



Republic of the Philippines
Department of Education

APR 30 2026

DepEd ORDER
No. **011**, s. 2026

REVISED GUIDELINES ON THE IMPLEMENTATION OF EXPANDED GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION IN THE DEPARTMENT OF EDUCATION

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

1. The Department of Education (DepEd) issues the enclosed **Revised Guidelines on the Implementation of the Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE)**, which harmonize and update existing policies governing the implementation of the Educational Service Contracting (ESC), Teachers' Salary Subsidy (TSS), and Senior High School Voucher Program (SHS VP). These guidelines institutionalize unified mechanisms for the administration of all government assistance and subsidy programs under the E-GASTPE framework to promote equitable access to quality education, strengthen public-private complementarity, and ensure efficient fund utilization and accountability.
2. This Order aims to establish harmonized standards and procedures for E-GASTPE program implementation; ensure that assistance and subsidies are granted only to eligible learners and teachers through transparent and equitable mechanisms; reinforce planning, financial management, monitoring, and evaluation systems consistent with the program objectives of ESC and SHS VP; and clarify the responsibilities of DepEd offices, the Private Education Assistance Committee, and participating schools to support improved program governance, the decongestion of public junior high schools, and increased participation in SHS.
3. This Order is issued pursuant to Republic Act (RA) No. 6728 (An Act Providing GASTPE, and Appropriating Funds Therefor), as amended by RA 8545, otherwise known as the E-GASTPE Act, and is consistent with relevant DepEd Orders (DOs) governing the provision of financial assistance and subsidies in basic education.
4. The provisions of these guidelines shall apply to all programs implemented under the E-GASTPE framework, as well as to other assistance mechanisms that may subsequently be introduced or integrated by DepEd, consistent with this framework.

5. This Order repeals DO No. 20, s. 2017 (Guidelines on the Implementation of the ESC and TSS Programs in JHS Effective School Year 2017–2018) and DO No. 20, s. 2023 (Guidelines on the Implementation of the SHS VP) in their entirety. All Orders, Memorandums, and other related issuances, rules, regulations, and provisions concerning the ESC, TSS, and SHS VP that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

6. This Order shall take effect immediately upon its approval, issuance, and 15 days after its publication in the Official Gazette or a newspaper of general circulation. 3 Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

7. For more information, please contact the **Government Assistance and Subsidies Service**, Department of Education Central Office, or through email at gass@deped.gov.ph.

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




SONNY ANGARA
Secretary 

Encl.:

As stated

References:

DepEd Order Nos. (020, s. 2023; 20, s. 2017); 032 and 006, s. 2022;
1, s. 2016; and 46 and 11, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

FUNDS
LEARNERS
POLICY
PRIVATE EDUCATION
PROGRAMS
SCHOOLS
SECONDARY EDUCATION
STUDENTS
TEACHERS



REVISED GUIDELINES ON THE IMPLEMENTATION OF EXPANDED GOVERNMENT ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION (E-GASTPE) IN THE DEPARTMENT OF EDUCATION

**ARTICLE I:
INTRODUCTORY PROVISION**

Section 1. Title.

This Order shall be known as the Revised Guidelines on the Implementation of Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE) in the Department of Education (DepEd).

Section 2. Rationale.

Republic Act (RA) No. 8545, known as the *E-GASTPE Act* was enacted in February 1998, amending RA No. 6728, titled the *Government Assistance to Students and Teachers in Private Education (GASTPE) Act*. This law established the legal foundation for the creation of 2 key programs: the Educational Service Contracting (ESC) and the Teachers' Salary Subsidy (TSS), both of which support the constitutional mandate to provide financial assistance to stakeholders in private education.

The DepEd has issued several policies related to the abovementioned programs, which aims to improve access to quality Junior High School (JHS) education and ease congestion in public JHS such as Department Order (DO) No. 20, s. 2017, titled *Guidelines on the Implementation of the Educational Service Contracting and Teachers' Salary Subsidy Programs in Junior High School*, which took effect in School Year (SY) 2017-2018 and DO No. 20, s. 2023, titled *Guidelines on the Implementation of the Senior High School Voucher Program*. However, to be consistent with the current legal framework and improve efficiency of the implementation of the program, these Guidelines are hereby issued.

In response to reforms introduced under RA No.10533, otherwise known as the Enhanced Basic Education Act of 2013, the Philippine basic education system was expanded to include kindergarten and 2 additional years of Senior High School (SHS). Pursuant to Section 10 of RA No. 10533, the benefits granted under RA No. 8545, or the E-GASTPE Act, were correspondingly extended to eligible learners enrolled under the enhanced basic education program, including those in SHS.

Consistent with this mandate, DepEd is authorized to engage the services of private education institutions offering SHS through the programs under RA No. 8545 and other financial arrangements jointly formulated with the Department of Budget and Management (DBM), anchored on the principles of public-private partnership, to expand access to basic education, improve quality, and enhance system efficiency.

In line with the provisions of the RA No. 10533, DepEd has developed additional financial assistance programs similar to ESC schemes. This is the SHS VP which is designed to support and uphold the core objectives of the K to 12 Basic Education Program, particularly for private school learners in Grades 11 and 12.

In order to strengthen the disbursement process, clarify target beneficiaries, and to adapt to the evolving landscape of basic education, DepEd, through this Order, outlines its guidelines encompassing the eligibility criteria, procedures, activities, and other pertinent details necessary for the effective implementation of E-GASTPE

programs. This Order revises and consolidates previously issued DepEd guidelines related to ESC, TSS, and SHS VP, and introduces harmonized and strengthened quality assurance, eligibility targeting, and monitoring protocols to respond to the challenges identified in the national assessments and consultations.

Section 3. Scope.

This Order covers the implementation of the following E-GASTPE programs: (1) ESC; (2) TSS; and (3) SHS VP.

It outlines the administration, eligibility and selection criteria, implementation procedures, financial mechanisms, monitoring and evaluation processes, as well as the roles and responsibilities of stakeholders involved in delivering government assistance to all eligible learners, teachers, and implementing schools under the E-GASTPE programs.

This Order shall apply to DepEd Central, Regional, and Schools Division Offices (SDOs), participating schools, and other relevant stakeholders involved in implementation and oversight.

The implementation of this Order shall be nationwide, including in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), subject to the inclusion of the programs in the annual General Appropriations Act (GAA) under DepEd and relevant laws. The ESC, TSS, and the SHS VP are nationally funded programs of the National Government and shall not form part of the BARMM block grant.

Consistent with RA No.11054, or the Bangsamoro Organic Law, while the Bangsamoro Government exercises authority over education delivery within the BARMM, the implementation of national education assistance and subsidy programs funded through the GAA remains within the purview of the National Government, particularly for matters not devolved and for programs established by national law.

This Order shall take effect at the beginning of SY 2026-2027 and shall remain in force until amended or repealed.

Section 4. Definition of Terms.

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

- a. **Accreditation** – A process used to evaluate schools, programs, and other educational institutions to ensure that these institutions meet certain standards of quality. If the accrediting body determines that the institution meets the required standards, it grants accreditation status in accordance with established guidelines.
- b. **Alternative Learning System (ALS) Passers** – A learner who completed and successfully passed the Accreditation and Equivalency (A&E) Test under ALS.
- c. **Balik-Aral Learner** – A learner who went back to school and resumed study after at least a year of dropping out or discontinuing, in accordance with the DO No. 17, s. 2025, also known as the Revised Basic Education Enrollment Policy.
- d. **Basic Education Information System (BEIS)** – An information management system and database maintained by DepEd to gather, store, and analyze data from public and private schools on basic education.

- e. **Blended Learning Delivery Modality** – A learning delivery modality that combines face-to-face instruction with any or mix of online distance learning, modular distance learning, and television/radio-based instruction.
- f. **Certification** – A quality assurance mechanism for JHS and SHS facilitated by the Private Education Assistance Committee (PEAC), used to evaluate and certify the readiness and compliance of schools participating in E-GASTPE programs.
- g. **Community-Based Monitoring System (CBMS)** – An organized technology-based system of the Philippine Statistics Authority (PSA) used for collecting, processing, and validating necessary disaggregated data that may be used for planning, program implementation, and impact monitoring at the local level.
- h. **Congestion** – Refers to a state where student enrollment exceeds classroom capacity based on the DepEd’s standards for student-to-classroom ratios.
- i. **Critical Accidents** – A medically certified, severe and sudden injury resulting from an unforeseen event (e.g., major fracture, severe burn, or traumatic brain injury) that requires immediate and long-term medical treatment and significantly hinders the learner or immediate family member from participating in or supporting educational activities due to the substantial financial burden of medical care, rehabilitation, and related expenses.
- j. **Digital Signature** – A secure type of electronic signature consisting of a transformation of an electronic document or an electronic data message using an asymmetric or public cryptosystem such that a person having the initial untransformed electronic document and the signer’s public key can accurately determine:
 - i. whether the transformation was created using the private key that corresponds to the signer’s public key; and
 - ii. whether the initial electronic document had been altered after the transformation was made.
- k. **Electronic Signature (E-Signature)** – A distinctive mark, characteristic, and/or sound in electronic form, secured and non-secured, representing the identity of a person and attached to an electronic data message or electronic document.
- l. **Enterprise Information System (EIS)** – A web-based system developed and maintained by the PEAC to manage school participation in the E-GASTPE programs.
- m. **ESC Information Management System (ESC IMS)** – A web-based system developed and maintained by the PEAC for the creation, submission, and processing of ESC billing statements of ESC participating schools.
- n. **ESC-participating JHS** – A Private JHS recognized by DepEd and certified by the PEAC or accredited by any member of the Federation of Accrediting Agencies of the Philippines (FAAP) to participate in the ESC program.
- o. **ESC School Committee** – A school-based body that screens, selects, and documents ESC-eligible learners per DepEd guidelines. It is chaired by the school head with 1 parent representative from the Parent-Teacher Association (PTA) and 1 teacher representative from the faculty association as members.

- p. **Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE)** – A program mandated by RA No. 6728 as amended by RA No. 8545, which provides financial support to eligible learners and teachers in private schools through schemes like ESC, SHS VP, and TSS to expand access to quality education.
- q. **E-GASTPE Program Beneficiary** – A learner or teacher who has met the eligibility criteria set by DepEd and is granted financial assistance under the E-GASTPE program.
- r. **Federation of Accrediting Agencies of the Philippines (FAAP)** – An umbrella organization of the accrediting agencies authorized by the Commission on Higher Education (CHED) and the DepEd to review, approve, and certify the accrediting decisions made by the accrediting agencies to grant progressive deregulation and other benefits.
- s. **Force Majeure** – Refers to unforeseeable events beyond the control of the learner, parent/guardian, school, or implementing agencies (e.g., natural disasters, calamities, public health emergencies, or wars) that prevent compliance with program requirements or continuation of schooling.
- t. **Full-time teacher** – Refers to a licensed teacher who is designated to render at least 6 hours of actual classroom teaching per day, or its equivalent, in accordance with applicable DepEd guidelines.
- u. **Government Recognition** – A government authority granted by DepEd to a private school that has fully complied with the prescribed standards for operating specific educational program.
- v. **Learner Information System (LIS)** – An information management system and database maintained by DepEd to track and monitor learners' identity details, enrollment information, status and movement and other relevant data.
- w. **Misrepresentation** – An act of providing false or misleading information with the intent to deceive in order to gain an unfair advantage, manipulate outcomes, or avoid accountability.
- x. **Monitoring Findings** – A documented result of monitoring activities conducted in participating schools to assess compliance with program guidelines, standards, and implementation requirements. The report includes both positive observations such as strengths, best practices, and areas of commendable performance and negative findings, including issues, deficiencies, non-conformities, or instances of non-compliance that require corrective actions.
- y. **National ID** – A physical identification card issued by the PSA that contains essential information about an individual's identity and serves as the official government-issued identification document for transactions with National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and private sector entities.
- z. **Non-DepEd Public School** - An educational provider not directly operated by DepEd but authorized to offer SHS program. These may include State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and Technical-Vocational Institutions (TVIs).



- aa. **Non-Existent Learner** – Refers to a learner who is found to have no actual attendance and/or no record of presence in the school, such as a learner who falls under any of the circumstances:
- i. is not physically present in the school due to the following:
 - (a) enrolled in another school as validated in the LIS and/or validated by the DepEd field officials
 - (b) Grade 10 or 12 completer
 - (c) listed multiple times in the same school or in different private participating school
 - ii. has no learner data in the LIS after the conduct of thorough system validation; or
 - iii. is not listed in the school's official Class Record, School Register (SF1), or Daily Attendance of Learners (SF2).
- bb. **Non-Existent Teacher** – Refers to a teacher who is found to have no actual record and/no presence in the school, such as a teacher who falls under any of the following circumstances:
- i. not physically present in the school for the required reporting periods or official class days, despite being reflected in the school's records as part of its teaching personnel;
 - ii. is concurrently employed, contracted, or actively rendering service in another entity, and is unable to fully discharge the teaching assignment for which they are reported under the program;
 - iii. has an executed contract, appointment, or service agreement with the school but fails to report, fails to assume duties, or has never appeared in the school at any time within the prescribed period of engagement;
 - iv. absence of any verifiable documentation such as class schedules, teaching loads, attendance logs, or submitted reports showing that the teacher rendered service at any point within the engagement period; or
 - v. cannot be located or contacted by DepEd or PEAC, with no available record confirming initial reporting, orientation attendance, or assignment acceptance.
- cc. **Online Voucher Application Portal (OVAP)** – A web-based system developed and maintained by the PEAC in which eligible and incoming Grade 11 learners can submit applications for the SHS VP.
- dd. **Philippine National Public Key Infrastructure (PNPKI)** – A virtual key that allows its user to encrypt or hide data into a code, embedding important transactions like email exchanges to protect them from hackers.
- ee. **Prolonged Illness** – A medically certified health condition, whether acute or chronic, including both life-threatening condition (e.g. cancer, stroke, or major

organ failure) and non-life threatening conditions that require long-term treatment or recurring medical care that results in the learner's absence from school or inability to perform academic duties and participate in school-related activities for a period of at least ninety (90) consecutive calendar days within a given school year.

- ff. **Provisional Permit to Operate** – An authorization issued by DepEd to a private school, or to a specific program or SHS level it offers, allowing the school to start or continue operations while working toward full government recognition, subject to compliance with DepEd requirements and issuances.
- gg. **Qualified Voucher Applicant (QVA)** – A voucher applicant whose online application is approved, and thus, is considered a Qualified Voucher Recipient (QVR).
- hh. **Qualified Voucher Applicant (QVA) Certificate** – A document received by the QVA through the OVAP once the application is approved. The QVA Certificate is used to redeem vouchers.
- ii. **Qualified Voucher Recipient (QVR)** – A collective term for a Grade 10 completer who is eligible to avail of the voucher, either as a priority qualified learner or as a QVA.
- jj. **Refund** – An act of returning the subsidy amount to DepEd due to erroneous billing or payment, when a learner drops out, transfers to a non-participating school, passes away, or under such circumstances as provided in this Order.
- kk. **Reimbursement** – A repayment made to a learner or parent who initially advanced payment for a subsidy that is later covered by government assistance.
- ll. **Social Equity Groups (SEG)** – Sectors of society identified as vulnerable due to poverty, disability, indigenous identity, geographic location, or other socioeconomic barriers, and given prioritization in DepEd's government assistance and subsidy programs.
- mm. **SHS VP School Committee** – A school-based body that screens, selects, and documents SHS VP eligible learners per DepEd guidelines. It is chaired by the school head with 1 parent representative from the PTA and 1 teacher representative from the faculty association as members.
- nn. **Termination** – An administrative action of DepEd that results in the cessation of subsidies for an educational institution under the E-GASTPE programs due to program violations.
- oo. **Voucher Applicant (VA)** – A learner who applies, either through the Voucher Program (VP)-participating SHS or OVAP, to qualify for the SHS VP.
- pp. **Voucher Management System (VMS)** – A web-based system developed and maintained by PEAC for the creation, submission, and processing of SHS VP billing statements of VP-Participating SHSs.
- qq. **Voucher Program Beneficiary (VPB)** – A QVR who avails the voucher through successful voucher redemption.

- rr. **Voucher Program (VP)-Participating SHS** – A Private SHS recognized by DepEd and passed the certification or accredited by any member of the FAAP to participate in the SHS VP.
- ss. **Voucher Redemption** - A process of availing a voucher by enrolling in a VP-Participating SHS.

Section 5. Policy Statement.

It is the unequivocal policy of the DepEd to uphold every Filipino’s constitutional right to inclusive, equitable, and quality basic education. This commitment, as articulated in the Quality Basic Education Development Plan (QBEDP) 2025-2035 and guided by the Administration’s 5-Point Reform Agenda, is pursued not only through direct public provision but also through the strategic engagement of private educational institutions.

DepEd recognizes the complementary role of private schools, as provided under RA No. 8545 and DO No. 006, s. 2024, in fulfilling the State’s mandate to ensure accessible and future-ready education for all learners. Strengthening public-private partnership remains vital to expanding education opportunities, particularly for those belonging to underserved and marginalized sectors.

This Order seeks to extend tuition subsidies primarily to financially disadvantaged learners, with coverage extended to eligible learners from poor to middle-middle income households to enable access to quality education through participating private schools and to support the decongestion of public schools. It further aims to institutionalize transparent, efficient, and accountable mechanisms in the administration of government assistance and subsidy programs in basic education.

ARTICLE II: EDUCATIONAL SERVICE CONTRACTING (ESC)

Section 6. Description.

The **Educational Service Contracting (ESC) Program** is a government assistance program that grants tuition subsidies to eligible incoming Grade 7 learners, subject to established eligibility and prioritization criteria for enrollment in participating private JHSs.

The subsidy covers 4 consecutive years of JHS, beginning in Grade 7. In instances where academic completion extends beyond 4 years, the grant shall remain applicable only for a maximum of 4 years. Continued assistance is conditional upon the grantee’s promotion to the next grade level and ongoing enrollment in an ESC-participating JHS for each school year.

The ESC grant shall not be construed as a scholarship or a tuition fee discount. However, grantees are expected to maintain a satisfactory level of academic performance, obtaining at least a passing grade required for grade-level promotion in accordance with existing DepEd guidelines to remain eligible for the subsidy.



**ARTICLE III:
ESC GRANTEE**

Section 7. Eligibility.

Filipino learners who have graduated Grade 6 may be considered eligible under the ESC Program, provided that they satisfy at least 1 of the prescribed eligibility criteria under Section 8 of this Order, in accordance with the program's prioritization guidelines and subject to the availability of subsidy slots.

Section 8. Categories.

Grade 6 graduates who meet the priority eligibility criteria below shall be given priority as ESC grantees to ensure their continued access to and participation in private secondary education.

The prioritization of applicants shall be carried out sequentially, from Category A through Category D, with applicants under Category A receiving first priority, followed by those Categories B, C, and D, respectively. For Category B, priority shall be given to Grade 6 graduates coming from congested public schools or those living in areas with congested public schools at the SDO level.

Within each category, learners belonging to poor income households shall be given priority over those from low-income households, followed by those from lower-middle income, and middle-middle income households in accordance with the income classifications established by the Philippine Institute for Development Studies (PIDS).

Eligible learners shall submit complete and accurate documentary requirements directly to their chosen ESC-participating JHS upon enrollment.

The ESC School Committee shall approve applicants for acceptance into the ESC Program only after a thorough review and verification of the learners' application and supporting documents, provided that the total number of accepted applicants does not exceed the school's allocated ESC slots.

