

SHS Voucher Program (SHS VP) Guidelines and Processing of Billing Statements

GASTPE Regional Orientation

School Year 2025-2026

June 19, 2025 to August 28, 2025

Private Education Assistance Committee

SHS VP Guidelines

SY 2025-2026

Qualified Voucher Recipients (QVR)

Voucher Applicants

Applicable Voucher Values

Voucher Validity and Redemption

Terms of the SHS VP

VP Participating SHS Eligibility and Requirements

Voucher Program Beneficiary (VPB) Folder

Qualified Voucher Recipients (QVR)

Automatically qualified students

- **Category A:** All SY 2024-2025 Grade 10 completers from Public JHS including those who completed Grade 10 in SUC/LUC.
- **Category B:** All SY 2024-2025 Grade 10 completers from an ESC Participating JHS who are ESC Grantees.

Qualified Voucher Recipients (QVR)

Required to Apply (Voucher Applicants)

- **Category C:** All SY 2024-2025 Grade 10 completers in Private Schools who were not ESC Grantees.
- **Category D:** All Grade 10 completers who completed Grade 10 prior to SY 2024-2025 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 2018 or ALS learners who passed the Portfolio Assessment for Grade 10 and had not previously enrolled for Grade 11.
- **Category F:** Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11.

Applicable Voucher Values

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

Voucher Validity and Redemption

Vouchers shall be redeemed in the first semester of the current 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 enrolling in a VP Participating SHS.
- Meet the requirements for admission set by the VP Participating SHS.
- A QVR who successfully enroll in a VP Participating SHS becomes a Voucher Program Beneficiary (VPB).

Terms of the Voucher Program

Continuing VPBs

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

A VPB loses the subsidy for any of the following reasons:

- 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 SHS 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 SHS VP, are allowed and considered special cases.

Terms of the SHS 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.

VP Participating SHS Eligibility and Requirements

Any Private 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.

SUCs and LUCs Participation

- Beginning SY 2025-2026, all SUCs and LUCs shall no longer participate in the SHS VP.

VP Participating SHS Eligibility and Requirements

Each VP Participating SHS is required to:

- Attend the annual orientation on the SHS VP Guidelines and the SHS VP Management System (VMS).
 - Schools that fail to attend the SHS VP Orientation:
 - Shall not be allowed to create their SHS VP Billing Statements in the VMS.
 - Shall be required to access the VMS and create a service request and upload a copy of their explanation letter.
- Conduct an orientation on the SHS VP to VPBs and their parents at the start of each school year.

VP Participating SHS Eligibility and Requirements

Each VP Participating SHS is required to:

- Open and maintain an account with the Land Bank of the Philippines (LBP).
- Create a VPB Folder for each VPB billed.

VPB Folder

All VPBs must have a VPB Folder

- VPBs who started in Grade 11 in the VP Participating SHS
 - **Automatically Qualified**
 - **Category A:** Public Grade 10 Completer in SY 2024-2025
 - Photocopy of Grade 10 Report Card (School Form 9)
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB
 - Data Privacy Notice

VPB Folder

All VPBs must have a VPB Folder (cont.)

- VPBs who started in Grade 11 in the VP Participating SHS
 - **Automatically Qualified**
 - **Category B:** ESC Grade 10 Completer in SY 2024-2025
 - ESC Certificate for Grade 10 ESC Completers
 - Photocopy of Grade 10 Report Card (School Form 9)
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB
 - Data Privacy Notice

VPB Folder

All VPBs must have a VPB Folder (cont.)

- VPBs who started in Grade 11 in the VP Participating SHS
 - **Qualified Voucher Applicants (QVA):**
 - **Category C and D:** Private Non-ESC Completer in SY 2024-2025 and Grade 10 completers prior to SY 2024-2025 from a Public or Private JHS
 - QVA Certificate
 - Photocopy of Grade 10 Report Card (School Form 9)
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB
 - Data Privacy Notice

VPB Folder

All VPBs must have a VPB Folder (cont.)

- VPBs who started in Grade 11 in the VP Participating SHS
 - **Qualified Voucher Applicants (QVA):**
 - **Category E: ALS QVA**
 - QVA Certificate
 - Photocopy of ALS Junior High School Level Certificate of Program Completion or Portfolio Assessment for Grade 10
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB
 - Data Privacy Notice

VPB Folder

All VPBs must have a VPB Folder (cont.)

- VPBs who started in Grade 11 in the VP Participating SHS
 - **Qualified Voucher Applicants (QVA):**
 - **Category F: PEPT QVA**
 - QVA Certificate
 - Photocopy of PEPT Certificate of Rating
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB
 - Data Privacy Notice

VPB Folder

All VPBs must have a VPB Folder (cont.)

