e-signature facility)
- No scanning and uploading involved

Processing of VP Payments (PEAC to DepEd)

SY 2022-2023

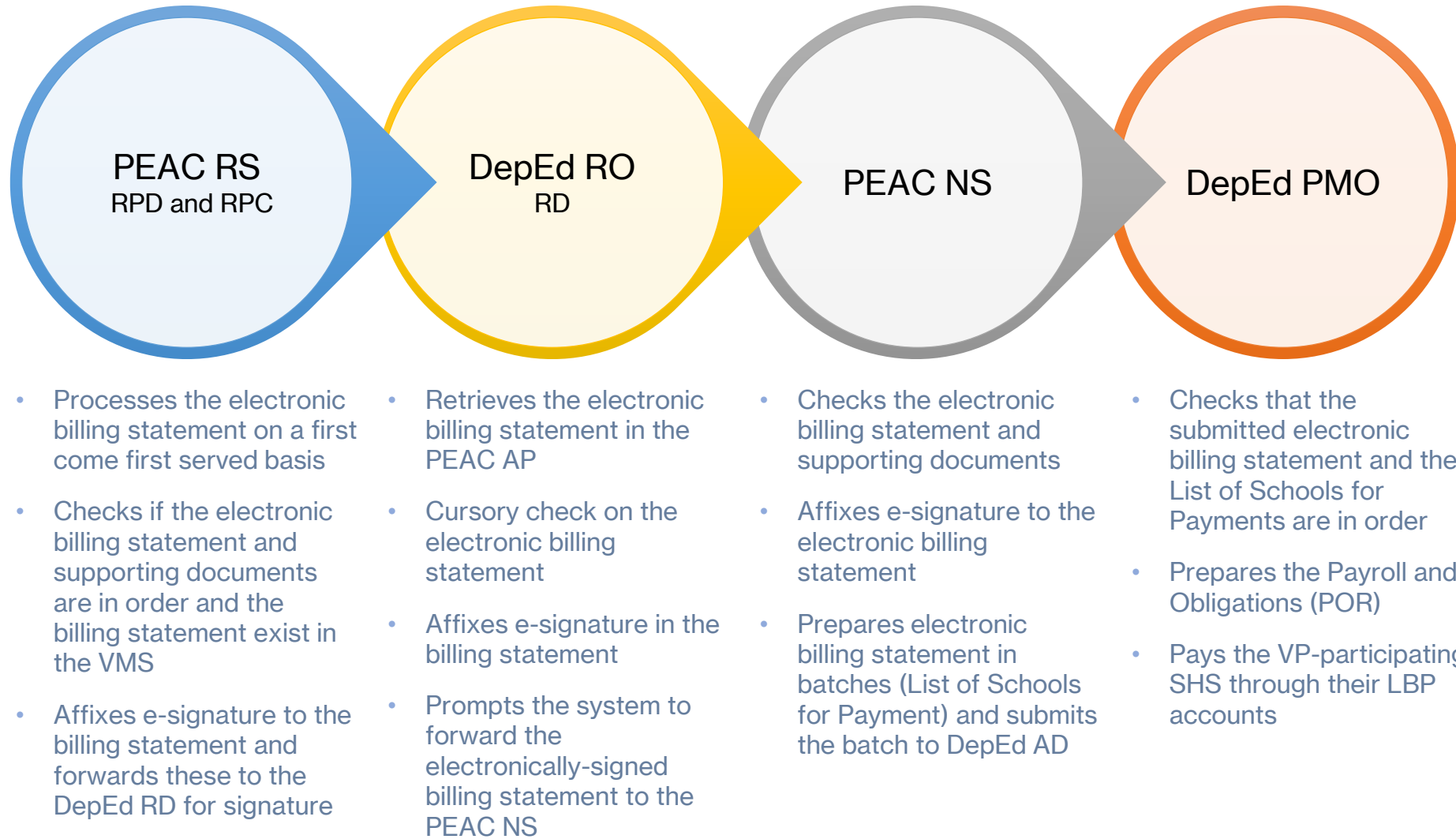
Process Flow

Monitoring of Payments

Important Dates and Deadlines

Processing of Refunds

Process Flow



Legend:

Regional Program Director (RPD) | Regional Program Coordinator (RPC) | Regional Director (RD) | Program Management Office (PMO) | PEAC Administration Panel (PEAC AP)