Table 1. Priority Applicant Learners under ESC

Category	Eligibility Criteria	Documentary Requirements
A	Grade 6 graduates under the following SEG , except ALS: <ol style="list-style-type: none"> i. Poor or near poor based on the CBMS. ii. Beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps). iii. Learners residing in Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCAs). iv. Learners from Indigenous Peoples (IP) communities. v. Persons with Disabilities (PWDs). vi. Learners with special needs. 	<ol style="list-style-type: none"> 1. Valid documentary evidence of Philippine citizenship and residency (e.g. National ID, Birth Certificate, Passport, etc.) 2. SF 9 - Learner's Progress Report Card 3. Accomplished ESC Application Form (Annex D) 4. Other supporting documents for specific classification: <ol style="list-style-type: none"> i. For beneficiaries of 4Ps - Copy of 4Ps ID issued by the Department of Social Welfare and Development (DSWD) ii. For learners residing in GIDCAs - Barangay Certification specifying that

Category	Eligibility Criteria	Documentary Requirements
		<p>the learner is residing in GIDCA or Certification from the Department of Health - Center for Health Development (DOH-CHD) or other authorized agency.</p> <p>iii. For Learners from Indigenous Peoples (IP) communities – Copy of Certificate of Indigenous People Membership (CIPM) issued by the National Commission on Indigenous Peoples (NCIP), and/or an equivalent certification issued by a recognized Tribal Leader or authorized representative of the indigenous community where the learner belongs.</p> <p>iv. For Persons with Disabilities (PWDs) – Copy of PWD ID issued by LGU or other authorized agency.</p> <p>v. For Learners with special needs – Medical or psychological assessment or equivalent proof of the learner’s special needs or disability.</p>
B	Grade 6 graduates from public schools except those in ALS, belonging to poor to middle-middle income households.	<ol style="list-style-type: none"> 1. Valid documentary evidence of Philippine citizenship and residency (e.g. National ID, Birth Certificate, Passport, etc.) 2. SF 9 - Learner’s Progress Report Card 3. Accomplished ESC Application Form (Annex D) 4. Affidavit of Family’s Financial Capacity (Annex F) with attached applicable supporting document(s): <ol style="list-style-type: none"> i. For employed locally: Income Tax Return (ITR), Certificate of Employment, ITR 2316, or recent Payslip ii. For employed abroad: Certificate of Employment, Employment Contract, or recent Payslip iii. If with business: Notarized Affidavit

Category	Eligibility Criteria	Documentary Requirements
		iv. If unemployed: Certificate of Tax Exemption or Barangay Certificate of Indigency
C	Grade 6 passer of the ALS Accreditation and Equivalency (A&E) Test or the Philippine Educational Placement Test (PEPT), belonging to poor to middle-middle income households.	1. Valid documentary evidence of Philippine citizenship and residency (e.g. National ID, Birth Certificate, Passport, etc) 2. Accomplished ESC Application Form (Annex D) 3. Any of the acceptable proof, as applicable: <ul style="list-style-type: none"> i. For ALS A&E Test and PEPT Passers: Certificate of Rating issued by the Bureau of Education Assessment (BEA) ii. For ALS A&E Test Passers: <ul style="list-style-type: none"> • List of passers issued by BEA to SDO and officially released to schools through a Division Memorandum; or • List of passers released through a DepEd Memorandum and posted on the DepEd website 4. Affidavit of Family's Financial Capacity (Annex F) with attached applicable supporting document(s): <ul style="list-style-type: none"> i. For employed locally: Income Tax Return (ITR), Certificate of Employment, ITR 2316, or recent Payslip ii. For employed abroad: Certificate of Employment, Employment Contract, or recent Payslip iii. If with business: Notarized Affidavit iv. If unemployed: Certificate of Tax Exemption or Barangay Certificate of Indigency
D	Grade 6 graduates from private schools belonging to poor to	1. Valid documentary evidence of Philippine citizenship and



Category	Eligibility Criteria	Documentary Requirements
	<p>middle-middle income households.</p>	<p>residency (e.g. National ID, Birth Certificate, Passport, etc)</p> <p>2. SF 9 - Learner's Progress Report Card</p> <p>3. Accomplished ESC Application Form (Annex D)</p> <p>4. Affidavit of Family's Financial Capacity (Annex F) with attached applicable supporting document(s):</p> <ul style="list-style-type: none"> i. For employed locally: Income Tax Return (ITR), Certificate of Employment, ITR 2316, or recent Payslip ii. For employed abroad: Certificate of Employment, Employment Contract, or recent Payslip iii. If with business: Notarized Affidavit iv. If unemployed: Certificate of Tax Exemption or Barangay Certificate of Indigency

Section 9. Targeting and Prioritization Mechanism.

To strengthen equity, accountability, and targeting precision under the E-GASTPE Program, DepEd-Government Assistance and Subsidies Service (GASS) shall adopt a targeting and prioritization mechanism as part of its ongoing program reforms.

The mechanism shall assess the economic circumstances of learner-applicants using relevant household-level information and nationally recognized data references, for purposes of informing beneficiary prioritization and improving the allocation of government assistance.

The targeting mechanism may initially be implemented on a pilot basis. During the pilot phase, the results shall be used for profiling, analysis, and policy refinement and shall not serve as the sole basis for disqualification of applicants.

The specific methodology, indicators, thresholds, and operational procedures shall be defined through subsequent guidelines, issuances, or administrative instructions to allow technical refinement and alignment with national systems and evolving program requirements.

Section 10. Ineligibility.

Learners who fall under any of the following circumstances shall not be eligible for the ESC:

- a. Learners who are not Filipino citizens;
- b. Learners residing or studying outside the Philippines; or
- c. Learners enrolling in non-ESC participating schools.



Section 11. Evaluation Procedure for Priority Applicant Learners in ESC-Participating JHS.

ESC-participating JHSs shall ensure the proper, transparent, and compliant implementation of the following processes in accordance with the program’s implementation guidelines. The ESC School Committee shall exercise due diligence and ensure that the learners are screened and selected with fairness and impartiality observed throughout the process. The ESC School Committee is composed of the following:

Table 2. Composition of ESC School Committee

Position	Representative
Chairperson	School Head
Member	1 Parent Representative from PTA
Member	1 Teacher Representative from the Faculty Association

The procedures outlined below shall govern the screening, evaluation, and approval of priority learners with eligibility under the ESC.

- a. The ESC School Committee reviews and evaluates the submitted documents of all potential ESC grantees within ten (10) working days from the deadline of submission of application.
- b. Eligible learners shall be selected from the pool of submissions in accordance with prioritization guidelines. Once the evaluation procedure is conducted, the ESC School Committee shall accomplish the Application Evaluation Matrix (**Annex G**) with readily available supporting documents substantiating each learner’s compliance or non-compliance with the eligibility criteria. Below are the data that must be accomplished using **Annex G** attached in this Order:
 - A list of all learner-applicants determined as eligible and their grade levels and applicable category (A, B, C, and D).
 - A list of learner-applicants whose applications were disapproved and justification for the disapproval.

Learners determined ineligible in the ESC School Committee screening process shall be notified within 3 working days after the conduct of evaluation, through a written letter signed by the ESC School Committee Chairperson addressed to the learner and their parent or guardian, stating the reason of the disapproval

- c. The ESC School Committee shall submit the duly accomplished Application Evaluation Matrix—certified by the School Head or equivalent authority—to PEAC via IMS.
- d. The ESC-participating JHS shall notify learners of the results of the screening and evaluation process, as well as the next actions to be taken by learners to fully acquire the subsidy assistance. Learners whose applications were disapproved shall no longer be entitled to any form of remedy, appeal, or



reapplication, unless otherwise permitted under conditions prescribed by DepEd.

All documentary requirements submitted by approved ESC grantees, shall be properly filed and maintained in an individual folder per grantee. These records shall be retained for at least 5 years and shall be made available for validation, monitoring, inspection, or audit, as may be required by DepEd or PEAC.

Section 12. Grounds for ESC Application Disapproval.

The following shall constitute valid grounds for the disapproval of applications from potential ESC grantees:

- a. **Failure to Meet Eligibility Criteria** – Applications submitted by learners who do not meet some or all of the established eligibility requirements of the ESC Program.
- b. **Falsified or Misleading Information** – Any application containing false, misleading, or intentionally misrepresented information, whether in the application form or supporting documents.
- c. **Late Submission** – Applications and/or supporting documents submitted after the deadline prescribed by DepEd-GASS shall not be accepted or processed.
- d. **Incomplete Requirements** – Applications with incomplete information or missing supporting documents shall be considered invalid and shall not be processed.

Section 13. Grounds for Termination of ESC Grantees from ESC.

A grantee's participation in the ESC shall be terminated under any of the following circumstances:

- a. Dropping out within the school year without a valid reason as provided under Section 14 of this Order;
- b. Failure to be promoted to the next grade level;
- c. Received notice of suspension exceeding 2 weeks, or dismissal or expulsion from the school on disciplinary grounds, following due process conducted by the school;
- d. Failure to re-enroll in the succeeding school year without valid justification, except for learners under cases provided in Section 14 of this Order who have been duly granted a subsidy extension by DepEd;
- e. Transfer to a private JHS that does not participate in the ESC Program; or
- f. Transfer to a public JHS.

Section 14. ESC Grantees Under "Balik-Aral" and Transferees.

a. Balik-Aral

Learners who dropped out for valid and verified reasons, as indicated in Table 3 of this Section, may reinstate their ESC subsidy by re-enrolling in an ESC-



participating JHS within 2 school years from the time they stopped schooling. During this period, the subsidy shall be placed on hold and will only be reactivated upon re-enrollment in an ESC-participating JHS.

Failure to re-enroll within the allowed period shall result in the permanent loss of the ESC grant.

The funding source for the reactivation of the subsidy shall be determined by DepEd-GASS, subject to the following factors:

1. Availability of program funds;
2. Compliance with DepEd’s accounting and budgetary regulations governing the use and reallocation of subsidy funds;
3. Timing of re-enrollment and alignment with the program’s implementation schedule; and
4. Validation and approval of the learner’s justification for discontinuing or dropping out, as endorsed by the school and verified by PEAC.

The following cases shall constitute valid grounds for a Balik-Aral learner to be reinstated in ESC:

Table 3. Balik-Aral Learners Documentary Requirements for ESC

Case	Supporting Documents
Prolonged illness including physical and psychological conditions that require extended medical treatment and prevents the learner from attending school.	<ol style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Medical certificate or clinical assessment signed by a licensed physician or mental health professional, indicating illness, duration of treatment, interventions provided, and medical clearance to resume studies via formal or in-person attendance.
Critical accidents resulting in physical or psychological conditions that temporarily hinder the learner’s ability to continue schooling.	<ol style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Medical certificate or clinical assessment signed by a licensed physician or mental health professional, indicating the accident, duration of treatment, interventions provided, and medical clearance to resume studies via formal or in-person attendance.
Incidents of bullying that cause the learner to discontinue enrollment for safety or psychological reasons.	<ol style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Certification issued by the school’s Child Protection Committee (CPC), guidance counselor, or licensed psychologist, indicating the case, interventions provided, and clearance to resume studies via formal or in-person attendance.

Case	Supporting Documents
<p>Force majeure events, such as natural disasters, calamities, public health emergencies, or wars which caused the learner to discontinue enrollment.</p>	<ul style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Certification or validation issued or endorsed by the SDO based on available records, coordination with relevant local authorities, or submitted supporting documents, confirming the incident and its impact on the learner.
<p>Displacement due to involuntary relocation including armed conflict or other forms of involuntary relocation that interrupted the learner’s schooling.</p>	<ul style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Certification or validation issued or endorsed by the SDO based on available records, coordination with relevant NGAs and local government authorities, or submitted supporting documents, confirming the incident and its impact on the learner
<p>Early parenthood, in which learners become parents at a relatively young age, requires a temporary pause from schooling to allow for appropriate medical care, personal well-being, and necessary adjustments. This includes:</p> <ul style="list-style-type: none"> a. female learners who experience early pregnancy; and b. male learners who assume early fatherhood responsibilities. 	<ul style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Medical certificate or clinical assessment signed by a licensed physician, midwife, or health professional, indicating the learner’s pregnancy history and clearance to resume studies via formal or in-person attendance.
<p>Death of a parent or legal guardian, which leads financial distress affecting the learner’s schooling.</p>	<ul style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Copy of PSA-registered death certificate or Local Civil Registry registered death certificate iii. Affidavit of Family’s Financial Capacity (Annex F)

b. Transferees

Transferring to another JHS is permitted. However, an ESC grantee who transfers to a private non-ESC-participating JHS or to a public JHS shall forfeit the subsidy and shall be considered terminated from the ESC Program.

b.1 Subsidy Implications on School Transfers under ESC

- 1. The releasing school shall immediately inform the parents or guardians of the potential subsidy adjustment prior to the transfer, using the Transferee

Subsidy Cost Implication Waiver (**Annex H**). The waiver must be duly signed by the school personnel, the learner, and his/her parent or guardian.

2. In cases of learner transfer, the applicable subsidy shall be the lower amount between the releasing and accepting schools, with the cap set at the lower subsidy amount.
3. All school fees not covered by the subsidy shall be the responsibility of the learner and/or the parent or guardian.

Any disputes concerning subsidy amounts, billings, subsidy allocation, or related concerns must be submitted by the learner or the school to PEAC for initial review. PEAC shall forward the relevant documents to DepEd through GASS for review, evaluation, and appropriate action in accordance with this Order.

Table 4. Case Situation and Corresponding Actions for Transferees

Situation/Condition	Learner Status	Prescribed Action
The subsidy was withheld during the LIS validation of GASS.	The learner transferred to another ESC-participating school within 2 nd quarter/1 st term.	The subsidy for the current school year shall be released in full to the accepting school.
	The learner transferred to another ESC-participating school after 2 nd quarter/1 st term.	The subsidy for the current school year shall be released in full to the releasing school. The accepting school shall not receive any subsidy of the learner for the current school year. Should the learner enroll in the accepting school in the following school year, the full subsidy amount shall then be released to the accepting school.

**ARTICLE IV:
ESC-PARTICIPATING JHSs**

Section 15. Eligibility.

An institution may participate in ESC upon fulfillment of the following requirements:

- a. **Valid government recognition** – The school must hold a valid Certificate of Recognition attesting compliance with the regulatory standards and policies set and issued by DepEd.
- b. **Certification or Accreditation** – The school must either:
 - i. be FAAP-accredited; or

- ii. passed the Certification.

All JHSs seeking to participate in the ESC Program shall comply with the regulatory procedures and documentary requirements prescribed in the official application process. Strict adherence to all relevant DepEd guidelines and quality assurance standards is mandatory to ensure proper evaluation, validation, and determination of eligibility for program participation.

Section 16. Ineligibility.

A JHS shall be deemed ineligible to participate in the ESC program under **any** of the following circumstances:

- a. Without a valid DepEd-issued Certificate of Government Recognition;
- b. Not accredited by any member agency of FAAP or failed to obtain or pass the Certification; or
- c. Private school with active suspension or termination from the ESC Program.

Section 17. Requirements.

An eligible JHS interested in applying for the ESC program is required to access the PEAC EIS via **<https://eis.peac.org.ph>** to create an account and submit the requirements specified in the PEAC list.

ESC-participating JHS shall also be required to submit with the following:

- a. Copy of the DepEd Certificate of Recognition;
- b. Valid FAAP Certificate of Accreditation or Certification with a passing remark; and
- c. An active Land Bank of the Philippines (LBP) account number reflected in an STI1 (savings account) or IMI1 (current account) printout officially registered in the name of the school and used exclusively for transactions related to the DepEd Subsidies and Voucher Programs or Bank Certification from LBP branch indicating school name, account number, and a statement confirming that it is issued for billing purposes.

Section 18. Certification.

Only JHSs not accredited by any member of FAAP, shall undergo Certification. For detailed information on the assessment process, please refer to the official PEAC website via **<https://peac.org.ph/certification/>**.

Section 19. ESC Slot Allocations.

Slot allocations represent the number of Grade 7 grantees that an ESC-participating JHS may admit for the school year. These allocations are determined based on the school's capacity to accommodate grantees, with priority given to learners with established eligibility and prioritization criteria.

Schools may be allotted up to a standard **fifty (50) slots** or a reduced number thereof, depending on the number of eligible beneficiaries determined in accordance with the established prioritization guidelines.

There are different types of ESC slots allocated to the ESC-participating JHSs provided below:

a. Fixed Slots

Fixed slots are slots given automatically to newly ESC-participating JHSs. They are granted **a maximum of fifty (50) fixed slots** at the onset of ESC implementation in the said JHS.

For private JHSs that have been participating in ESC in the previous SYs, the total utilized slots during the last SY shall be granted or fifty (50) slots, whichever is higher.

b. Additional Slots

Additional slots refer to those requested by ESC-participating JHSs in excess of their existing slot allocation.

The approval and allocation of additional ESC slots shall be subject to the discretion of DepEd based on the availability of funds. Priority consideration shall be given to schools serving learners from public schools experiencing **congestion at the SDO level**.

Section 20. Process for Requesting Additional Slots.

An ESC-participating JHS that seeks to request additional ESC slots to accommodate additional grantees shall observe the following procedures:

- a. The requesting school shall access its account in the ESC IMS to complete and submit the necessary forms and requirements;
- b. Requests for additional slots submitted directly to DepEd by ESC-participating JHSs shall not be processed and will be redirected to the ESC IMS for proper submission and evaluation;
- c. PEAC shall evaluate and consolidate all requests received and subsequently endorse them to DepEd through GASS for validation in the LIS; and
- d. ESC-participating JHSs with pending requests may pre-identify potential ESC grantees for the requested slots, provided that the learners meet the established eligibility criteria set by the DepEd. The school shall inform potential grantees and their parents or guardians of the status and conditional nature of the request.
- e. It shall be emphasized that an eligible learner awaiting approval of additional ESC slots is not guaranteed to receive an ESC grant unless the DepEd Central Office issues an official approval.
- f. **Requests for additional slots shall be submitted on or before April 30** preceding the start of the next school year. All submissions shall be made exclusively through the ESC IMS and evaluated in accordance with the prioritization criteria.
- g. The documentary requirements for learners under the request for additional slots shall be consistent with those prescribed in this Order. In addition, the requesting ESC-participating JHS shall submit a justification letter



addressed to DepEd Central Office through GASS-Operations and Data Management Division (ODMD) detailing the basis for the request, such as:

- i. significant increases in the number of ESC-eligible learners that exceed the school's fixed slot allocation; and
- ii. the school's location is in a congested SDO.

Section 21. Applicable ESC Grant.

The amount of the ESC grant depends on the location of the ESC-participating JHS. The payment is made to the school, and the subsidy amount received in Grade 7 remains the same throughout its four-year term. The amounts of the grants are shown below:

Table 5. Amount of ESC Grants

Schools in the National Capital Region (NCR)	Highly Urbanized Cities (HUCs) Outside NCR	All Other Locations
P13,000.00	P11,000.00	P9,000.00

However, if the total school fees declared by the school in the ESC IMS are lower than the amount of the ESC grant, the school will only be paid for the total school fees.

The subsidy values and geographic tiering shall be subject to periodic review. Any revisions shall be approved by the State Assistance Council (SAC) or, in the absence or non-operation of SAC such as in cases of non-convening, membership withdrawal, or until RA No. 8545 is amended, DepEd may also determine or adjust subsidy amounts as deemed necessary to ensure effective program implementation.

Section 22. ESC Schedule of Implementation.

Learners, program implementers, and participating schools are enjoined to observe all significant dates pertaining to the ESC Program. The timeline for the processing of billing statements shall be reckoned from the opening of classes. An official implementation timeline shall be issued by the DepEd through a separate issuance.

**ARTICLE V:
TEACHER'S SALARY SUBSIDY (TSS)**

Section 23. Description.

The **Teachers' Salary Subsidy (TSS)** provides financial assistance to eligible teachers in participating JHSs to help address salary disparities and support the continued delivery of quality private education services. Consistent with the provisions of DO No. 6, s. 2024, this initiative upholds the public-private complementarity framework in basic education by supporting the retention of eligible teachers in private schools.

The TSS shall not be construed as an additional salary, incentive, or mandatory compensation beyond what private schools are obligated to provide their teachers. Rather, it is a targeted form of government assistance designed to supplement the

compensation of eligible teachers who directly support the delivery of E-GASTPE-funded programs in their respective schools.

The funding allocation for the TSS program falls under the ESC component. In accordance with existing policies and guidelines, only teachers employed in ESC-participating schools are covered by the TSS program. Any expansion of coverage shall require the issuance of a DO or a subsequent legislative amendment to the RA No. 6728 as amended by RA No. 8545.

Section 24. Teacher Eligibility.

To ensure that TSS is granted solely to eligible individuals, the following requirements are hereby established and shall be strictly observed.

Table 6. Eligibility and Documentary Requirements to Submit for TSS

Eligibility	Documentary Requirements
<ul style="list-style-type: none"> a. Must possess at least a Bachelor’s Degree in Education or any related field, with the required Education units as prescribed by CHED and the Professional Regulation Commission (PRC) before the billing period of the current school year. b. Licensed professional teacher in the Philippines. 	<ul style="list-style-type: none"> • Copy of valid Teacher License • For recent board passers – Copy of Certificate of Eligibility or Certificate of Rating
<ul style="list-style-type: none"> c. Must possess a valid employment record as full-time classroom teacher at an ESC-participating school. 	<p>Any of the following proof of employment:</p> <ul style="list-style-type: none"> i. Notarized appointment; or ii. Notarized employment contract <p>Reflecting the following pertinent information:</p> <ul style="list-style-type: none"> • Employment status (regular/permanent, probationary, part-time, project-based, substitute, etc.) • Assigned level (Elementary, JHS, SHS) • Official date of hiring or start of official teaching assignment • Length of service (calculated from the official date of hiring to the current date or end of service, if applicable) • Assigned Duties • Schools Conditions, Representations and Warranties, if any
<ul style="list-style-type: none"> d. Teach at least three hundred sixty (360) teaching minutes a week, 	<p>The following documents must be submitted as proof of compliance:</p> <ul style="list-style-type: none"> i. Teaching Assignment Form (Annex I)



Eligibility	Documentary Requirements
<p>regardless of subject, to ESC-grantees.</p>	<p>Class schedule or teaching load indicating a minimum of three hundred sixty (360) minutes of teaching per week for ESC grantees, regardless of the subject taught, duly certified by the school head or an equivalent school official authorized to sign on behalf of the school.</p> <p>ii. Attestation Certificate for TSS Applicant (Annex J)</p> <p>A certification from the school head or equivalent school official attesting that the teacher/s meets all eligibility criteria for the TSS, including active employment status and the required teaching load with ESC grantees.</p> <p>iii. TSS Data Privacy Consent and Validation Authorization (Annex L)</p>

Section 25. Ineligibility.