- Transfer-in VPBs in Grade 12
 - VPB Transfer-out Certificate issued by previous SHS
 - Photocopy of PSA Birth Certificate
 - Photocopy of Grade 11 Report Card (School Form 9)
 - 2x2 photo of VPB
 - Data Privacy Notice

Processing of SHS VP Billing Statements (School)

Prerequisites Prior to Creation of SHS VP Billing Statement in the VMS

Validation of VPBs in the DepEd Learner Information System (LIS)

Update School Profile in the VMS

Encode/Update VPBs

Certification of School Fees

LBP STI1 or IMI1 Printout

Invoice and Summary of Invoices Form

Board Resolution or Secretary's Certificate

Creating SHS VP Billing Statements

Affixing of Electronic Signatures

Notarized Attestation to the List of Billed VPBs

Submission of SHS VP Billing Statements

Prerequisites Prior to Creation of SHS VP Billing Statement in the VMS

Encode all learners in the DepEd Learner Information System (LIS)

Update School Profile in the VMS

Encode/Update VPBs

Upload Supporting Documents

- LBP STI1 or IMI1
- Certification of School Fees
- Invoice
- Summary of Invoices Form

Prerequisites Prior to Creation of SHS VP Billing Statement in the VMS

Upload Supporting Documents (cont.)

- Board Resolution or Secretary's Certificate
- Electronic Signatures of Authorized Signatories
 - The VMS shall only allow the creation of SHS VP Billing Statements after the Board Resolution or Secretary's Certificate and the electronic signatures are validated by the PEAC RS.

Validation of VPBs in the LIS

Grade 11 VPBs encoded in the VMS shall be validated against the LIS to check the following:

- Enrolled in the VP Participating SHS in the current school year
- Grade Level in the current school year
- Date of First Attendance
- Previous JHS and type of JHS where the VPB completed Grade 10
- School year when the VPB completed Grade 10

Continuing VPBs in Grade 12:

- Enrolled in the VP Participating SHS in the current school year
- Grade Level in the current school year
- Date of First Attendance

Update School Profile in the VMS

Ensure that your school profile is updated in the VMS

- Basic School Profile
- School Officials
- School Signatories
- School Fees
- School Data
- LBP Account
- Contact Person

Details to be discussed in the VMS Walkthrough

Encode/Update VPBs

Update status of previous school year's VPBs

- Validate in the VMS after updating the status of the VPB

Encode Grade 11 VPBs

- Encode per VPB or upload CSV template.
- Ensure that all encoded Grade 11 VPBs are validated.

Transfer-in VPBs processed

- SHS VP Transfer-out Certificate issued by the previous school.

Certification of School Fees

Features of the Certification of School Fees

- Lists the school fees (tuition, other, and miscellaneous) from Grade 11 to Grade 12 per track and strand in SY 2025-2026.
- Template of the Certification of School Fees may be downloaded in the VMS.
- Signed by the School Billing Signatories.

LBP STI1 or IMI1 Printout

Features of the LBP STI1 or IMI1 Printout

- Printout issued by LBP that indicates the following:
 - Account Name should have **-SHS VP** affixed to the name of the school.
 - Account number of the VP Participating SHS
- Printout should be on or after **June 2025**.
- Signed by the LBP Branch Manager.
- LBP Accounts used for ESC Payments are not allowed.

Invoice and Summary of Invoices Form

Features of the Invoice

- Issued to the **Department of Education**.
- Issued for SHS VP Payments received in the previous school year.

Features of the Summary of Invoices Form

- Summary of Invoices Form may be downloaded in the VMS.
- Encode all invoices issued to SHS VP payments received in the previous school year.
- Required even if only one invoice was issued.

Board Resolution or Secretary's Certificate

Features of the Board Resolution or Secretary's Certificate

- Signatories to the VP Billing Statement and Supporting Documents
 - Full Name, Mobile Number, Email Address and signature specimen of the signatories should be clear and legible.
 - SHS VP Billing Statement (3 signatories)
 - School President/School Director or Authorized Representative
 - Finance Officer
 - School Registrar
 - Notarized Attestation to the List of Billed VPBs (2 signatories)
 - School President/School Director or Authorized Representative
 - School Registrar
- Template is available for download in the VMS.
- Board Resolution or Secretary's Certificate shall be notarized.

Creating SHS VP Billing Statements

Ensure that all VPBs billed meet the following:

- Listed in the School's Official Enrollment List (SF-1)
- Attending classes for 30 days
- Have complete documents in the VPB Folder

Do not bill names that have not met the above criteria.

Affixing of Electronic Signatures

Documents for Affixing of Electronic Signatures

- SHS VP Billing Statement
- Notarized Attestation to the List of Billed VPBs

Notarized Attestation to the List of Billed VPBs

Features of the Notarized Attestation to the List of Billed VPBs

- VMS printout should be used
 - Notarized Attestation to the List of Billed VPBs is per billing statement.
- Notary Dry Seal/Stamp
- Notarial Acknowledgement
 - Location and Date
 - Number of Pages
 - Signature of the Notary Public

Notarized Attestation to the List of Billed VPBs

Upload the Notarized Attestation to the List of Billed VPBs in the VMS

- Uploaded Notarized Attestation to the List of Billed VPBs in the VMS is a requirement prior to submission of SHS VP Billing Statements to the PEAC RS.

Submission of SHS VP Billing Statements

Submit the SHS VP Billing Statement to the PEAC RS

- Proceed to Billing Statement then “**Process SHS VP Billing Statement**” in the VMS.
- Click “**Submit**” button to submit the SHS VP Billing Statement to the PEAC RS.



PRIVATE EDUCATION ASSISTANCE COMMITTEE

Trustee of the Fund for Assistance to Private Education