Monitoring of Payments

Status	Handling Unit	Processing Time
On Process (School)	VP-participating SHS	
On Process (Region)	PEAC RS	1-2 weeks
On Hold (Region)	PEAC RS	
Submitted to DepEd RO for Signature	DepEd RO	
Submitted to PEAC National Secretariat	PEAC RS	1-2 weeks
Received by PEAC National Secretariat	PEAC NS	
On Hold (PEAC National Secretariat)	PEAC NS	
Submitted to DepEd CO	DepEd CO	4-6 weeks
Payment Released	DepEd CO	

Important Dates and Deadlines

Voucher Program

- Opening of VMS is on **September 1, 2022**
- VP Billing Period
 - 30 days after opening of classes
 - e.g. if the SHS opens on September 5, 2022, the school can only bill their VPBs on October 4, 2022
- Deadline for Creating VP Billing Statements in the VMS is on **December 1, 2022**
- Deadline for Submission of VP Billing Statements in the VMS to the PEAC NS is on **December 9, 2022**
- Deadline for Submission of VP Billing Statements to DepEd-PMO is on **December 15, 2022**

Processing of Refunds

Below are the steps to process VP refunds:

- The GASTPE-participating School shall send to PEAC NS a bank check payable to the **Department of Education OSEC** and a letter explaining the reason for the refund
 - **Attach Payment Refund Form** (Downloadable in the VMS)
 - Ensure that the check is dated within **30 days** from submission of letter of refund
- The PEAC NS shall review the documents and endorse them to DepEd PMO
- DepEd shall issue official receipts for cleared check refunds
 - Sends the official receipts to PEAC NS for further delivery to the schools concerned

Monitoring of VP-participating SHS

SY 2022-2023

Monitoring Process

Post-billing Audit

List of Offenses

Sanctions

Monitoring Process

- The monitoring process for SY 2022-2023 will mostly be through the Monitoring Host Institutions (MHI). This process shall focus on alternative monitoring methods such as checking of online submitted billing statements and supporting documents and comparing the ESC Grantee and/or VPB list to DepEd-required school documents and other school documents.

Post-billing Audit

- At the end of the school year, the PEAC shall conduct a post-billing audit of all ESC Grantees and/or VPBs billed by a GASTPE-participating school by comparing the data of billed ESC Grantees and/or VPBs in the IMS and/or VMS against the student data in the LIS
 - Responsibility of the GASTPE-participating school to ensure that the ESC Grantee and/or VPB data encoded in the IMS and/or VMS matches the student data registered by the GASTPE-participating school in the LIS
- The schools shall be made responsible for all discrepancies in the list of billed ESC Grantees and/or VPBs
 - ESC Grantees and/or VPBs billed but based on the LIS were not enrolled in the GASTPE-participating school
 - ESC Grantees and/or VPBs billed but based on the LIS have not stayed in the GASTPE-participating school for 30 days
 - ESC Grantees and/or VPBs not qualified to participate in the GASTPE program

List of Offenses

- Billed the following unqualified ESC Grantees and/or VPBs
 - With no documents showing proof of enrolment in the school
 - Who have not reported to the school for at least 30 days from the opening of classes for the school year monitored
 - Who are reporting in another campus or delivery mode
 - Who are enrolled in another GASTPE-participating School
 - Who do not have documents as required by the GASTPE Program
 - Who are not qualified to participate in the GASTPE Programs (e.g., foreign students, repeaters, non-QVA)

List of Offenses (cont.)

- Other Offenses
 - Failure to appear or be part of a monitoring activity without valid reasons
 - Incomplete documents as required by the GASTPE Program

The abovementioned offenses are without prejudice to the other offenses and corresponding sanctions as may be provided for in the GASTPE Guidelines and other relevant issuances or laws.

Sanctions

- Written Reprimand
- Reduction of Slot Allocations
- Suspension from the program (duration of suspension may vary depending on the severity of the offense, habituality, presence or absence of aggravating circumstances)
- Revocation/Termination from the GASTPE Program

Non-waiver of remedies

The imposition of the penalties herein is without prejudice to the right of PEAC, through the GMC, to recommend the filing of the appropriate criminal, civil and/or administrative case/s against the school, its officers, employees, and all other persons who aided, abetted and/or conspired with in committing the offense.

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