The following constitute ineligibility from the TSS program:

1. Employed in private schools that are not recognized as ESC participating institutions;
2. Simultaneously employed in any public school or another private educational institution as a permanent and full-time classroom teacher;
3. Currently receiving or have previously received TSS for another level, or from other ESC participating schools outside their official school of employment;
4. Engaged in positions not directly related to classroom teaching (e.g., Administrative/Clerical, Student Support, Technical, Consultancy, or similar functions) which fall outside the scope of the TSS program's intent;
5. Implements instructional delivery through full online modalities or other alternative methods that fall outside DepEd's primary learning modality, which is in-person; or
6. With final and executory administrative or criminal cases that may compromise their professional standing, good moral character, or licensure status.
7. Teaches in an ESC-participating school but does not teach ESC-grantees.

Section 26. Applicable Subsidy Value.

The subsidy for TSS recipients shall amount to Twenty-Four Thousand Pesos **(P24,000.00)** per eligible private school teacher covering ten (10) months of active teaching service per school year.

However, the total monthly salary which includes the subsidy to be received by such private high school teachers shall not be more than eighty percent (80%) of the salary of his counterpart in the public sector. Further, that the amount of monthly subsidy shall not exceed the amount of any monthly salary increase that teachers in public high schools shall receive.

This amount shall be reviewed periodically. Any revisions thereto shall be approved by the SAC or, in the absence or non-operation of SAC such as due to non-convening, withdrawal of membership or until such time that RA No. 8545 is amended, DepEd may also determine or adjust the amount as deemed necessary to ensure the effective and equitable implementation of the program.

Section 27. Release of the TSS Grant.

TSS funds shall be released through ESC participating schools, which shall ensure the timely and full payment of the subsidy to eligible TSS recipients within sixty (60) days after the close of the school year upon submission of proof of qualification and actual teaching service. TSS recipients who have rendered at least ten (10) months of service in a participating school shall receive the full subsidy, while those who have rendered less than ten (10) months of service shall receive the subsidy on a **prorated basis**, corresponding to the actual period of service rendered.

Schools shall exercise due diligence in the administration, disbursement, and documentation of all TSS-related transactions.

Section 28. Disbursement of TSS Grants for Teachers on Leave, Separated, Suspended, Deceased, and other Circumstances.

The TSS grants is subject to adjustment when a teacher's employment status, service duration, or personal circumstances affect eligibility or entitlement. These adjustments are made to ensure fair and accurate allocation of funds and shall be applied strictly in accordance with the DepEd implementing guidelines:

a. Teachers on Leave

- i. Approved leaves (e.g., sick leave, vacation leave, special leave, etc.) shall not affect the subsidy entitlement, provided that the leave does not interrupt or significantly reduce the teacher's service to ESC grantees.
- ii. Schools are responsible for submitting accurate and complete documentation of leave periods to support any necessary adjustments to the subsidy.
- iii. In case of maternity leave, teachers are entitled to a prorated TSS equivalent to the number of days or months rendered before filing for leave date(s), and once the teacher resumes her teaching duties.
- iv. The school shall document the date(s) taken by the TSS recipient for maternity leave, for a maximum of one hundred and five (105) days, and thirty (30) days of extended leave without pay, if deemed necessary.



b. Separated TSS Recipients

- i. Teachers who resign shall receive a prorated TSS based on actual months of service rendered.
- ii. The school shall ensure proper documentation of the resignation, including the effective date, and submit it to DepEd and PEAC to support accurate subsidy computation and disbursement.

c. Suspended TSS Recipients Pursuant to a Final Administrative Decision, as a penalty

- i. Teachers who are suspended from service pursuant to a final and executory administrative decision shall not be entitled to receive the TSS for the duration of his/her suspension.
- ii. Any TSS corresponding to periods prior to the effectivity of the suspension shall be released on a prorated basis based on actual service rendered.
- iii. No TSS shall be released for any period covered by the suspension pursuant to a final and executory administrative decision, regardless of the length thereof.
- iv. The participating school shall promptly report the suspension, including the effective date and duration, to DepEd and PEAC, and submit all relevant supporting documents to facilitate proper adjustment or recovery of subsidy amounts, if applicable.
- v. Any TSS amount erroneously released during the period of suspension pursuant to a final and executory administrative decision shall be subject to refund or recovery, in accordance with existing DepEd and government accounting and auditing rules.

d. Deceased TSS Recipients

- i. In the unfortunate event of a teacher's death, the TSS for the applicable period shall be prorated based on the actual period the teacher rendered teaching service, up to the last day of actual teaching prior to death.
- ii. The school shall immediately coordinate with the teacher's declared heirs or beneficiaries to facilitate the appropriate release of funds, following applicable guidelines set by DepEd.
- iii. The school is prohibited from withholding or diverting TSS funds intended for the deceased recipient. If no claims are made by the declared heirs or beneficiaries within sixty (60) working days from the date the school formally notifies the declared heirs or beneficiaries of the availability of the TSS, the amount shall be refunded to DepEd through GASS.

e. Other Circumstances Affecting Entitlement

- i. Adjustments may also apply in cases of partial employment due to mid-year transfers between grade levels, lay-offs, or other documented circumstances affecting the duration of service, provided that such adjustments are properly documented and do not result in subsidy claims beyond the teacher's actual service.

- ii. Teachers who teach ESC grantees for the full 10-month period are entitled to receive the full subsidy amount of P24,000. In cases where the duration of service is less than 10 months, the subsidy shall be **prorated** in accordance with the actual duration of service rendered.
- iii. All adjustments shall be verified by PEAC and duly approved by DepEd to ensure compliance with program policies.

Table 7: Computation Based on the Pro-Rated TSS

Months of Service	Pro-Rated TSS	Remarks
10 months	P24,000	Full subsidy entitlement
9 months	P18,000	Partial-year service
8 months	P16,000	Partial-year service
7 months	P14,000	Partial-year service
6 months	P12,000	Partial-year service
5 months	P10,000	Partial-year service
4 months	P8,000	Partial-year service
3 months	P6,000	Partial-year service
2 months	P4,000	Partial-year service
1 month	P2,000	Partial-year service

A service period of fifteen (15) days or less shall be considered a non-full month, while a period of sixteen (16) days or more shall be counted as a full month for purposes of computing the prorated subsidy.

Any subsequent adjustments made to the subsidy amount by DepEd through SAC shall be automatically recomputed to reflect updated subsidy coverage.

Section 29. School Accountability on TSS Disbursement.

ESC participating JHSs bear the primary responsibility for the proper, timely, and exclusive disbursement of TSS funds to eligible recipients. This accountability is anchored on the principles of transparency, compliance, and stewardship of public resources. Participating schools shall ensure that TSS funds are fully and exclusively disbursed to eligible recipients, in accordance with applicable guidelines and regulations.

The following acts are strictly prohibited in the management, disbursement, and utilization of TSS grants:

1. Disbursing TSS grants to ineligible recipients.
2. Withholding or treating TSS grants as part of any salary on hold resulting from a teacher’s failure to comply with school-imposed requirements.
3. Misrepresenting or repurposing TSS grants as cash incentives, bonuses, or any other form of financial assistance granted by the school.
4. TSS grants covering operational expenses such as institutional projects, or any purpose other than direct disbursement to eligible teacher recipients.

5. Compelling teachers to use TSS grants for school-related contributions, fees, or pooled resources is strictly prohibited.
6. Unjustified delay in the release of TSS grants to eligible recipients.

Section 30. Grounds for Termination.

To ensure the integrity, proper use, and effectiveness of the program, certain circumstances may warrant the termination of participation from TSS:

1. Failure to adhere to DepEd guidelines, including schools that have been served with termination from any E-GASTPE program.
2. Submission of falsified documents or deliberate misrepresentation of eligibility, qualifications, or service records by participating schools, and teachers.
3. Teachers who are no longer employed as full-time classroom teachers in an ESC-participating school.
4. Teachers who are on extended leave that significantly affect their service to ESC grantees.
5. Teachers who voluntarily resign or are terminated from their teaching position.
6. Teachers who transfer to schools that do not participate in E-GASTPE.
7. Teachers who breach ethical standards or the professional code of conduct for teachers, as defined by the PRC.
8. Any other documented situations that materially affect eligibility or compliance with the TSS program, subject to the validation jointly conducted with DepEd and PEAC.

ARTICLE VI: SENIOR HIGH SCHOOL VOUCHER PROGRAM (VP)

Section 31. Description.

The **SHS VP** is a government assistance program that grants tuition subsidies to eligible incoming Grade 11 learners to broaden access, promote equity, and encourage learner choice and support the completion of SHS.

The subsidy covers 2 consecutive years of SHS, beginning in Grade 11. In instances where academic completion extends beyond 2 years, the grant shall remain applicable only for a maximum of 2 years. Continued assistance is conditional upon the VPB promotion to the next grade level and ongoing enrollment in a VP-participating SHS for each school year.

The SHS VP shall not be construed as a scholarship. However, VPBs are expected to maintain a satisfactory level of academic performance, obtaining at least a passing grade required for grade-level promotion in accordance with existing DepEd guidelines, to remain eligible for the subsidy.

**ARTICLE VII:
VOUCHER PROGRAM BENEFICIARY (VPB)**

Section 32. Eligibility.

Filipino learners who have completed Grade 10 may be considered eligible under the SHS VP, provided that they **satisfy at least 1 of the prescribed eligibility criteria under Section 33 of this Order**, in accordance with the program’s prioritization guidelines.

Section 33. Categories.

Eligible Grade 10 completers applying to the SHS VP shall be classified into categories based on prioritization criteria and modes of application, subject to compliance with the eligibility requirements of this Order.

Applications under the SHS VP shall be processed through 2 modes of application, as follows:

- a. Priority Applicants (Categories A to D) – Applications processed through the VP-participating SHS, subject to screening, verification, and approval by the SHS VP School Committee; and
- b. Online Applicants (Category E) – Applications processed through the OVAP.

i. Priority Applicants Processed through the VP-Participating SHS

Priority applicants shall submit complete and accurate documentary requirements **directly to their chosen VP-participating SHS** during enrollment. Applications under this mode shall be screened, verified, and approved by the **SHS VP School Committee**, subject to prioritization rules, school capacity, and program limitations.

Prioritization of applicants shall be carried out sequentially, from Category A through Category D, with applicants under Category A receiving first priority, followed by those Categories B, C, and D, respectively. For Category B, priority shall be given to learners coming from congested public schools or those living in areas with congested public schools at the SDO level.

Within each category, learners belonging to poor income households shall be given priority over those from low-income households, followed by those from lower-middle income households, and middle-middle income households, in accordance with the income classifications established by the PIDS.

Table 8. Priority Applicants under SHS VP

Category	Eligibility Criteria	Documentary Requirements
A	Grade 10 completers under the following SEG except Alternative Learning System (ALS): <ul style="list-style-type: none"> i. Poor or near poor based on the CBMS. 	1. Valid documentary evidence of Philippine citizenship and residency (e.g. National ID, Birth Certificate, Passport, etc.) 2. SF 9 – Learner’s Progress Report Card 3. Accomplished SHS VP Application Form (Annex E)

Category	Eligibility Criteria	Documentary Requirements
	<ul style="list-style-type: none"> ii. Beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps). iii. Learners residing in Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCAs). iv. Learners from Indigenous Peoples (IP) communities. v. Persons with Disabilities (PWDs). vi. Learners with special needs. 	<p>Other supporting documents for specific classification:</p> <ul style="list-style-type: none"> i. For beneficiaries of 4Ps – Copy of 4Ps ID issued by the Department of Social Welfare and Development (DSWD). ii. For learners residing in GIDCAs – a Barangay Certification specifying that the learner is residing in GIDCA or a Certification from the Department of Health - Center for Health Development (DOH-CHD) or other authorized agency. iii. For Learners from Indigenous Peoples (IP) communities – Copy of Certificate of Indigenous People Membership (CIPM) issued by the National Commission on Indigenous Peoples (NCIP), and/or an equivalent certification issued by a recognized Tribal Leader or authorized representative of the indigenous community where the learner belongs. iv. For Persons with Disabilities (PWDs) – Copy of PWD ID issued by Local Government Unit (LGU) or other authorized agency. v. For Learners with special needs – Medical or psychological assessment or equivalent proof of the learner's special needs or disability.
B	Grade 10 completers from public JHSs except those in ALS, belonging to poor to middle-middle income households.	<ul style="list-style-type: none"> 1. Valid documentary evidence of Philippine citizenship and residency (e.g. National ID, Birth Certificate, Passport, etc.) 2. SF 9 - Learner's Progress Report Card 3. Accomplished SHS VP Application Form (Annex E) 4. Affidavit of Family's Financial Capacity (Annex F) with applicable supporting document(s):

Category	Eligibility Criteria	Documentary Requirements
		<ul style="list-style-type: none"> i. For employed locally: Income Tax Return (ITR), Certificate of Employment, ITR 2316, or recent Payslip ii. For employed abroad: Certificate of Employment, Employment Contract, or recent Payslip iii. If with business: Notarized Affidavit iv. If unemployed: Certificate of Tax Exemption or Barangay Certificate of Indigency
C	Grade 10 passer of the ALS Accreditation and Equivalency (A&E) Test or Philippine Educational Placement Test (PEPT), belonging to poor to middle-middle income households.	<ol style="list-style-type: none"> 1. Valid documentary evidence of Philippine citizenship and residency (e.g. National ID, Birth Certificate, Passport, etc.) 2. Any of the acceptable proofs, as applicable: <ul style="list-style-type: none"> i. For ALS A&E Test and PEPT Passers: Certificate of Rating issued by the Bureau of Education Assessment (BEA) ii. For ALS A&E Test Passers: <ul style="list-style-type: none"> • List of passers issued by BEA to SDO and officially released to schools through a Division Memorandum; or • List of passers released through a DepEd Memorandum and posted on the DepEd website 3. Affidavit of Family's Financial Capacity (Annex F) with applicable supporting document(s): <ul style="list-style-type: none"> i. For employed locally: Income tax Return (ITR), Certificate of Employment, ITR 2316, or recent Payslip ii. For employed abroad: Certificate of Employment, Employment Contract, or recent Payslip

Category	Eligibility Criteria	Documentary Requirements
		iii. If with business: Notarized Affidavit iv. If unemployed: Certificate of Tax Exemption or Barangay Certificate of Indigency
D	Grade 10 ESC grantees	1. Valid documentary evidence of Philippine citizenship and residency (e.g. National ID, Birth Certificate, Passport, etc) 2. SF 9 - Learner's Progress Report Card 3. ESC Certificate 4. Accomplished SHS VP Application Form (Annex E)

Priority applicants under Categories A to D shall be processed ahead of other applicants, in accordance with the prioritization policy of the SHS VP.

ii. **Applicants Processed through the OVAP**

VAs shall undergo an **online application process** by completing the **Voucher Application Form (VAF)** and uploading the required documentary requirements through the **OVAP**. Approval shall be contingent upon full compliance with program requirements and successful verification of submitted documents.

Table 9. Online Applicants under SHS VP

Category	Eligibility	Documentary Requirements
E	Grade 10 completers from private schools belonging to poor to middle-middle income households.	1. SF 9 - Learner's Progress Report Card 2. SHS VP Application Form (Annex E) 3. Affidavit of Family's Financial Capacity (Annex F) with applicable supporting document(s): <ol style="list-style-type: none"> i. For employed locally: Income Tax Return (ITR), Certificate of Employment, ITR 2316, or recent Payslip ii. For employed abroad: Certificate of Employment, Employment Contract, or recent Payslip iii. If with business: Notarized Affidavit iv. If unemployed: Certificate of Tax Exemption or Barangay Certificate of Indigency

Applicants under Category E shall be processed only after the prioritization and accommodation of Categories A to D, subject to program capacity and availability of funds.

Section 34. Targeting and Prioritization Mechanism.

The adoption of a targeting framework to strengthen equity, accountability, and improve the prioritization and allocation of assistance under the E-GASTPE Program, refer to Section 9.

Section 35. Ineligibility.

Learners who fall under the following circumstances are not eligible for the VP:

- a. Learners who are not Filipino citizens;
- b. Learners residing or studying outside the Philippines; or
- c. Learners enrolling in non-VP-participating SHSs.

Section 36. Evaluation Procedure for Priority Applicant Learners in VP-Participating SHS.

VP-participating SHSs shall ensure the proper, transparent, and compliant implementation of the following processes in accordance with the program’s implementation guidelines. The SHS VP School Committee shall exercise due diligence and ensure that the learners are screened and selected with fairness and impartiality observed throughout the process. The SHS VP School Committee is composed of the following:

Table 10. Composition of SHS VP School Committee

Position	Representative
Chairperson	School Head
Member	1 Parent Representative from PTA
Member	1 Teacher Representative from the Faculty Association

The procedures outlined below shall govern the screening, evaluation, and approval of priority learners with eligibility under the SHS VP.

- a. The SHS VP School Committee reviews and evaluates the submitted documents of all potential VPBs within ten (10) working days from the deadline of submission of application.
- b. Eligible learners shall be selected from the pool of submissions in accordance with prioritization guidelines. Once the evaluation procedure is conducted, the SHS VP School Committee shall accomplish the Application Evaluation Matrix (**Annex G**) with readily available supporting documents substantiating each learner’s compliance or non-compliance with the eligibility criteria. Below are the data that must be accomplished using **Annex G** attached in this Order:
 - A list of all learner-applicants determined as eligible and their grade levels and applicable category (A, B, C, and D).



- A list of learner-applicants whose application were disapproved and justification for the disapproval.

Learners determined ineligible in the SHS VP School Committee screening process shall be notified within 3 working days after the conduct of evaluation, through a written letter signed by the SHS VP School Committee Chairperson addressed to the learner and their parent or guardian, stating the reason of the disapproval.

- The SHS VP School Committee shall submit the duly accomplished Application Evaluation Matrix—certified by the School Head or equivalent authority—to PEAC via the VMS.
- The VP-participating SHS shall notify learners of the results of the screening and evaluation process, as well as the next actions to be taken by learners to fully acquire the subsidy assistance. Ineligible learners or learners whose application were disapproved shall no longer be entitled to any form of remedy, appeal, or reapplication, unless otherwise permitted under specific conditions prescribed by DepEd.
- The VP-participating SHS shall maintain copies of all documentary requirements submitted by the approved VPBs in an individual folder per learner for at least 5 years and ensure their availability for inspection or audit as required by DepEd or PEAC.

Section 37. SHS VP Application Procedure.

The process flow outlining the steps for priority applicants (Categories A to D) is detailed in **Annex A** (E-GASTPE Program Application Procedure) of this DO.

Key highlights of the application, both through the SHS VP School Committee and OVAP, include the following:

- Only learners classified under Category E are required to submit their applications online through the OVAP at <https://ovap.peac.org.ph>.
- The application is free of charge. Neither DepEd nor the PEAC collects any fees related to the application process.
- VAs are strongly discouraged from submitting multiple applications.

Section 38. Grounds for SHS VP Application Disapproval.

Applications to the SHS VP through both modes may be disapproved on the following grounds:

- Eligibility-Related Grounds
 - Failure to meet the eligibility requirements prescribed for the applicable applicant category.
- Documentary and Validation-Related Grounds
 - Submission of unattested applications
 - Submission of incomplete documents
 - Submission of applications with documentary deficiencies, including but not limited to:
 - Inconsistent, conflicting, or inaccurate data entries;



- Missing or invalid signatures;
 - Incomplete or improper notarization of required documents (e.g., absence of the required venue where it was notarized or dry seal).
- iv. Submission of supporting documents that do not substantiate the information declared in the SHS VP Application Form or Voucher Application Form (VAF-1) uploaded in OVAP
- c. Integrity-Related Grounds
- i. Submission of false, misleading, or fraudulent information in the application and/or any supporting document.

The SHS VP School Committee (for applicants under categories A-D) and PEAC (for applicants under category E) shall provide the applicants with written notice specifying the grounds for disapproval, in accordance with transparency and accountability standards.

Disapproved applications evaluated by the SHS VP School Committee will be governed by Section 36 of this Order. Applications evaluated through OVAP with minor deficiencies, such as clerical error, typographical mistakes, or incomplete non-substantive information, based on the assessment of PEAC, shall be given **ten (10) working days** after the release of results **to rectify said minor deficiencies.**

Failure to comply within the prescribed period shall result in the **final disapproval of the application.**

Section 39. Tracking the Online Application, Follow-ups, and Inquiries.

It shall be the responsibility of the online VA to ensure that the online application is complete, accurate, and duly signed and attested, and that it is submitted within the prescribed period. The online VA shall be responsible for regularly monitoring the status of the application, through their OVAP account.

For any inquiries on the online application process, online VAs may contact the PEAC through email at **shsvp.application@peac.org.ph.**

Section 40. Results of SHS VP Online Application.

The results shall be posted in the OVAP and shall be accessible to the online VAs through their respective accounts. Posting in OVAP shall constitute as official notice of the application results.

General announcements on the release of results shall be made through the official websites and other communication platforms of DepEd and PEAC. It shall be the responsibility of each online applicants to regularly check OVAP for the status of their application in accordance with the schedule issued by DepEd.

DepEd, PEAC, and the VP-participating SHS may require the submission of additional supporting documents to validate the information declared in the online applicant's Notarized Affidavit and other uploaded documents. Such validation may be conducted through spot checks, post-evaluation verification, or other audit mechanisms, and may include requests for documents such as, but not limited to, parents' Certificates of Employment or Affiliation and Income Tax Return.

For applications approved under the SHS VP, the QVA shall download the QVA Certificate from OVAP and submit it to the chosen VP-participating SHS as part of the enrollment process.

Approval of an application shall be based on the applicant's eligibility under the applicable SHS VP category and the completeness and authenticity of the documentary requirements submitted through OVAP. **The submission of an online application shall not be construed as a guarantee of approval.**

Section 41. Redemption and Voucher Validity.

This section outlines the procedures governing the redemption and validity of vouchers under the SHS VP as follows:

- a. QVRs shall redeem their vouchers through enrolling in Grade 11 at an VP-participating SHS, provided that all admission requirements of the school are met. For QVAs, voucher redemption shall commence thirty (30) working days after the issuance of the QVA Certificate, which may be downloaded from OVAP.

The list of VP-participating SHSs can be accessed through the official DepEd website: <https://www.deped.gov.ph/list-of-participating-schools/>

- b. Upon enrollment, QVRs shall present documentary proof of eligibility to the VP-participating SHS. A QVR who successfully enrolls becomes a VPB.
- c. Redemption shall be completed prior to any of the following:
 - i. Declared timeline for official school enrollment of the current school year
 - ii. LIS cut-off
 - iii. Before the start of the first quarter examinations
- d. Each voucher shall cover 2 consecutive school years, corresponding to Grades 11 and 12.
- e. VPBs shall remain eligible for continued subsidy upon promotion to Grade 12 and re-enrollment in a VP-participating SHS. All VPBs must adhere to DepEd's promotion and retention policies.
- f. Vouchers not redeemed within the prescribed period shall remain valid and may be redeemed within 2 succeeding school years, subject to the evaluation and approval of meritorious cases and its supporting documents, provided in Section 44 of this Order.

Section 42. Process for Redemption under Meritorious Cases.

In the meritorious cases specified in Table 11, a learner may be allowed to redeem the voucher beyond the prescribed period, subject to compliance with the established guidelines provided below.

- a. **Submission of Request** – The learner or parent/legal guardian shall file a written request for voucher redemption, stating the reason for non-redemption within the prescribed period, supported by documentary evidence, and shall be submitted to the school for initial evaluation.

- b. **Endorsement by School** – The VP-participating SHS shall validate the learner’s eligibility and endorse the request to PEAC through the School Principal/Head.
- c. **Evaluation by PEAC** – PEAC shall review the submitted documents to determine whether the case qualifies as meritorious under the guidelines.
- d. **Approval by DepEd** – Cases recommended by PEAC shall be submitted to DepEd through GASS for approval and final disposition.
- e. **Redemption Period** – Upon approval, the voucher may be redeemed within the allowable 2 succeeding school years from the date of issuance.
- f. **Non-transferability** – Vouchers shall remain non-transferable and may only be redeemed by the learner to whom they were originally awarded.
- g. **Record-keeping and Audit** – All approved redemptions shall be subject to post-validation and audit by DepEd or PEAC to ensure compliance with program guidelines.

Section 43. Grounds for Termination from SHS VP.

A VPB’s participation in the SHS VP shall be terminated under any of the following circumstances:

- a. Dropping out within the school year without a valid reason as provided under Section 41 of this Order.
- b. Failure to be promoted to the next grade level.
- c. Suspension exceeding 2 weeks, dismissal or expulsion from the school on disciplinary grounds, following due process conducted by the school.
- d. Failure to re-enroll in the succeeding school year without valid justification, except for learners under meritorious cases who have been duly granted a subsidy extension by DepEd.
- e. Transfers to a public educational institution, including those under the State University and College (SUC)/Local University and College (LUC).
- f. Transfers to a private SHS that does not participate in the SHS VP.

Section 44. VPBs Under “Balik-Aral” and Transferees.

a. Balik-Aral

Learners who dropped out for valid and verified reasons, as indicated in Table 11, may reinstate their voucher subsidy by re-enrolling in a VP-participating SHS within 2 school years from the time they dropped out or stopped schooling. During this period, the subsidy shall be placed on hold and will only be reactivated upon re-enrollment in a VP-participating SHS.

Failure to re-enroll within the allowed period shall result in the permanent loss of the voucher subsidy.



The funding source for the reactivation of the subsidy shall be determined by DepEd-GASS, subject to the following factors:

1. Availability of program funds.
2. Compliance with DepEd's accounting and budgetary regulations governing the use and reallocation of subsidy funds.
3. Timing of re-enrollment and alignment with the program's implementation schedule.
4. Validation and approval of the learner's justification for dropping out, as endorsed by the school and verified by PEAC.

The following cases shall constitute the only valid grounds for a learner to be reinstated in SHS VP:

Table 11. Meritorious cases with Documentary Requirements for SHS VP

Case	Supporting Documents
Prolonged illness including physical and psychological conditions that require extended medical treatment and prevents the learner from attending school.	<ol style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Medical certificate or clinical assessment signed by a licensed physician or mental health professional, indicating the illness, duration of treatment, interventions provided, and medical clearance to resume studies via formal or in-person attendance.
Critical accidents resulting in physical or psychological conditions that temporarily hinder the learner's ability to continue schooling.	<ol style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Medical certificate or clinical assessment signed by a licensed physician or mental health professional, indicating the accident, duration of treatment, interventions provided, and medical clearance to resume studies via formal or in-person attendance.
Incidents of bullying that cause the learner to discontinue enrollment for safety or psychological reasons.	<ol style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Certification issued by the school's Child Protection Committee (CPC), guidance counselor, or licensed psychologist, indicating the case, interventions provided, and clearance to resume studies via formal or in-person attendance.
Force majeure events , such as natural disasters, calamities, public health emergencies, or wars which caused the learner to discontinue enrollment.	<ol style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Certification or validation issued or endorsed by the SDO based on available records, coordination with relevant local authorities, or submitted supporting documents, confirming the incident and its

Case	Supporting Documents
	impact on the learner.
<p>Displacement due to involuntary relocation, including armed conflict or other forms of involuntary relocation that interrupted the learner’s schooling.</p>	<ul style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Certification or validation issued or endorsed by the SDO based on available records, coordination with relevant National Government Agencies (NGAs) and local government authorities, or submitted supporting documents, confirming the incident and its impact on the learner
<p>Early parenthood in which the learners became parents at a relatively young age and requires a temporary pause from schooling to allow for appropriate medical care, personal well-being, and necessary adjustments. This includes:</p> <ul style="list-style-type: none"> a. female learners who experience early pregnancy; and b. male learners who assume early fatherhood responsibilities. 	<ul style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Medical certificate or clinical assessment signed by a licensed physician, midwife, or health professional, indicating the learner’s pregnancy history and clearance to resume studies via formal or in-person attendance.
<p>Death of a parent or legal guardian, which leads to emotional or financial distress affecting the learner’s schooling.</p>	<ul style="list-style-type: none"> i. Letter of intent from the parent/guardian and learner. ii. Copy of PSA-registered death certificate or Local Civil Registry registered death certificate iii. Updated Affidavit of Family’s Financial Capacity (Annex F)

b. Transferees

Transferring to another SHS is permitted. However, a VPB who transfers to a private non–VP-participating SHS, public school, or SUC/LUC shall forfeit the subsidy and shall be considered terminated from the SHS VP.

b.1 Subsidy Implications on School Transfers between VP-Participating SHSs

1. The releasing school shall immediately inform the parents or guardians of the potential subsidy adjustment prior to the transfer, using the Transferee Subsidy Cost Implication Waiver (**Annex H**). The waiver must be duly signed by the school personnel, the learner, and his/her parent or guardian.
2. It is important to note that, in cases of student transfer, the applicable subsidy shall be the lower amount between the releasing and accepting schools, with the cap set at the lower voucher amount.
3. All school fees not covered by the subsidy shall be the responsibility of the learner and/or the parent or guardian.



Any disputes concerning subsidy amounts, billings, subsidy allocation, or related concerns must be submitted by the learner and the school to PEAC for initial review. PEAC shall forward the relevant documents to DepEd through GASS for review, evaluation, and appropriate action in accordance with existing program guidelines.

Table 12. Case Situation and Corresponding Actions for Transferees

Situation/Condition	Learner/School Status	Prescribed Action
The subsidy was withheld during the LIS validation of GASS.	The learner transferred to another VP-participating SHS within 1 st semester/1 st term.	The subsidy for the current school year shall be released in full to the accepting school.
	The learner transferred to another VP-participating SHS after 1 st semester/1 st term.	<p>The subsidy for the current school year shall be released in full to the releasing school.</p> <p>The accepting school shall not receive any subsidy for the learner for the current school year.</p> <p>Should the learner enroll in the accepting school in the following school year, the full subsidy amount shall then be released to the accepting school.</p>

**ARTICLE VIII:
VOUCHER PROGRAM PARTICIPATING SHSs**

Section 45. Eligibility.

Private SHSs with valid government recognition shall be eligible to participate in the SHS VP.

For the continued participation of a recognized private SHS in the SHS VP, it must pass the Certification or be accredited by any member agency of the FAAP within 3 school years from the time they participated in the program.

For SHSs that have not yet secured Government Recognition, eligibility to participate in the SHS VP shall be governed by the applicable transitory provisions under these Guidelines.

Section 46. Ineligibility.

The following schools shall not be eligible to participate in the SHS VP:

- a. Private school without DepEd Government Recognition;



- b. Private school that failed to meet the requirements for FAAP accreditation or Certification, when applicable;
- c. Non-DepEd Public Schools or Private school with active suspension or termination from the SHS VP.

Section 47. Requirements.

VP-participating SHS shall be required to have the following supporting documents:

- a. DepEd Certificate of Government Recognition;
- b. Valid documentary evidence of FAAP accreditation or passing result in the Certification, when applicable;
- c. An active account with the Land Bank of the Philippines (LBP) officially registered in the name of the school, to be used exclusively for transactions related to the SHS VP; and

Section 48. Applicable Voucher Values for VP.

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

Table 13. Voucher amount

Location of Private education institutions	QVR Category	Voucher Amount (Philippine Peso)
National Capital Region (NCR)	Categories A, B, C	P22,500
	Category D, E	P18,000
Highly urbanized cities (HUCs) outside of NCR	Categories A, B, C	P20,000
	Category D, E	P16,000
All other locations	Categories A, B, C	P17,500
	Category D, E	P14,000

Voucher amounts represent the maximum payment an VP-participating SHS is eligible to receive per VPB per school year. VP-participating SHS shall receive voucher payments based on the total school fees they charge, or the maximum applicable voucher amount, whichever is lower.

This amount shall be reviewed periodically. Any revisions thereto shall be approved by the SAC or, in the absence or non-operation of SAC—such as due to non-convening, withdrawal of membership or until such time that RA No. 8545 is amended—DepEd may also determine or adjust the amount as deemed necessary to ensure the effective and equitable implementation of the program.

Section 49. SHS VP Schedule of Implementation.

Learners, program implementers, and participating schools are reminded to observe significant dates pertaining to the SHS VP. The timeline for SHS VP applications and the processing of billing statements shall be determined by the opening of classes for both public and private schools. DepEd shall release an official timeline for its implementation through a separate issuance prior to the start of the school year.

**ARTICLE IX:
COMMON ELIGIBILITY AND VERIFICATION REQUIREMENTS FOR E-GASTPE
BENEFICIARIES**



Section 50. Coverage, Applicability, and Beneficiary Identification

This Article sets forth the common eligibility and verification requirements applicable to beneficiaries of the E-GASTPE Programs. Its provisions shall apply to all learner-beneficiaries and teacher-beneficiaries under the E-GASTPE framework, including but not limited to the ESC, TSS and SHS VP, without prejudice to the program-specific eligibility requirements prescribed in the respective Articles of these Guidelines.

Section 51. Mandatory Application, Verification, and Relation to Program-Specific Requirements

For purposes of strengthening learner identity verification under the E-GASTPE Programs, the Philippine Identification System (PhilSys) National Identification Card issued by the Philippine Statistics Authority (PSA) shall serve as the primary proof of identity of learner and teacher beneficiaries.

The presentation of a valid National ID, or its digital equivalent, shall be progressively integrated into the learner eligibility determination and verification processes for the following:

- a. Grade 7 under the ESC Program
- b. Grade 11 under the SHS VP
- c. Other applicable cases as may be determined by DepEd

Effective School Year 2029-2030, the presentation of a National ID shall be mandatory for the above eligibility verification processes.

Prior to full implementation, the absence of a National ID shall not disqualify otherwise eligible applicants.

The DepEd GASS may implement earlier or phased adoption of the National ID requirement in coordination with the PSA subject to the availability of National ID coverage among learners and the readiness of program implementing units.

Section 52. Acceptance of Learners in Upper Grade Levels with Exceptional Cases to the E-GASTPE Program.

Subject to availability of funds, DepEd may consider incoming learners in upper grade levels where the following conditions concur:

- a. The participating private school where the learner enrolls can accommodate upper-grade level learners; and
- b. Learner falls under any of the exceptional cases below:

Table 14. Exceptional Cases for Upper Grade Levels in E-GASTPE Program

Exceptional Case	Documentary Requirements
Learners coming from congested public schools or residing in areas with congested public schools at the SDO level and belonging to households classified within the poor to middle-middle income brackets.	<ol style="list-style-type: none">1. SF 9 - Learner's Progress Report Card2. Accomplished ESC Application Form (Annex D) or SHS VP Application Form (Annex E)3. Affidavit of Family's Financial Capacity (Annex F)

Exceptional Case	Documentary Requirements
<p>Learners coming from private school who has experienced a change in family's financial status, provided that the family remains within the middle-middle income bracket and below, due to any of the following circumstances:</p> <ul style="list-style-type: none"> i. Loss of employment ii. Closure of business operations iii. Prolonged illness or critical accidents iv. Sudden death of parent(s) or legal guardian(s) v. Abandonment of the child by parent(s) or legal guardian(s) vi. Force majeure such as natural disasters, calamities, public health emergencies, or wars 	<ol style="list-style-type: none"> 1. SF 9 - Learner's Progress Report Card 2. Accomplished ESC Application Form (Annex D) or SHS VP Application Form (Annex E) 3. Affidavit of Family's Financial Capacity (Annex F) 4. 1 supporting document applicable to the case: <ul style="list-style-type: none"> i. For loss of employment - Official Termination Notice from the employer ii. For closure of business operations - Notarized Affidavit of Business Closure/Retirement or Notarized Affidavit of Income Loss for business owners iii. For prolonged illness or critical accident - Copy of Medical Certificate duly signed by a licensed physician iv. For sudden death of parent(s) or legal guardian(s) - Copy of the Death Certificate issued by PSA or the local Civil Registry, or a Post-Mortem Report issued by the attending hospital. v. For abandonment of child - Case Report from City/Municipal Social Welfare Development Office (C/MSWDO) vi. For force majeure - Certification or validation issued or endorsed by the Schools Division Office (SDO) based on available records, coordination with relevant local authorities, or submitted supporting documents, confirming the incident and its impact on the learner.
<p>Displacement or relocation of the family due to armed conflict or occurrences of calamities or disasters.</p>	<ol style="list-style-type: none"> 1. SF 9 - Learner's Progress Report Card 2. Accomplished ESC Application Form (Annex D) or SHS VP Application Form (Annex E) 3. Affidavit of Family's Financial Capacity (Annex F) 4. 1 supporting document: <ul style="list-style-type: none"> i. Case Report or Certification from C/MSWDO ii. Certification or validation issued or endorsed by the SDO based on available records, coordination with relevant NGAs and local government authorities, or submitted supporting documents, confirming the incident and its impact on the learner.

Under exceptional cases for upper grade levels, ESC and SHS VP-participating schools may accept and include eligible learners enrolling in upper grade levels until July 30 of the current school year.

A separate yearly DepEd Memorandum (DM) may be issued to determine and communicate the number of upper grade level learners that may be accommodated by E-GASTPE participating schools.

All documentary requirements submitted by approved E-GASTPE Program beneficiaries shall be filed and maintained in individual learner folders, retained for at least 5 years and made available for validation, monitoring, inspection, or audit, as may be required by DepEd or PEAC.

Section 53. Privacy Notice and Authorization for Verification.

Pursuant to the Data Privacy Act of 2012 and its Implementing Rules and Regulations, E-GASTPE Program applicants' personal data and supporting documents submitted through the official application forms of DepEd shall be collected, processed, stored, used, and shared solely for legitimate program administration purposes.

By signing and submitting the application form, the learner applicant and/or parent or legal guardian acknowledges that they have read and understood the contents of the application form and expressly consent to the processing of personal data for the foregoing purposes.

Submission of the application likewise constitutes authorization for the DepEd, PEAC and participating schools to conduct background verification and validation of all information and documents submitted, including cross-checking with relevant government databases and coordination with appropriate authorities, as may be necessary and lawful.

All personal data shall be protected through reasonable and appropriate organizational, physical, and technical safeguards to ensure confidentiality, integrity, and availability, consistent with applicable laws and regulations.

The submission of false, misleading, inaccurate, or fraudulent information in connection with the E-GASTPE application shall be grounds for disqualification, termination, recovery of improperly disbursed subsidies, and the institution of appropriate administrative sanctions as provided under Article XII of this Order, without prejudice to the institution of applicable civil or criminal actions under existing laws, rules, and regulations.

ARTICLE X: ASSESSMENT AND COMPLIANCE REQUIREMENTS FOR E-GASTPE PARTICIPATING SCHOOLS

Section 54. Participation in the National and International Assessments.

Participating private schools under the ESC and SHS VP shall participate, when selected, designated, or otherwise required by the DepEd, in the National Achievement Test (NAT) and in other regional, national, or international large-scale assessments in basic education administered, recognized, authorized, or coordinated by DepEd or other duly constituted authorities.



For this purpose, participating private schools shall comply with all applicable policies, guidelines, schedules, administration protocols, data submission requirements, and reporting procedures issued by the Bureau of Educational Assessment (BEA) or other duly authorized offices in relation to such assessments.

Section 55. Learning Delivery Modality.

Only Private JHS and SHS that fully comply with the requirements specified in this Order and are actively implementing a face-to-face or blended learning modality shall be eligible to participate in the E-GASTPE Program. Non-compliance with any of these requirements or failure to implement the required learning modality shall be subject to appropriate sanctions.

Schools are expected to ensure that the learning modality, whether blended or fully face-to-face, provides learners with sufficient instructional interaction and engagement, while maintaining program standards and quality education.

ARTICLE XI: ESC AND SHS VP VALIDATION AND PAYMENT PROCESSES

Section 56. Payment Processing Conditions.

ESC and SHS VP billing statements shall be created and disbursed once for the SY under the following conditions:

- a. Subject to the availability of funds;
- b. Billing Statements shall be received by the DepEd Central Office on or before the deadline set by the latter; and
- c. No data discrepancies during LIS validation.

Several processes shall be completed before the billing statements submitted by the ESC-participating JHS and VP-participating SHS can be processed at the DepEd Central Office. These processes also involve the use of different systems to guarantee that all necessary program data is fully encoded, validated, and updated prior to the release of payments.

Section 57. Payment Processes.

Provided below are the processes related to the disbursement of the subsidy:

a. Program Data Encoding and System Utilization:

The ESC, TSS, and SHS VP commonly utilize the DepEd BEIS and the LIS. These systems are linked through a single sign-on (SSO) service, accessible at **<https://lis.deped.gov.ph>**. Schools obtain usernames and passwords for this SSO Service from their respective DepEd Schools Division Offices (SDOs) through the Schools Governance and Operations Division (SGOD) - Planning and Research Section or the Division IT Officer.

Prior to creating billing statements, all E-GASTPE-participating schools must access these DepEd systems and ensure that all relevant information is encoded and updated.



Table 15. Encoding and updating in the systems used for ESC and SHS VP

BEIS	i. Encode or update school and teacher-related data required by DepEd, including the number of seats.
LIS	i. Encode or update learner-related data and ensure that E-GASTPE program beneficiaries are properly confirmed by the originating school, if applicable, and are correctly tagged in the school where they are enrolled. ii. Tag learners appropriately as ESC grantee or VPB. iii. The list of learners shall be downloaded in a file after encoding and/or updating.
ESC IMS and VMS	i. Encode the date of class opening and the amount of top-up per Grade level. ii. Upload the Employment contract of the TSS recipients and the application evaluation matrix for ESC and SHS VP. iii. ESC IMS is also the system used when requesting additional ESC slots.

ESC and VP-participating schools shall complete the encoding and uploading of data in these systems to avoid delays in processing submitted billing statements.

Private participating schools shall ensure that learner data encoded in the ESC IMS and VMS precisely matches the learner data registered in the LIS. The school shall be held liable if a learner is billed, but neither the learner nor the details in the LIS exist or are mismatched. Such learners shall be deemed unaccounted for, and applicable penalties shall be imposed.

b. Creation of Billing Statements:

The billing period begins thirty (30) working days after the school opening. However, a learner’s thirty (30)-day residency does not guarantee payment as all claims are subject to mandatory validation by GASS and PEAC. Subsidy payments are authorized only after these offices have officially verified the learner’s eligibility and enrollment. Consequently, submission of a billing statement is a claim for payment contingent upon successful government validation.

ESC and VP-participating schools must ensure that they have accurately encoded, tagged learners, and updated the BEIS, LIS, ESC IMS, and VMS prior to creating billing statements.

c. Use of Digital Signature and Electronic Signature:

The DepEd and PEAC may recommend the use of the PNPKI digital signatures on all billing statements. This ensures the authenticity and integrity of the documents.

This requirement aligns with Executive Order (EO) No. 810, s. 2009, which institutionalized digital signatures for e-government services, and the Department of Information and Communications Technology’s (DICT) Department Circular No. 006-2020, which provides guidelines for PNPKI digital certificates.

In cases where PNPKI digital signatures are not feasible, E-signatures will also be accepted. E-signatures that were affixed to documents prior to SY 2026-2027 shall continue to be recognized as valid and binding.

An affixed digital signature or e-signature on billing statements and/or related documents shall constitute legally binding evidence of execution and approval by the signatory. Such digital or e-signature shall provide non-repudiation, such that no party may deny the authenticity, origin, transmission, receipt, or approval of the document or the information contained therein. The application of a digital or e-signature shall be deemed conclusive proof of the integrity and authenticity of the signed document, subject to applicable law.

The DepEd Regional Director and PEAC Regional Program Director may authorize alternate signatories to sign the billing statements.

d. Monitoring of Billing Statements:

Participating schools may monitor the real-time status of their billing statements through the ESC IMS and VMS. The system status is updated sequentially by the PEAC Regional and National Secretariats, GASS-ODMD, and the DepEd Accounting Division as the billing package moves through their respective offices for processing and validation.

The different statuses and the office that handles the billing statement package at each status are shown below:

Table 16. Processing time for billings

Handling Unit	Status	Approximate Processing Time
Participating school	On Process	-
PEAC RS	On Process	7 working days upon receipt from participating school
	On Hold	An additional 7 working days for submission of other documents
DepEd RO	Submitted to DepEd RO for Signature	7 working days upon receipt from the PEAC RS
PEAC NS	Submitted to the PEAC National Secretariat for processing	7 working days upon receipt from DepEd RO
	On Hold	An additional 7 working days for submission of other documents
GASS	Submitted to DepEd Central Office for processing	Thirty (30) to Forty-five (45) working days upon receipt at the DepEd Central Office
	Payment Released	

An “**On Hold**” status indicates an issue with the submitted billing statement package and requires further action by the originating school.

d.1. Management of Billing Statements on “On Hold” Status

To ensure timely processing of the billing statement package with an “On Hold” status, the following procedures and timelines shall apply:

i. Simple Deficiencies:

Simple deficiencies are minor issues that can be rectified with straightforward document submission or clarification. These include, but are not limited to, missing signatures, incomplete supporting documents, or clerical errors that do not affect the core financial data.

3 working days shall be given to the originating schools from the date of notification of the “On Hold” status to submit the required documents or provide the necessary clarification.

ii. Complex Deficiencies:

Complex deficiencies involve significant issues that require reconciliation or substantial document generation. These include, but are not limited to, issues requiring refunds or cases involving significant violations.

A period of **twenty (20) working days** shall be given to the originating schools from the date of notification of the “On Hold” status to submit the required documents or provide the necessary clarification.

Failure to submit the required documents or information within the specified timelines for either simple or complex cases will prevent the billing statement from being processed.

Section 58. Reopening Period for ESC and SHS VP Billing Statement Creation.

Participating schools are expected to comply with the deadlines set forth in the official DepEd Memorandum issued annually. However, DepEd recognizes that unforeseen circumstances may affect timely submissions. The reopening of the system for billing statement submission shall be allowed only in exceptional circumstances, and schools are reminded that late submissions are considered a light offense under this Order. In such cases, schools may request that the system be reopened.

To accommodate late submissions, the DepEd shall reopen the system for creating ESC and SHS VP billing statements, subject to the following procedures, timelines, and conditions.

- a. Private participating schools may submit a request for the reopening of systems through the ESC IMS or VMS. The PEAC shall consolidate and endorse the requests to the DepEd Central Office for evaluation and validation.
- b. If the request is found valid and funds are available, DepEd shall transmit the approved list to PEAC, which will notify the schools accordingly. Approved schools may then proceed to create billing statements through ESC/IMS or VMS.



- c. If the request is denied due to lack of merit or available funds, DepEd shall inform PEAC, which will notify the affected schools of disapproval and its basis.

Only complete and compliant billing statements submitted within the prescribed reopening period will be processed, subject to evaluation and fund availability.

Section 59. Validation Processes.

a. **LIS Validation in PEAC:**

The beneficiaries of the E-GASTPE program will be encoded in the PEAC System and validated through the DepEd LIS Application Programming Interface (API). Once the school encodes learners in ESC IMS or VMS, those who pass the validation process will be included in the billing statement. However, learners with discrepancies during validation will not be included in the billing statement.

b. **LIS Validation in DepEd Central Office:**

The DepEd Central Office, through the GASS, will validate the billing statement through the LIS upon receipt. If a learner is found to have discrepancies, the subsidy will be withheld.

Section 60. Refund.

a. Refunds to DepEd are required due to the following cases:

1. inadvertent errors
2. when the ESC grantee and VPB drops out after the API validation, or after the disbursement has been made
3. when the ESC grantee and VPB transferred to a non-E-GASTPE participating school or public school after the API validation, or the disbursement has been made
4. Program violations committed
5. upon the death of an ESC grantee or VPB during the school year and disbursement has made
6. Other situations as may be directed by DepEd

b. ESC and VP-participating schools shall follow the refund requirements provided below:

1. **Full amount refund** shall be required from schools with ESC grantees and VPBs who drop out or transfer out to public or non-participating school **within 2nd quarter/1st sem/ 1st term** from the opening of classes.
2. **Attrition-based refund** shall be required from schools with ESC grantees and VPBs who drop out or transfer out to public or non-participating school **after 2nd quarter/1st sem/1st term** from the opening of classes.
3. The amount of refund is determined by the participating school’s attrition rate of its ESC grantees or VPBs:

Table 17. Refund amount for dropped-out and transferred-out ESC grantees and VPBs

Attrition rate	Refund amount
10% and above of the total program beneficiaries	Full amount



Less than 10% program beneficiaries	50% of the subsidy amount that is equivalent to the number of learners who have transferred out or dropped.
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The table below provides a sample case of a learner who transferred out:

Table 18. Case Situation and Corresponding Actions for Transferees

Situation/Condition	Learner/School Status	Prescribed Action
The subsidy has already been released to the participating school. However, the learner was not found to be enrolled at the participating school during the 100% LIS validation.	The participating school has 10% or more transferred out learners discovered during the 100% LIS validation.	The participating school will refund the full amount equivalent to the number of transferred out learners.
	The participating school has less than 10% transferred out learners discovered during the 100% LIS validation.	The participating school will refund 50% of the amount equivalent to the number of transferred out learners.

4. **Prorated refund** shall be required from schools in the event of death of ESC grantee or VPB during the school year and disbursement has been made. The private participating schools shall remit to DepEd a refund corresponding to the unused portion of the approved subsidy. The refund must be computed on a monthly basis in accordance with officially recognized school months.

i. Monthly proration formula:

$$\text{Refundable Amount} = \frac{\text{Total Approved Subsidy Amount}}{10 \text{ Months}} \times \text{Number of Unutilized School Months}$$

Where:

- Total Approved Subsidy Amount – is the approved ESC or SHS VP subsidy amount for the school year
- Number of Unutilized School Months – is the remaining school months after the month of death of the learner
- 10 Months – is the official number of school months for the school year

ii. Partial Month:

Any school month during which the ESC grantee or VPB was enrolled for at least one school day shall be considered utilized.

iii. Supporting documents and Process prior to Refund:

- a. Private participating schools must inform and submit the following documents to PEAC fifteen (15) working days after receiving notice of the learner's death before refunding:

- a.1. Copy of government-issued death certificate or hospital certification for preliminary submission while waiting for the copy of death certificate
 - a.2. Certified enrollment records of the ESC grantee or VPB
 - a.3. Certified attendance records showing months attended
 - a.4. School Certification signed by the school head, detailing the computation of the prorated refund and attesting the correctness of records and computation
- b. PEAC reviews and validates the supporting documents submitted and shall issue a Notice to Refund to the private participating school.
5. Amount as determined by DepEd in situations not specifically enumerated in Section 60 (a) of these Guidelines.

Private participating schools shall refund using a **Manager's Check** within **5 working days** upon receipt of the Notice to Refund from PEAC. Otherwise, the private participating school may face administrative, civil, or criminal charges, as may be applicable.

Section 61. Process for Refund.

Below are the steps to process refunds:

- a. Discrepancies or areas requiring clarification were noted during monitoring activities for ESC and VP-participating schools. The schools are given a specific period to explain or complete necessary documents.
- b. DepEd, through PEAC, issue a Notice to Refund within 3 working days once the need for a refund is verified.
- c. The ESC and VP-participating schools sends PEAC NS a manager's check payable to DepEd OSEC, along with a justification letter explaining the reason for the refund.
- d. The PEAC NS reviews the documents and endorses the same to GASS, with a copy furnished to DepEd RO.
- e. DepEd issues an Official Receipt for clear check refunds, with a copy furnished to DepEd RO. These receipts will be delivered to PEAC NS for further delivery to the schools concerned.

ARTICLE XII: VIOLATIONS AND SANCTIONS

Section 62. Description.

Subject to this Order and other existing DepEd issuances, any findings of program violations committed by ESC-participating JHSs and VP-participating SHSs, parents or guardians, teachers, and program implementers that adversely affect program integrity, government interests, or public resources shall be met with appropriate sanctions.

The imposition of sanctions for violations of the ESC, TSS and SHS VP program rules and regulations shall be commensurate with the gravity of the offense and applied to participating schools, parents or guardians, teachers, and program implementers in full accordance with the existing legal and regulatory frameworks of DepEd.

Any act, omission, scheme, or representation that defraud, misrepresent, falsify, or otherwise undermine the integrity of the program shall constitute a violation, whether or not expressly enumerated herein.

The degree of offenses shall be classified into:

a) Light Offense:

Refers to administrative or procedural violations that are unintentional and do not compromise program integrity or result in misuse of public funds. These offenses are minor, easily correctable, and generally warrant a written notice, reprimand, or other minor corrective action.

b) Less Grave Offense:

Refers to administrative or procedural lapses that affect program delivery, accountability, or oversight, and may give rise to risks of misrepresentation or potential fraudulent intent. These offenses require more substantial corrective measures and may warrant sanctions such as temporary suspension from program participation, restitution, or other administrative actions proportionate to the severity and impact of the violation.

c) Grave Offense:

Refers to willful, fraudulent, or grossly negligent acts that significantly compromise program integrity, financial accountability, or beneficiary welfare. These offenses involve deliberate misconduct, misrepresentation, falsification, or misappropriation of funds and may result in severe sanctions, including termination from program participation, permanent disqualification from any DepEd grants or subsidies, and initiation of criminal and/or administrative proceedings against the responsible individuals or entities.

Section 63. E-GASTPE Violations and Sanctions

a. Committed by ESC, TSS, and VP-Participating Schools

The participating schools are the Department’s partner in providing quality education and warrant that these program beneficiaries are provided with exceptional services. Participating schools that are found to have violated the policies and guidelines of this program shall be sanctioned accordingly.

Table 19. Light Offenses Committed by ESC, TSS and VP-participating SHSs

Light Offense	
Violation	Sanction
1. Failure to attend the Annual E-GASTPE program orientation, without a valid justification.	

Light Offense	
Violation	Sanction
2. Erroneous data entry and incomplete submission of required program-related information, including beneficiary details, financial declarations, or other required data, whether in electronic or paper form.	<p>First Offense: Written Notice informing of the violation and requiring immediate corrective action.</p> <p>Second Offense: Written Reprimand formally documenting the repeated violation and directing compliance with program guidelines.</p> <p>Third Offense: Suspension from participation in the ESC, TSS, or SHS VP program for 1 school year, with a corresponding prohibition on accepting new ESC or SHS VP applicants, which shall take effect in the incoming school year upon imposition of the sanction.</p>
3. Failure to submit billing statements, pertinent documents, or other required reports within the prescribed timeline without valid justification.	
4. Failure to attend scheduled meetings, field validations, or audit engagements conducted by DepEd or PEAC, without a valid justification.	
5. Late release of transfer credentials including ESC Certificate or QVA Certificates to ESC grantees or VPBs who opt to transfer to other schools, even without unpaid financial obligations.	
6. Late updating of the LIS and/or BEIS	
7. Late issuance of TSS grants to eligible recipients, without valid justification.	

Table 20. Less Grave Offenses Committed by ESC, TSS, and VP-participating SHSs

Less Grave Offense	
Violation	Sanction
1. Misrepresentation, false advertisement, or improper claim of ESC, TSS, or SHS VP as a scholarship program, incentive, or subsidy program of the school, any person, or program implementer.	<p>A suspension from the ESC or SHS VP program for a period of 1 to 4 school years, as determined by the GCT based on the gravity of the offense, with a corresponding prohibition on accepting new ESC, TSS, or SHS VP applicants, which shall take effect in the incoming school year upon imposition of the sanction.</p>
2. Misrepresentation or falsification of the school's declared and approved learning delivery modality in official submissions or reports at DepEd and PEAC.	
3. Withholding of ESC Certificates, ESC grantees or VPBs' credentials resulting from unpaid ESC or SHS VP grants to the participating school, regardless of whether such non-payment arises from the action or inaction of school personnel or administrators.	

4. Deferring ESC grantees or VPBs to graduate solely due to an unpaid government subsidy, despite the completion of academic requirements.	
5. Requiring the learners to make an advance payment in relation to their application and retention to the ESC or SHS VP.	
6. Requiring transferring learners to pay for unattended school years.	
7. Charging ESC grantees or VPBs more than the total school fees declared in the IMS/VMS.	
8. Refusal or neglect to provide necessary documents or to cooperate in validation, monitoring, or audit activities conducted by DepEd and PEAC.	
9. Failure to return, refund, or reimburse DepEd funds within 5 working days from receiving a formal Notice to Return/Refund/Reimburse, arising from non-violating circumstances such as inadvertent errors, ESC or SHS VP dropouts, or transfers to non-participating schools or non-DepEd public schools.	
10. Lack of an organized and updated folder for all submitted documents, resulting in incomplete or unavailable records during monitoring or audit.	
11. Erroneous tagging of ESC grantees and VPBs/learners' category in the IMS/VMS.	

Table 21. Grave Offenses Committed by ESC, TSS, and VP-participating SHSs

Grave Offense	
Violation	Sanction
<p>1. Submission of false information, data, or documents, or any form of misrepresentation, whether in electronic or paper form, including but not limited to:</p> <p>i. Listing non-existent learners or teachers as ESC grantees,</p>	<p>Termination of participation in the E-GASTPE program.</p> <p>Institution of criminal and/or administrative proceedings, including any other legal actions applicable under</p>

Grave Offense	
Violation	Sanction
<p>TSS recipients, or SHS VP beneficiaries.</p> <p>ii. Duplication of learner/teacher information in billing statements.</p> <p>iii. Declaration of ineligible learners or teachers as eligible.</p>	<p>existing laws and DepEd regulations, if deemed necessary.</p>
<p>2. Any alteration, fabrication, or misrepresentation of any document or record; or any unauthorized signing, reproduction, forgery, or misrepresentation of signatures, initials, or official marks on any document of record, including but not limited to billing statements, enrollment records, learner or teacher data, and other supporting documents, Whether in electronic or physical form.</p>	
<p>3. Unauthorized or improper use of a Learner's Reference Number (LRN) to gain enrollment advantages, resulting in the fraudulent claiming of subsidy(ies), including but not limited to:</p> <p>i. Using LRN without the prior written consent of the learner or their parent/guardian or using the LRN for purposes other than those intended or authorized;</p> <p>ii. Purchasing, trading, or otherwise acquiring LRNs;</p> <p>iii. Selling learner information;</p> <p>iv. Using learner's LRN to manipulate enrollment records and claim program benefits;</p> <p>v. Using such information to create, recreate, modify, or merge a learner profile, whether existing or fictitious, in a manner that</p>	



Grave Offense

Violation	Sanction
<p>misrepresents enrollment, eligibility, or program participation;</p> <p>vi. Merging a learner's profile with that of another learner without proper basis, supporting documents/evidence, or authority;</p> <p>vii. Creating multiple LRNs for the same learner;</p> <p>viii. Modifying learner profile or data (including but not limited to name, date of birth, parent/guardian information, or enrollment history) to facilitate eligibility, billing, or program participation;</p> <p>ix. Using deactivated LRNs or learner profiles, including those previously merged with another learner's record;</p> <p>x. Creating or using invalid, fictitious, or unverifiable learner profiles; or</p> <p>Altering, substituting, or falsifying of the name or identity of a learner's parent or guardian, including the use of information belonging to a learner from another institution.</p>	
<p>4. Inclusion of the following in the list of TSS recipients</p> <p>i. Teachers who are not duly licensed.</p> <p>ii. Teachers who are not full-time classroom teachers.</p> <p>iii. Teachers who do not handle classes with ESC beneficiaries.</p> <p>iv. Teachers who have not reached 360 teaching minutes per week.</p>	



Grave Offense	
Violation	Sanction
v. Any person who does not perform actual teaching functions, including non-teaching personnel or individuals falsely listed as teachers. vi. Other analogous cases that result in improper claims or misrepresentation of TSS eligibility.	
5. Absence of documentary requirements	
6. Absence or inconsistency of School Forms (SF1, SF2 and/or class records) used to support ESC and SHS VP billing and validation	
7. Failure to return, refund, or reimburse DepEd funds within 5 working days from receiving a formal Notice to Return/Refund/Reimburse arising from grave violations.	
8. Inclusion of individuals as beneficiaries who are no longer required to take Senior High School or who have already graduated under the old curriculum.	
9. Withholding TSS grants from recipients as a form of coercion, penalty, or leverage, for reasons unrelated to program requirements, compliance, or eligibility under TSS guidelines.	
10. Diverting and/or utilizing TSS funds to support programs, projects, or initiatives outside the scope of the program.	

Where a participating school operates multiple campuses or branches, the commission of a grave offense by a campus or branch shall constitute sufficient ground for the termination of participation in the E-GASTPE program of such campus and of any other campus or branch that shares the same beneficial owner, as defined under applicable procurement and transparency laws.

b. Committed by the Parent/Guardian

The E-GASTPE program beneficiaries shall be identified in accordance with the eligibility criteria set by DepEd. To verify the program beneficiary's eligibility to participate in the program, supporting documents shall be submitted to PEAC for validation.

Table 22. ESC and SHS VP Light Offenses committed by parent/guardian

Light Offense	
Violation	Sanction
Submission of inaccurate data or information in any of the program forms, database fields, or submitted documents by the parent/guardian or the learner of legal age, which resulted in a typographical error.	<p>First Offense: Written Notice informing of the violation and requiring immediate corrective action.</p> <p>Second Offense: Written Reprimand formally documenting the repeated violation and directing compliance with program guidelines.</p> <p>Third Offense: Disqualification of all the children of the Parent/Guardian from E-GASTPE Program.</p>

Table 23. ESC and SHS VP Grave Offenses committed by parent/guardian

Grave Offense	
Violation	Sanction
1. Submission of falsified, fabricated, altered, or tampered documents, or material misrepresentation of information by the learner, parent, or guardian for the purpose of unlawfully availing of benefits under the ESC and SHS VP.	Disqualification of all the children of the Parent/Guardian from E-GASTPE Program.
2. Participation in, or willful cooperation with, any act of fraud or misrepresentation committed in connivance with a participating school, school official, program implementer, or any third party to defraud the government in relation to benefits under the ESC and SHS VP.	

c. Committed by the TSS recipients

The TSS recipients shall be identified in accordance with the eligibility criteria set by DepEd. To verify the TSS grantee's eligibility to participate in the program, supporting documents shall be submitted to PEAC for validation.

Table 24. Program violations and sanctions committed by the TSS recipients

Violation	Sanction
1. Submission of incorrect data or information by the TSS	

<p>recipients in any program forms, database fields, or supporting documents, causing typographical errors.</p>	<p>First Offense: Written Notice informing of the violation and requiring immediate corrective action.</p>
<p>2. Failure to comply with documentation, reporting, or verification requirements under TSS</p>	<p>Second Offense: Written Reprimand formally documenting the repeated violation and directing compliance with program guidelines.</p>
<p>3. Non-cooperation during audits, validation activities, or monitoring conducted by DepEd, or other authorized agencies.</p>	<p>Third Offense: Disqualification from TSS</p>

Section 64. Violations of the E-GASTPE Program Committed by the Program Implementer

a. DepEd Employees and PEAC Employees

Any DepEd official or employee who is found to be involved in any irregular, anomalous, or fraudulent transactions in implementing this Order shall be subject to appropriate disciplinary action without prejudice to the institution of administrative, civil, and/or criminal action against them.

Likewise, any PEAC employee who is found to be involved in any irregular, anomalous, or fraudulent transactions, or has committed an error, or is non-compliant with this Order, shall be subject to appropriate disciplinary action without prejudice to the institution of administrative, civil, and/or criminal actions against them.

b. School Management

Any school terminated from participation in the E-GASTPE program due to grave violations shall be ineligible to apply for the program from the date of termination.

In cases of suspension due to less grave or light offenses, the conditions for reinstatement are prescribed in Article XIV.

c. Affiliated Individuals Disqualification

The members of the Board of Directors, Board of Trustees, incorporators, officers, school officials, and personnel who exercised ownership, managerial, or administrative control over a school at the time of its termination shall be barred from participating in, representing, or holding any governance or management role in the application of a new or related school to E-GASTPE Programs. Further, they may be subject to appropriate disciplinary action without prejudice to the institution of administrative, civil, and/or criminal action.

Section 65. Obligation for Return/Refund/Reimbursement

All schools found in violation of disbursement, utilization, or other program requirements are mandated to return E-GASTPE program payments in full

compliance with DepEd guidelines. Refunds must be processed promptly and strictly in accordance with the instructions outlined in the formal Notice to Return/Refund/Reimbursement.

A period of **thirty (30) working days** from the effective date of imposition of the sanction shall be granted for full compliance. Failure to meet this obligation within the prescribed period shall result in the imposition of additional administrative sanctions, including, but not limited to, suspension from the E-GASTPE programs, disqualification from future participation, and other legal remedies as provided under applicable laws and DepEd regulations.

The return, refund, or reimbursement of E-GASTPE funds shall not absolve or preclude the filing or continuation of administrative, civil, or criminal actions that may arise from the violation.

Section 66. Reporting and Investigatory Procedure.

DepEd, PEAC, or other relevant government agencies may conduct random post-verification audits of the applicant list to conduct background checks and related verification procedures.

Nothing in this Order shall prevent the DepEd Central Office from conducting its own monitoring activities and investigations and from imposing sanctions on participating schools, learners' parents/guardians, or program implementers found to be in violation. The PEAC, through the PEAC NS, shall report any program violations or other concerns affecting the proper implementation of this Order, in accordance with the relevant DepEd procedures, policies, and issuances. The-PEAC shall endorse a recommended course of action to DepEd for final decision.

Finally, any violations of the E-GASTPE program may disqualify the participating school, teacher, and learner from receiving other financial grants or subsidies from DepEd, without prejudice to the initiation of civil, criminal, and/or administrative actions.

ARTICLE XIII: PROGRAM MONITORING AND COMPLIANCE

Section 67. Monitoring Activities in E-GASTPE Programs.

School visits may be conducted as one of the mechanisms for monitoring the implementation of programs under E-GASTPE. Such monitoring activities may be undertaken through announced or unannounced visits, as may be deemed necessary.

Monitoring may also be carried out through other appropriate means, including but not limited to the review and validation of submitted data and documents such as enrollment records and other program-related reports.

Section 68. Process for Monitoring Findings and Program Violations, Decisions, Reconsideration, and Appeal.

Processing of monitoring findings and program violations based on reports or complaints submitted shall be undertaken by the DepEd RO or DepEd CO, as appropriate.

a. Process for Monitoring Findings and Program Violations

a.1. PEAC National Secretariat (NS)

1. The PEAC, as co-manager of the E-GASTPE Program, may conduct monitoring activities and document findings indicating possible program violations by participating schools. Where warranted, PEAC shall prepare a Case Report containing its findings and recommended actions.
2. The PEAC Case Report shall be formally endorsed to the DepEd Central Office, through GASS.
3. Upon receipt of the DepEd Central Office of the PEAC Case Report, the procedure in Section 68 (a)(a.3) shall be followed.

a.2. DepEd Regional Office

1. The DepEd Regional Office, through its concerned offices and with the assistance of SDOs, may *motu proprio* or upon receipt of a complaint or an endorsement from the Central Office, conduct investigation to verify alleged program violations committed by participating schools. The DepEd Regional Office shall formally notify GASS, of the commencement of investigation.
2. The DepEd Regional Office shall issue a Show Cause Order (SCO) to the participating school, specifying the alleged violation(s) and requiring the school to submit a written comment or explanation, under oath, within a period of **ten (10) working days** from receipt thereof.
3. Failure of the participating school to submit the required comment or explanation within the prescribed period shall be deemed a waiver thereof, and the investigation may proceed *ex parte*.
4. Upon receipt of the comment or explanation, or upon lapse of the prescribed period in case of non-submission, the DepEd Regional Office shall evaluate the case based on its merits and prepare a Regional Evaluation Report containing the findings of fact, the determination of compliance or non-compliance, and a recommended course of action, which may include dismissal of the case, refund, suspension, or termination.
5. The Regional Evaluation Report and all supporting records shall be transmitted to the DepEd Central Office, through GASS. The Regional Evaluation Report shall be confidential and in no case shall a copy thereof be given to any other person.
6. Upon receipt of the Regional Evaluation Report, the procedure in Section 68 (b) shall be followed.



a.3. DepEd Central Office

1. Without prejudice to the authority of the DepEd Regional Office, the DepEd Central Office may, *motu proprio* or upon receipt of a complaint or monitoring report, conduct investigation or endorse the same to the DepEd Regional Office for the conduct of investigation to verify alleged program violations committed by participating schools. In cases where the complaint or monitoring report be endorsed to the DepEd Regional Office, the procedure in Section 68 (a) (a.2) shall be followed.
2. The DepEd Central Office shall issue a Show Cause Order (SCO) to the participating school, specifying the alleged violation(s) and requiring the school to submit a written comment or explanation, under oath, within a period of **ten (10) working days** from receipt thereof.
3. Failure of the participating school to submit the required comment or explanation shall be deemed a waiver thereof, and the investigation may proceed *ex parte*.
4. Upon receipt of the comment or explanation, or upon lapse of the prescribed period in case of non-submission, the DepEd Central Office shall evaluate the case on its merits and prepare a Case Evaluation Report containing findings of fact, the determination of compliance or non-compliance, and a recommended course of action, which may include dismissal of the case, refund, suspension, or termination.
5. The Case Evaluation Report and all supporting documents shall be submitted to the authorized official designated by the Office of the Secretary. The Case Evaluation Report shall be confidential and in no case shall a copy thereof be given to any other person.
6. Upon receipt of the Case Evaluation Report, the procedure in Section 68 (b) shall be followed.

b. Decision

1. The Regional Evaluation Report and Case Evaluation Report shall be evaluated by the authorized official designated by the Office of the Secretary for action.
2. The decision shall be furnished to the participating school through private courier and registered mail. Decision shall be transmitted via electronic mail and through the IMS/VMS after 2 failed deliveries.
3. The decision is immediately executory.

c. Request for Reconsideration.

1. A participating school may file a Request for Reconsideration with the same authorized official designated by the Office of the Secretary within **fifteen (15) working days** from receipt of the decision. Failure to file within the prescribed period shall render the decision final.

2. The Resolution on the Request for Reconsideration is immediately executory.
3. In the event of an appeal, the Resolution on the Request for Reconsideration shall remain executory, without prejudice to the outcome of the appeal.
4. The Resolution shall be furnished to the participating school through private courier and registered mail. Resolution shall be transmitted via electronic mail and through the IMS/VMS after 2 failed delivery.

d. Appeal

1. A participating school may file an Appeal with the Office of the Secretary within **fifteen (15) working days** from receipt of the Resolution on the Request for Reconsideration.
2. The decision on the appeal shall be deemed final and executory upon approval by the DepEd Secretary.

**ARTICLE XIV:
REINSTATEMENT TO THE E-GASTPE PROGRAMS**

Section 69. Conditions for Reinstatement.

Reinstatement of an E-GASTPE-participating school suspended for light offenses or less grave shall not be automatic and shall remain subject to evaluation and approval of DepEd through GASS. The school shall first comply with all specified conditions below prior to submitting a formal application for reinstatement:

- i. The school has implemented verifiable institutional reforms and fully addressed all issues that led to its suspension.
- ii. The school has refunded the overpayment it received with issues within the specified period it stated in the Notice of Refund/Reimbursement from DepEd through PEAC.
- iii. The school has served its suspension period.
- iv. The school has passed the Certification.

Section 70. Restrictions Pending Reinstatement.

Schools placed under suspension shall be strictly prohibited from accepting new applicants into the program and from processing applications for learners in the affected cohort once those learners advance to upper-grade levels. Hence, schools are expressly prohibited from making any false promises or representations to learner-applicants regarding program participation or benefits.

To ensure existing beneficiaries are not disenfranchised, subsidies shall continue to be provided only to learners already approved prior to the effectivity of the school's suspension, provided they remain in full compliance with all applicable program requirements.



Section 71. Reinstatement Application Requirements.

Suspended schools shall submit a notarized Application Letter for Reinstatement (**Annex K**), addressed to DepEd, through GASS, with supporting documents demonstrating compliance with the conditions under Section 69 (i), (ii), (iii), and (iv) of this Order. The assessment of the school shall commence upon receipt by GASS of the notarized application letter for reinstatement and the complete supporting documents.

Section 72. Reinstatement Application Process.

The reinstatement process is detailed in **Annex C** (Reinstatement Application Procedure) of this Order.

Section 73. Schedule for Reinstatement Application.

Schools intending to seek reinstatement in the E-GASTPE programs for the succeeding SY shall apply for reinstatement **on or before October 30** preceding that SY.

Late applications will be applied to the following school year or such school year as may be determined by GASS based on processing timelines.

Section 74. Post-Reinstatement Compliance and Reporting Requirements.

A school reinstated to participate in the E-GASTPE programs shall undergo close monitoring and must ensure the availability of documents, especially during verification, validation, or audit conducted by DepEd and/or PEAC.

**ARTICLE XV:
PUBLICATION OF E-GASTPE PROGRAM BENEFICIARY LIST**

Section 75. Publication of Beneficiary List on DepEd Website.

In pursuit of transparency, accountability, and public trust, the DepEd recognizes the importance of providing access to information on beneficiaries of government-funded programs and projects. Publishing the list of beneficiaries enables stakeholders to participate in the program monitoring and helps deter irregularities, consistent with the principles of good governance.

The published list shall be limited to the full names of program beneficiaries, consisting only of **Last Name, First Name, and Middle Initial**.

Section 76. Process for Collection of Data.

Pursuant to the Data Privacy Act of 2012, DepEd shall ensure the E-GASTPE program beneficiaries are informed, at the point of data collection, that their names may be published for transparency and monitoring purposes. Such notice shall be incorporated in the official Application Forms.

Private participating schools shall explain the data privacy notice to the E-GASTPE program beneficiaries and their parent(s) or guardian(s) and ensure proper documentation and safekeeping in each beneficiary folder.



By signing and submitting the Application Form, the E-GASTPE program beneficiary or, in the case of minors, the parent or guardian, acknowledges and consents to the processing and limited publication of the beneficiary's name for legitimate program administration and transparency purposes, as stated in the privacy notice therein.

**ARTICLE XVI:
ROLES AND RESPONSIBILITIES**

Section 77. Central Office through the Government Assistance and Subsidies Service (GASS).

- a. Lead the planning, coordination, and execution of E-GASTPE program operations in alignment with DepEd policies, timelines, and education sector priorities.
- b. Develop, review, and update policy issuances, implementing Order, and technical instructions in accordance with E-GASTPE Composite Team (GCT) directives and evolving program needs.
- c. Receive, review, and validate billing documents following established policies and procedures, and endorse eligible submissions for subsidy release, subject to applicable government accounting and auditing rules and regulations.
- d. Design, maintain, and enhance program information systems and databases, ensuring system functionality, data accuracy, and seamless integration into operational workflows.
- e. Conduct system-level monitoring activities, system audits, and performance reviews of implementing units (PEAC NS, ROs, SDOs, and schools) to ensure compliance with guidelines and assess program effectiveness, without prejudice to the monitoring functions of ROs and SDOs.
- f. Undertake studies, baseline research, and impact evaluations to support policy improvement and program innovation.
- g. Provide technical and administrative support to the SAC and GCT, including policy briefings and coordination of meetings.
- h. Ensure timely and responsive engagement with internal and external stakeholders, including resolution of program and policy-related queries and concerns.
- i. Track billing trends and coordinate with ROs and PEAC to monitor utilization and support transparency in subsidy disbursement and fund management.

Section 78. Regional Offices (ROs).

a. Regional Director:

1. Serve as the official representative of the DepEd in the Regional Program Committee (RPCom), preside over meetings, and ensure that program

decisions and regional implementation strategies align with national directives and DepEd's education service delivery goals.

2. Lead or delegate fact-finding and investigative actions related to alleged violations committed by participating schools, based on monitoring findings or complaints received, and recommend the imposition of appropriate sanctions following due process and existing guidelines, in coordination with GASS and other concerned DepEd offices, when applicable.
3. Exercise authority over the review, approval, and signing of billing statements submitted by participating schools, ensuring accuracy, completeness, and compliance with program guidelines prior to endorsement to PEAC NS and DepEd Central Office for further processing.
4. Provide overall regional oversight in the implementation of E-GASTPE programs. Ensure that all activities within the region adhere to DepEd policies, operational guidelines, and quality assurance standards.
5. Facilitate high-level coordination with PEAC, private school associations, and other education stakeholders to promote effective, inclusive, and transparent implementation of the ESC and SHS VP.
6. Issue guidance to Schools Division Superintendents (SDSs) and ensure that SDOs implement the programs with fidelity, timeliness, and responsiveness to the needs of learners and schools.
7. Certify and endorse division and school-submitted reports, data requests, or special concerns that require Central Office attention, such as policy clarifications, or fund-related requests.
8. Undertake other responsibilities as may be assigned by the Central Office to ensure the effective and accountable delivery of the E-GASTPE programs across the region.

b. Regional Program Committees (RPComs):

1. Shall oversee compliance of participating schools in their regions with the policies and guidelines of the E-GASTPE programs of assistance.
2. It shall resolve problems that may occur and recommend measures to improve program implementation.
3. The RPCom in each region is composed of representatives from DepEd and the PEAC RS with the DepEd Regional Director as Chair and the PEAC Regional Program Director as Co-Chair.

c. Regional Focal Person for ESC and VP:

1. Confirm that ESC-participating JHSs hold official Recognition and VP-participating SHSs possess Recognition to operate.



2. Validate that the number of enrolled learners is commensurate with the school's approved physical facilities and learning environment, in accordance with program guidelines.
3. Validate that the number of teaching personnel is proportionate to the learner population to maintain instructional quality.
4. Verify that the schools' adopted learning delivery modality/ies are duly approved by the RO and aligned with DOs.
5. In coordination with the Policy and Planning Service - Education Management and Information System Division (PPS-EMISD) personnel, assist in the provision of guidance to SDOs in ensuring the accurate and timely encoding and updating of Beginning of School Year (BOSY) data in the LIS and BEIS, in support of eligibility verification and billing processes.
6. Conduct audits and scheduled inspections of private participating schools to ensure strict adherence to program guidelines and performance standards.
7. Consolidate and submit comprehensive monitoring reports to GASS.
8. Work closely with PEAC and GASS in planning and facilitating regional orientations, refresher sessions, and technical briefings to ensure stakeholders' understanding of updates in E-GASTPE program policies and procedures.
9. Assist in the regional enforcement of E-GASTPE policies and procedures, and coordinate with SDOs and PEAC in addressing program implementation issues, beneficiary concerns, or other relevant clarifications.
10. Serve as the main regional point of contact for inter-agency coordination with PEAC, SDO focal persons, and school administrators to ensure consistent communication, proper documentation, and aligned implementation.
11. Undertake other responsibilities as may be assigned by the Regional Director or GASS to ensure efficient, transparent, and policy-compliant implementation of the ESC and SHS VP programs within the region.

Section 79. Schools Division Offices (SDOs).

a. SDO Personnel on ESC and VP:

1. Support private ESC and VP-Participating SHSs in accurately and timely encoding and updating learner and school data in the LIS and BEIS, especially during the BOSY data gathering period.
2. Conduct regular monitoring of participating schools to assess compliance with ESC and SHS VP program guidelines and standards. Facilitate coordination with concerned units and address implementation challenges in a timely manner.



3. Undertake scheduled program audits, validation visits, and onsite inspections of participating schools to verify compliance with documentation, learner eligibility, billing processes, and quality assurance requirements.
4. Prepare and submit periodic monitoring and implementation reports to the concerned DepEd RO for consolidation and elevation to the Central Office, following prescribed formats and deadlines.
5. Develop and implement localized mechanisms for promoting awareness and understanding of E-GASTPE programs among stakeholders (e.g., orientations, IEC materials, and community engagements).
6. Facilitate feedback loops between schools and DepEd to continuously improve implementation.
7. Ensure that competent personnel are designated as E-GASTPE program focal persons at the division level and are capacitated to perform their duties, including data validation, coordination, reporting, and technical assistance.
8. Serve as the official liaison of the SDO to the Regional and Central Offices in the implementation, monitoring, troubleshooting, and reporting of ESC and SHS VP activities.
9. Ensure that all implementation activities at the division level are consistent with DepEd policies, program guidelines, and ethical standards, particularly in the processing and monitoring of program documentation.
10. Carry out other duties as may be assigned by the RO or Central Office to support the effective, transparent, and accountable delivery of ESC and SHS VP programs.

Section 80. Private Education Assistance Committee and the Regional Program Committee.

a. PEAC National Secretariat

1. Provide the infrastructure, systems, coordination, and controls required in the implementation of the E-GASTPE programs.
2. Process E-GASTPE billing statements and ensure that all supporting documents are verified.
3. Monitor and validate the beneficiaries billed by the E-GASTPE participating schools.
4. Recommend and implement sanctions against E-GASTPE participating schools found to be in violation of the E-GASTPE program guidelines.
5. Conduct certification and recertification activities of schools to ensure that all E-GASTPE participating schools are providing quality education to the E-GASTPE beneficiaries.
6. Provide in-service training to administrators and teachers in all private schools.



7. Conduct research in relation to the E-GASTPE programs in aid of policy recommendations.

b. PEAC Regional Secretariat

1. Manage day-to-day implementation and coordinate its efforts with its RPSCom and the PEAC NS.
2. Advise, guide and/or assist schools in complying with the guidelines.
3. Conduct field audit, and training and mentoring sessions as needed in their regions.

c. Regional Program Committee

1. DepEd Regional Director as Chair
2. PEAC Regional Program Director as Co-chair
3. President of the Schools Division Superintendent Association in the Region representing the DepEd Division Offices as Member
4. DepEd Regional Chief of Quality Assurance and Accountability Division as Member
5. DepEd Regional Chief of Policy Research and Development Division as Member
6. PEAC Regional Program Coordinator as Member

Section 81: Participating Schools.

a. ESC and VP-Participating SHSs:

1. Attend the annual orientation and capacity-building activities on E-GASTPE Programs conducted by DepEd and/or PEAC.
2. Disseminate accurate and updated information to learners and their parents or guardians regarding program eligibility, benefits, processes, and timelines.
3. Organize and facilitate orientations at the start of classes for school personnel, learners, and parents to promote understanding of program policies and responsibilities.
4. Explain the Data Privacy Notice to beneficiaries and ensure that proper documentation and safekeeping are maintained in each learner's folder.
5. Ensure the existence of a functional School Committee responsible for screening, verifying, and selecting ESC grantees/VPBs in accordance with this Order.
6. Ensure accurate and timely encoding and updating of learner and school information in BEIS, LIS, and IMS/VMS, as required.

7. Organize and secure all necessary documents for the implementation, monitoring, and evaluation of the program, in both physical and digital formats.
8. Prepare and keep individual folders for ESC grantees and SHS VP beneficiaries, ensuring they are complete and updated.
9. Accurately prepare billing statements with all required supporting documents and signatures prior to submission to PEAC.
10. Provide required documents, reports, or data as requested by DepEd or PEAC within prescribed timelines.
11. Adhere to all provisions in the ESC and SHS VP guidelines, including amendments and supplemental issuances.
12. Allow and participate in onsite or virtual monitoring and validation activities conducted by DepEd or PEAC.
13. Prevent, report, and avoid any form of misrepresentation, falsification, or non-compliance related to program implementation.
14. Ensure the readiness and availability of records for audits, spot checks, and evaluations by authorized personnel.
15. Maintain organized and secure records of all E-GASTPE program documents, including applications, eligibility proofs, screening and selection results, attendance records, individual folders and reports, and shall retain these records for at least 5 school years.
16. Carry out other related responsibilities necessary for the smooth, efficient, and accountable implementation of the program.

**ARTICLE XVII:
POLICY MONITORING AND EVALUATION**

Section 82. Monitoring and Evaluation (M&E) of Programs and Guidelines.

The DepEd shall implement a Monitoring and Evaluation (M&E) system for the E-GASTPE that covers both (a) the M&E of program implementation and performance, and (b) the M&E of the policy governing the E-GASTPE Programs.

a. Program M&E

Program Monitoring and Evaluation shall focus on the implementation, performance, outputs, and outcomes of the E-GASTPE Programs to ensure effective program management, transparency, accountability, and continuous improvement.

The Program M&E shall be aligned with the Basic Education Monitoring and Evaluation Framework (BEMEF) and shall adhere to the standards and principles set forth under DO No. 29, s. 2022, or the Institutionalization of the Basic Education Monitoring and Evaluation Framework, and other relevant DepEd issuances.



The Program M&E shall serve as a continuous, multi-level mechanism to monitor compliance with program policies, assess program effectiveness and efficiency, and generate evidence to inform operational, management, and programmatic decisions across all levels of implementation.

The Program M&E may include, but shall not be limited to, an M&E framework, M&E plans, monitoring and assessment tools, and procedural guidelines necessary to support evidence-based program oversight.

b. Policy M&E

Policy M&E shall assess the implementation and effectiveness of this Order. It shall determine the relevance, efficiency, effectiveness, coherence, and sustainability of the policy, and identify implementation issues, gaps, and unintended effects.

Policy M&E shall be conducted periodically and shall draw from evidence generated through Program Monitoring and Evaluation, stakeholder feedback, administrative data, and other relevant sources. The results of Policy Monitoring and Evaluation shall serve as inputs for policy refinement, amendment, or revision, as may be necessary.

Policy M&E shall be distinct from Program Monitoring and Evaluation in purpose and scope, but complementary in ensuring that both the E-GASTPE Programs and the governing policy remain responsive, effective, and evidence-based.

c. Beneficiary Participation in Monitoring, Evaluation, and Research

To strengthen evidence-based decision-making and continuous program and policy improvement, beneficiaries of the E-GASTPE Programs may be invited to participate in research, surveys, key informant interviews (KII), focus group discussions (FGD), assessments, or evaluative studies conducted or authorized by the DepEd as part of the established Monitoring and Evaluation system.

Participation of beneficiaries, particularly minor learners, shall be voluntary and non-coercive, and shall be subject to prior informed consent from parents or legal guardians. No beneficiary shall be denied program benefits, disadvantaged, or penalized for refusal or withdrawal from participation in any M&E or research activity.

All data collection, processing, storage, and utilization shall strictly comply with RA No. 10173 (Data Privacy Act of 2012), RA No. 11650 (Inclusive Education Act), applicable child protection policies, and relevant DepEd issuances. Personal and sensitive information shall be limited to what is necessary, anonymized where feasible, and used solely for legitimate monitoring, evaluation, research, and policy development purposes.

All research and evaluative activities involving beneficiaries shall adhere to ethical research standards, including respect for participants' rights, confidentiality, data security, transparency of purpose, and protection of the learner's best interests, and shall undergo appropriate ethical review and approval in accordance with DepEd research governance protocols.

Findings derived from beneficiary participation shall be used to improve program design, implementation, service delivery, and policy development, without compromising individual rights or welfare.



**ARTICLE XVIII:
EFFECTIVITY AND TRANSITORY PROVISIONS**

Section 83. Repealing Clause.

All DOs, Memoranda, and other related issuances, rules, regulations, and provisions concerning the ESC and SHS VP that are inconsistent with the provisions of this Order are hereby repealed, rescinded, or modified accordingly. **DO No. 20, s. 2017:** Guidelines on the Implementation of the Educational Service Contracting and Teachers' Salary Subsidy Programs in Junior High School, Effective School Year 2017–2018, and **DO No. 20, s. 2023:** Guidelines on the Implementation of the Senior High School Voucher Program are repealed in their entirety.

Section 84. Effectivity and Transitory Provisions.

Notwithstanding Section 45 of this Order, and as a transitory measure **beginning SY 2026–2027**, private SHSs that are existing participants in the SHS VP and are operating under a valid provisional permit issued by the DepEd may continue to participate in the Program.

Beginning SY 2027–2028, only private SHSs with Government Recognition may participate in the SHS VP. Private SHSs that fail to secure Government Recognition shall be deemed ineligible and shall be excluded from continued participation in the Program.

Newly recognized private SHSs may participate in the SHS VP immediately upon recognition. However, these schools must obtain FAAP-Accreditation or pass the Certification within 3 school years from their participation in the SHS VP.

This Order shall take effect beginning SY 2026-2027 following their approval and issuance, publication for fifteen (15) days in the Official Gazette or a newspaper of general circulation and on the DepEd website, and filing with the Office of the National Administrative Register (ONAR) of the University of the Philippines Law Center (UPLC), Diliman, Quezon City.

**ARTICLE XIX:
REFERENCES**

Section 85. References.

This **Order** is formulated on the basis of the provisions stipulated in the following issuances:

COA Circular No. 2021-006: *“Guidelines on the Use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions”*

DECS Order No. 51, s. 1994: *“Educational Service Contracting and Tuition Fee Supplement at the Secondary Level SY 1994-95”*

DepEd Memorandum Order No. 54 s. 2025: *“Publication of the Government Assistance and Subsidies Program Beneficiaries on the Department of Education’s Official Website”*

DepEd Order No. 20, s. 2023: *“Guidelines on the Implementation of the Senior High School Voucher Program”*



DepEd Order No. 32, s. 2022: *“Guidelines on Eligibility and Application for the Senior High School Voucher Program for School Year 2022-2023:*

DepEd Order No. 06, s. 2022: *“Reconstitution of the Government Assistance and Subsidies Composite Team”*

DepEd Order No. 009, s. 2019: *“Amendments/Additional Provisions to DepEd Order No. 19, s. 2017”*

DepEd Order No. 20, s. 2017: *“Guidelines on the Implementation of the Educational Service Contracting and Teachers’ Salary Subsidy Programs in Junior High School Effective School Year 2017-2018”*

DepEd Order No. 19, s. 2017: *“Guidelines on the Implementation of the Senior High School Voucher Program Effective School Year 2017-2018”*

DepEd Order No. 1, s. 2016: *“Clarifications on the Senior High School () Voucher Program and Partnerships with Public and Private Providers”*

DepEd Order No. 46, s. 2015: *“Detailed Guidelines on the Implementation of the Senior High School () Voucher Program”*

DepEd Order No. 11, s. 2015: *“Policy Guidelines on the Implementation of the Senior High School () Voucher Program Under the Government Assistance to Students and Teachers in Private Education (GASTPE) Program*

DICT Department Circular No. 006- 2020: *“Guidelines on the Application and Issuance of PNPKI Digital Certificates for External Clients during the State of Public Health Emergency”*

Executive Order No. 810, s. 2009: *“Institutionalizing the Certification Scheme and Directing the Application of Digital Signatures in E-Government Services”*

Procedures

Annex A: E-GASTPE Program Application Procedure

Annex B: ESC and SHS VP Billings Procedure

Annex C: Reinstatement Application Procedure

Forms

Annex D: ESC Application Form

Annex E: SHS VP Application Form

Annex F: Affidavit of the Family’s Financial Capacity

Annex G: Application Evaluation Matrix

Annex H: Transferee Subsidy Cost Implication Waiver

Annex I:	Teaching Assignment Form
Annex J:	Attestation Certificate for TSS Applicant
Annex K:	Application Letter for Reinstatement
Annex L:	TSS Data Privacy Consent and Validation Authorization

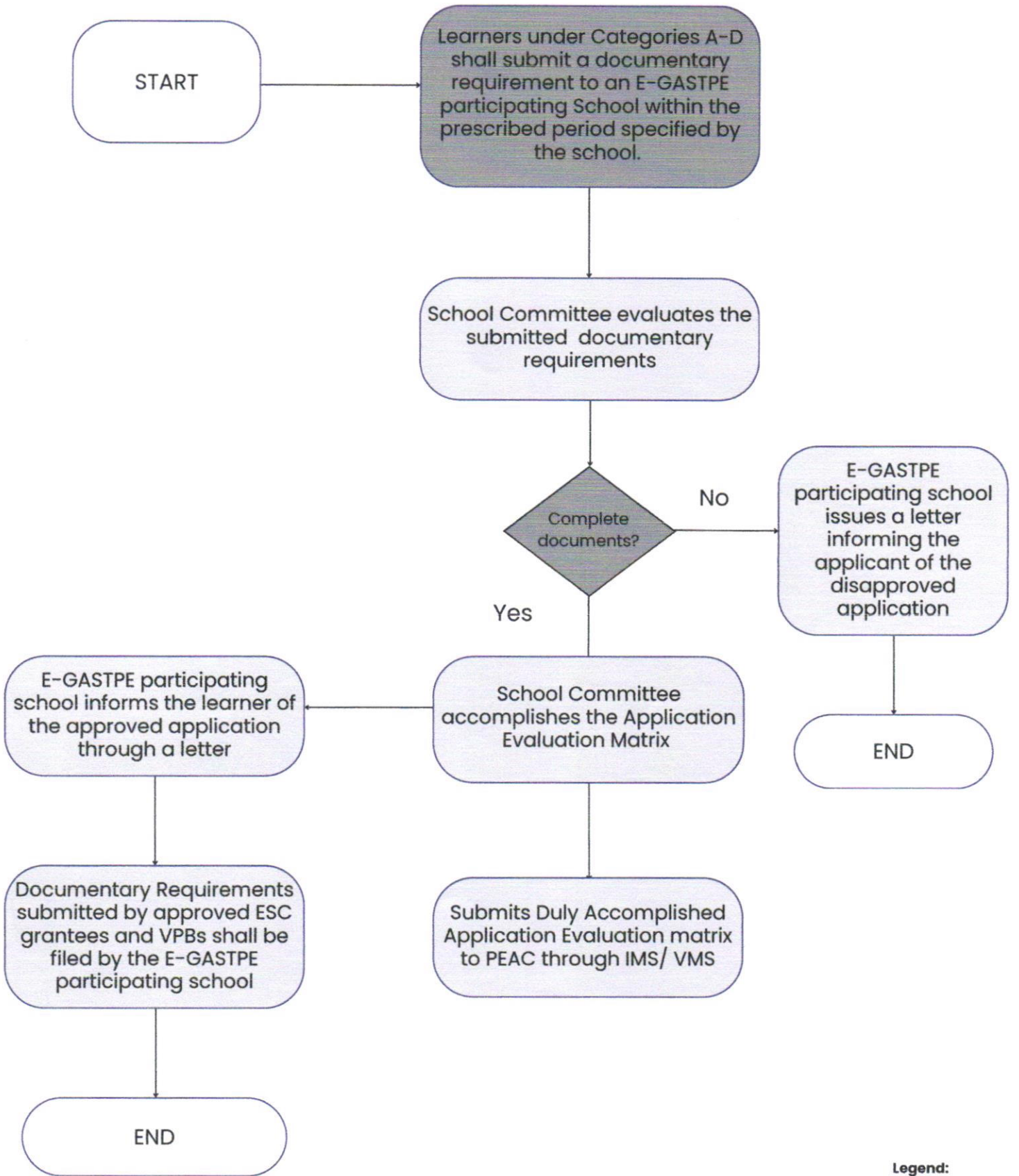
Tables

Table 1:	Priority Applicant Learners under ESC
Table 2:	Composition of ESC School Committee
Table 3:	Balik-Aral Learners Documentary Requirements for ESC
Table 4:	Case Situation and Corresponding Actions for Transferees
Table 5:	Amount of ESC Grants
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Table 7:	Computation Based on the Pro-Rated TSS
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Table 9:	Online Applicants under SHS VP
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Table 11:	Meritorious Cases and Documentary Requirements for SHS VP
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Table 14:	Exceptional Cases for Upper Grade Levels in E-GASTPE Program
Table 15:	Encoding and updating in the systems used for ESC and SHS VP
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Table 19:	Light Offenses Committed by ESC, TSS and VP-participating SHSs
Table 20:	Less Grave Offenses Committed by ESC, TSS, and VP-participating SHSs
Table 21:	Grave Offenses Committed by ESC, TSS, and VP-participating SHSs

- Table 22:** ESC and SHS VP Light Offenses committed by parent/guardian
- Table 23:** ESC and SHS VP Grave Offenses committed by parent/guardian
- Table 24:** Program violations and sanctions committed by the TSS recipients

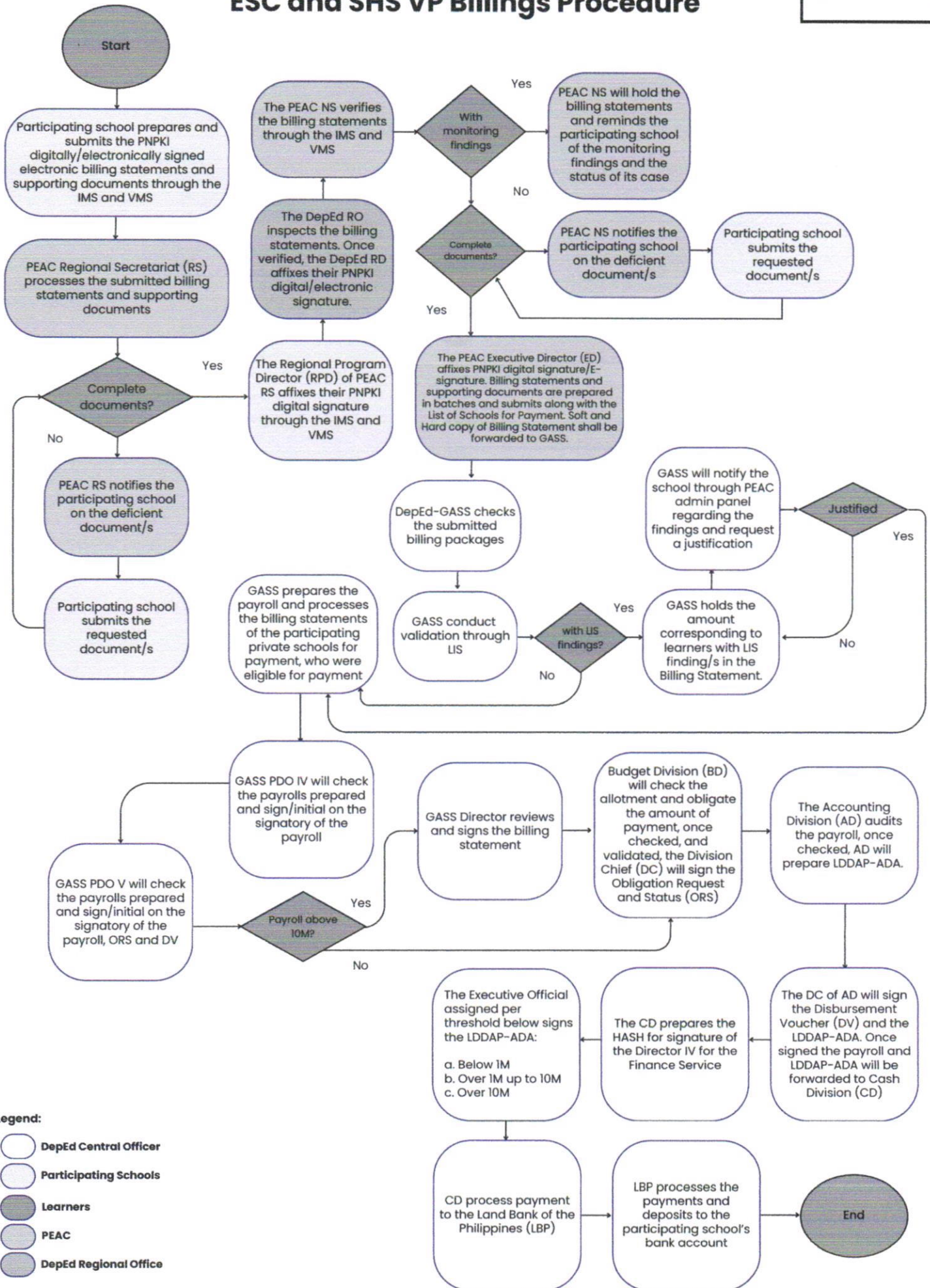


E-GASTPE Program Application Procedure



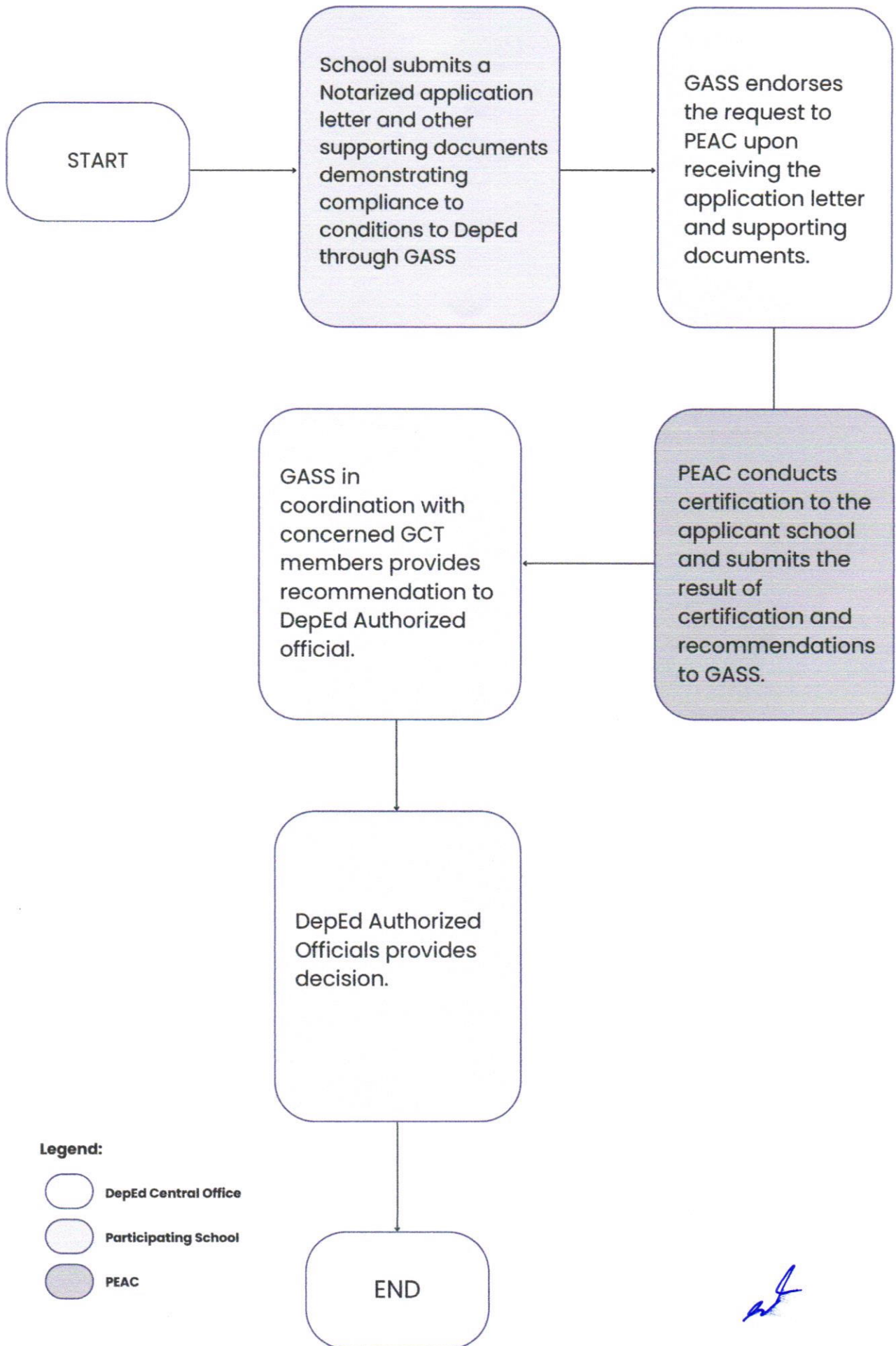
Legend:
Participating Schools
Learners

ESC and SHS VP Billings Procedure



- Legend:**
- DepEd Central Officer
 - Participating Schools
 - Learners
 - PEAC
 - DepEd Regional Office

Reinstatement Application Procedure





Republic of the Philippines
Department of Education

ESC APPLICATION FORM

ANNEX D

I. Privacy Notice and Background Check Authorization

Identity of the Personal Information Controller

The Department of Education (DepEd) serves as the Personal Information Controller for all data submitted for the Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE)

What we Process and Why

The E-GASTPE Program is a DepEd program that provides tuition subsidy to learners and salary subsidy to teachers in private schools. The program aims to expand access to quality education, decongest public schools and strengthen the role of private education through government subsidies and partnerships.

To successfully achieve these objectives, we may process personal and sensitive personal information from you. This includes, but is not limited to, names, date of birth, contact details, addresses, learner reference numbers, educational background and family income. The sole purpose of processing this data is as discussed above.

Lawful Basis for Processing

The processing of this personal data is necessary for the fulfillment of DepEd's statutory mandate to formulate, implement, and coordinate policies, plans, and programs for formal and non-formal basic education and manage the country's educational system in fulfillment of its mandates under the law, among others, pursuant to Section 12(b)(c)(e)(f) and Section 13(b)(d)(f) of the Data Privacy Act of 2012.

Who will have Access to the Data

Access to the submitted information is strictly limited to authorized DepEd personnel directly in charge of implementing the program. The data will not be shared with third parties unless expressly authorized by law.

How we Store and Dispose of the Data

Your information will be kept strictly confidential and protected using reasonable and appropriate organizational, physical, and technical security measures. Records will be retained for the duration of five (5) years or any retention period required by the National Archives of the Philippines, after which they will be securely disposed of.

Your Rights as a Data Subject

Under the Data Privacy Act, data subjects have the right to be informed, to access, to object, to rectify errors, to suspend or withdraw their data, and to lodge a complaint. For inquiries or concerns regarding data privacy, please contact the DepEd Data Privacy Office at dataprivacy.dpo@deped.gov.ph or the Government Assistance and Subsidies Service at gass@deped.gov.ph.

Authorization for Validation

We, the Learner-Applicant and the Parent/Legal Guardian affirm that all submitted information in support of this application is true, complete, and accurate, and acknowledge that any misrepresentation or omission may lead to disqualification from, or revocation of, DepEd tuition subsidies. We further authorize DepEd and the Private Education Assistance Committee (PEAC) to conduct background checks, verify our socio-economic status – including household visits if necessary – and to cross-check all information provided with other relevant government databases.

Learner-Applicant Signature over Printed Name

Parent Signature over Printed Name

II. Applicant Information

Complete Name: _____

Learner Reference Number: _____ **Date of Birth** (e.g. 20-Apr-26): _____

Current Address: _____

Previous School: _____

III. Category and Requirements		
<input type="checkbox"/> Category A (Social Equity Groups) <input type="checkbox"/> Category B (Public School Completers) <input type="checkbox"/> Category C (ALS A&E or PEPT Passer) <input type="checkbox"/> Category D (Private School Completers)	<p>List of General Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid Documentary Evidence of Philippine Citizenship and Residency (e.g. birth certificate or passport) <input type="checkbox"/> SF 9 - Learner's Progress Report Card <input type="checkbox"/> <i>For ALS and PEPT Passers:</i> Certificate of Rating (COR) <input type="checkbox"/> Accomplished ESC Application Form <input type="checkbox"/> Affidavit of Family's Financial Capacity <input type="checkbox"/> Income Tax Return; Certificate of Employment; ITR 2316; Recent Payslip; Employment Contract; Notarized Affidavit of Business; Certificate of Tax Exemption; or Barangay Certificate of Indigency <input type="checkbox"/> Photocopy of PhilSys National ID or Printed copy of Electronic ID (ID Number: _____) <p>Additional supporting documents for Category A:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>For 4ps beneficiaries:</i> Copy of 4Ps ID <input type="checkbox"/> <i>For GIDCA residents:</i> Barangay Certification or Certification from the CHD or equal government authority specifying residency. <input type="checkbox"/> <i>For IP Learners:</i> Copy of Certificate of Indigenous People Membership (CIPM) from the NCIP or certification from a recognized Tribal Leader/authorized representative. <input type="checkbox"/> <i>For PWDs:</i> PWD ID issued by the LGU or equivalent government authority. <input type="checkbox"/> <i>For Learners with Special Needs:</i> Medical/psychological assessment or proof of disability. 	
IV. Program Description		
<p>The ESC Program provides government tuition subsidies to eligible incoming Grade 7 learners in participating private Junior High Schools. This assistance covers four consecutive years of schooling, beginning in Grade 7.</p>		
<p>Grounds for ESC Application Disapproval:</p> <ul style="list-style-type: none"> • <i>Failure to Meet Eligibility Criteria</i> • <i>Falsified or Misleading Information</i> • <i>Late Submission</i> • <i>Incomplete Requirements</i> 	<p>Grounds for Termination:</p> <ul style="list-style-type: none"> • <i>Dropping out without a valid reason</i> • <i>Failure to be promoted to the next grade level</i> • <i>Suspension exceeding two (2) weeks</i> • <i>Dismissal, or expulsion following due process</i> • <i>Failure to re-enroll for the next school year without valid justification</i> • <i>Transfer to a non-participating JHS</i> • <i>Transfer to a public JHS</i> 	
V. Review of Application Requirements (to be filled out by School Personnel)		
<p>I hereby attest that I have personally reviewed the documents attached hereto, and that the same are complete and in order.</p> <p>Reviewed and received by: _____ Date: _____</p>		
VI. School Committee (to be filled out by School Committee)		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<p>Remarks: _____</p> <p>_____</p> <p>_____</p>	
<p>_____ Signature over printed name School Head</p>	<p>_____ Signature over printed name PTA Representative</p>	<p>_____ Signature over printed name Faculty Representative</p>





Republic of the Philippines
Department of Education

SHS APPLICATION FORM

ANNEX E

I. Privacy Notice and Background Check Authorization

Identity of the Personal Information Controller

The Department of Education (DepEd) serves as the Personal Information Controller for all data submitted for the Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE)

What we Process and Why

The E-GASTPE Program is a DepEd program that provides tuition subsidy to learners and salary subsidy to teachers in private schools. The program aims to expand access to quality education, decongest public schools and strengthen the role of private education through government subsidies and partnerships.

To successfully achieve these objectives, we may process personal and sensitive personal information from you. This includes, but is not limited to, names, date of birth, contact details, addresses, learner reference numbers, educational background and family income. The sole purpose of processing this data is as discussed above.

Lawful Basis for Processing

The processing of this personal data is necessary for the fulfillment of DepEd's statutory mandate to formulate, implement, and coordinate policies, plans, and programs for formal and non-formal basic education and manage the country's educational system in fulfillment of its mandates under the law, among others, pursuant to Section 12(b)(c)(e)(f) and Section 13(b)(d)(f) of the Data Privacy Act of 2012.

Who will have Access to the Data

Access to the submitted information is strictly limited to authorized DepEd personnel directly in charge of implementing the program. The data will not be shared with third parties unless expressly authorized by law.

How we Store and Dispose of the Data

Your information will be kept strictly confidential and protected using reasonable and appropriate organizational, physical, and technical security measures. Records will be retained for the duration of five (5) years or any retention period required by the National Archives of the Philippines, after which they will be securely disposed of.

Your Rights as a Data Subject

Under the Data Privacy Act, data subjects have the right to be informed, to access, to object, to rectify errors, to suspend or withdraw their data, and to lodge a complaint. For inquiries or concerns regarding data privacy, please contact the DepEd Data Privacy Office at dataprivacy.dpo@deped.gov.ph or the Government Assistance and Subsidies Service at gass@deped.gov.ph.

Authorization for Validation

We, the Learner-Applicant and the Parent/Legal Guardian affirm that all submitted information in support of this application is true, complete, and accurate, and acknowledge that any misrepresentation or omission may lead to disqualification from, or revocation of, DepEd tuition subsidies. We further authorize DepEd and the Private Education Assistance Committee (PEAC) to conduct background checks, verify our socio-economic status – including household visits if necessary – and to cross-check all information provided with other relevant government databases.

Learner-Applicant Signature over Printed Name

Parent Signature over Printed Name

II. Applicant Information

Complete Name: _____

Learner Reference Number: _____ **Date of Birth** (e.g. 20-Apr-26): _____

Current Address: _____

Previous School: _____

III. Category and Requirements		
<input type="checkbox"/> Category A (Social Equity Groups) <input type="checkbox"/> Category B (Public School Completers) <input type="checkbox"/> Category C (ALS A&E or PEPT Passer) <input type="checkbox"/> Category D (ESC Grantees) <input type="checkbox"/> Category E (Private School Completers)	List of General Requirements <ul style="list-style-type: none"> <input type="checkbox"/> Valid Documentary Evidence of Philippine Citizenship and Residency (e.g. birth certificate or passport) <input type="checkbox"/> SF 9 - Learner's Progress Report Card <input type="checkbox"/> <i>For ALS and PEPT Passers:</i> Certificate of Rating (COR) <input type="checkbox"/> Accomplished SHS VP Application Form <input type="checkbox"/> Affidavit of Family's Financial Capacity <input type="checkbox"/> Income Tax Return; Certificate of Employment; ITR 2316; Recent Payslip; Employment Contract; Notarized Affidavit of Business; Certificate of Tax Exemption; or Barangay Certificate of Indigency <input type="checkbox"/> Photocopy of PhilSys National ID or Printed copy of Electronic ID (ID Number: _____) 	
	Additional supporting documents for Category A: <ul style="list-style-type: none"> <input type="checkbox"/> <i>For 4ps beneficiaries:</i> Copy of 4Ps ID <input type="checkbox"/> <i>For GIDCA residents:</i> Barangay Certification or Certification from the CHD or equal government authority specifying residency. <input type="checkbox"/> <i>For IP Learners:</i> Copy of Certificate of Indigenous People Membership (CIPM) from the NCIP or certification from a recognized Tribal Leader/authorized representative. <input type="checkbox"/> <i>For PWDs:</i> PWD ID issued by the LGU or equivalent government authority. <i>For Learners with Special Needs:</i> Medical/psychological assessment or proof of disability. 	
IV. Program Description		
<p>The SHS VP provides tuition subsidies to eligible Grade 11 learners for two consecutive years. This government assistance broadens access and promotes equity to support Senior High School completion.</p>		
Grounds for SHS VP Application Disapproval: <ul style="list-style-type: none"> • <i>Failure to Meet Eligibility Criteria</i> • <i>Falsified or Misleading Information</i> • <i>Late Submission</i> • <i>Incomplete Requirements</i> 		Grounds for Termination: <ul style="list-style-type: none"> • <i>Dropping out without a valid reason</i> • <i>Failure to be promoted to the next grade level</i> • <i>Suspension exceeding two (2) weeks</i> • <i>Dismissal, or expulsion following due process</i> • <i>Failure to re-enroll for the next school year without valid justification</i> • <i>Transfer to a non-participating SHS</i> • <i>Transfer to a public SHS, SUCs, LUCs</i>
V. Review of Application Requirements <i>(to be filled out by School Personnel)</i>		
<p>I hereby attest that I have personally reviewed the documents attached hereto, and that the same are complete and in order.</p> <p>Reviewed and Received By: _____ Date: _____</p>		
VI. School Committee <i>(to be filled out by School Committee)</i>		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Remarks: _____ _____ _____	
_____ Signature over printed name School Head	_____ Signature over printed name PTA Representative	_____ Signature over printed name Faculty Representative

AFFIDAVIT OF FAMILY'S FINANCIAL CAPACITY¹

I, _____, with Learner's Reference Number (LRN) _____ a Filipino, [check one: a **minor represented by parent/** (Name of Student Applicant)

guardian / of legal age], and a resident of _____, (address)

after having been duly sworn to in accordance with law, do hereby depose and state the following facts to support the declarations made in the application for the DepEd Senior High School Voucher Program (SHS VP):

I. STUDENT APPLICANT'S FATHER

Full Name	
Civil Status	Tick [/] the option that applies. <input type="checkbox"/> Single/ Solo Parent <input type="checkbox"/> Married <input type="checkbox"/> Married, Separated <input type="checkbox"/> Widower <input type="checkbox"/> Annulled <input type="checkbox"/> Common-law / Live-in Partner <input type="checkbox"/> Unknown whereabouts
Source of Income	Tick [/] the option that applies. <input type="checkbox"/> Employment [] Local [] Overseas Name of Employer: _____ <input type="checkbox"/> Informal Employment (Tricycle/jeepney/pedicab driver, manicurist, barber, etc.) Please specify: _____ <input type="checkbox"/> Micro/small business (Sari-sari store, direct selling, etc.) Please specify: _____ <input type="checkbox"/> None
Gross Monthly Income	₱ _____
Signature	

II. STUDENT APPLICANT'S MOTHER

Full Name	
Civil Status	Tick [/] the option that applies. <input type="checkbox"/> Single/ Solo Parent <input type="checkbox"/> Married <input type="checkbox"/> Married, Separated <input type="checkbox"/> Widower

¹An Affidavit of Family's Financial Capacity is a **REQUIRED** form or document for all ESC and SHS VP applications. This Affidavit **MAY** be accomplished by learner applicants who are below 18 years old at the time of submission of applications represented by parent/guardian or by learner applicants of legal age.



	<input type="checkbox"/> Annulled <input type="checkbox"/> Common-law / Live-in Partner <input type="checkbox"/> Unknown whereabouts
Source of Income	Tick [/] the option that applies. <input type="checkbox"/> Employment [<input type="checkbox"/>] Local [<input type="checkbox"/>] Overseas Name of Employer: _____ <input type="checkbox"/> Informal Employment (Tricycle/jeepney/pedicab driver, manicurist, barber, etc.) Please specify: _____ <input type="checkbox"/> Micro/small business (Sari-sari store, direct selling, etc.) Please specify: _____ <input type="checkbox"/> None
Gross Monthly Income	P _____
Signature	

III. STUDENT APPLICANT'S GUARDIAN (LEAVE BLANK IF NOT APPLICABLE)

Full Name	
Civil Status	Tick [/] the option that applies. <input type="checkbox"/> Single/ Solo Parent <input type="checkbox"/> Married <input type="checkbox"/> Married, Separated <input type="checkbox"/> Widower <input type="checkbox"/> Annulled <input type="checkbox"/> Common-law / Live-in Partner <input type="checkbox"/> Unknown whereabouts
Source of Income	Tick [/] the option that applies. <input type="checkbox"/> Employment [<input type="checkbox"/>] Local [<input type="checkbox"/>] Overseas Name of Employer: _____ <input type="checkbox"/> Informal Employment (Tricycle/jeepney/pedicab driver, manicurist, barber, etc.) Please specify: _____ <input type="checkbox"/> Micro/small business (Sari-sari store, direct selling, etc.) Please specify: _____ <input type="checkbox"/> None
Gross Monthly Income	P _____
Signature	



IV. PERSONS PROVIDING ADDITIONAL FINANCIAL SUPPORT FOR THE STUDENT APPLICANT'S EDUCATION, OTHER THAN THE PARENTS/GUARDIAN (LEAVE BLANK IF NOT APPLICABLE)

Full name:

Relationship to the applicant: Relative Family Friend Benefactor/Sponsor

Amount of financial help (Monthly basis): ₱ _____

I hereby confirm that I am aware that any willful, unlawful, and untruthful statement or falsehood upon material matters stated in this affidavit and/or required by this ESC and SHS VP application, as well as other violations of the Guidelines on Government Assistance and Subsidies (GAS) programs issued by DepEd, will disqualify/exclude the program applicant and may bar the learner from other subsidy programs provided by DepEd, without prejudice to applicable administrative and criminal remedies that may be pursued against me and/or all proper parties.

I am executing this affidavit to attest the truth of the foregoing facts and statements.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____, 2023 at _____, Philippines.

Affiant

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

Doc. No. _____
Page No. _____
Book No. _____
Series of _____





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ANNEX G

APPLICATION EVALUATION MATRIX

School Name:	School ID:
School Address:	Region:
School Email Address:	Applicable School Year:
Contact Number:	E-GASTPE Program:

QUALIFIED APPLICANTS			
Learner's Name [Surname, First Name, Middle Name]	Learner Reference Number (LRN)	Grade Level [7-12]	Category [A, B, C, D, E]
1.			
2.			
3.			

DISAPPROVED APPLICANTS			
Learner's Name [Surname, First Name, Middle Name]	Learner Reference Number (LRN)	Grade Level [7-12]	Reason for Disapproval [e.g., Ineligible, Unavailable Slots, incomplete documents]
1.			
2.			
3.			

Add rows as necessary for additional learner-applicants

CERTIFICATION

We hereby attest that the foregoing information is accurate, complete, and truthful, and faithfully represents the eligibility status and details of the listed learner-applicants for the specified school year. This submission is made in full compliance with the validation, post-verification, and audit requirements of the Education Service Contracting (ESC) and Senior High School Voucher Program (SHS VP), consistent with applicable DepEd policies, rules, and regulations.

The school acknowledges that any false declaration, falsification, omission, or intentional misrepresentation shall constitute grounds for the disqualification of learner-applicants and shall subject the school and its responsible officials to administrative, civil, and/or legal liabilities under existing DepEd regulations.

Prepared by:

Validated by:

Name, Designation and Signature

Name, Designation and Signature

Date:

Date:



Republic of the Philippines
Department of Education

ANNEX H

TRANSFeree SUBSIDY COST IMPLICATION WAIVER

Kindly fill out the form below. Guide questions for each numbered blank are provided at the bottom of this form.

I, _____, of legal age, residing at _____, hereby voluntarily and knowingly acknowledge and agree to the following terms and conditions related to the transfer of my child/ward:

1. That I was duly informed by the administration of _____ (releasing school) regarding the **possible changes or adjustments in the [] ESC [] SHS VP subsidy amount** prior to my final decision to transfer _____ (name of learner) to _____ which is located at _____ (receiving school) _____ (receiving school address).

2. That, I understand that this transfer may affect the financial assistance currently being availed through the program under: **[] ESC [] SHS VP**

3. That I fully understand and accept that in cases where there is a **difference in the subsidy amount** between the releasing school and the accepting school, the **lower subsidy amount shall apply**. Any **tuition and miscellaneous fees not covered** by the said subsidy shall be my sole financial responsibility.

4. That I clearly understand that if the accepting school is a non-participating private school or a public school, the said subsidy will be automatically forfeited and considered terminated, and the full cost of tuition and fees shall be shouldered by the learner.

5. That this waiver is made in conformity with the Guidelines on the Implementation of the Educational Service Contracting (ESC) and SHS Voucher Program, which governs the conditions applicable to transferring ESC and SHS beneficiaries.

Signed by:

 Learner Signature over Printed Name

 Date

 Parent Signature over Printed Name

 Date

Processed by:

 Authorized Personnel Signature over Printed Name

 Date

Designation: _____



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ANNEX I

TEACHING ASSIGNMENT FORM

School Name:	School ID:
School Address:	Region:
School Email Address and Contact Number:	Applicable School Year:

TSS Recipient's Name (Last Name, First Name, Middle Name)	PRC Teaching License ID Number	Subject/s Taught	Total Number of ESC Recipients Taught	Total Teaching Hours per Week
1.				
2.				
3.				
4.				
5.				

CERTIFICATION

We hereby certify that the foregoing information is true and correct, accurately reflects the teacher's actual teaching load and academic functions for the specified school year, and is submitted in compliance with the requirements for validating eligibility under the Teacher Salary Subsidy (TSS) Program. The school fully understands that any falsehood, fraud, or deliberate misrepresentation shall subject the school and its responsible officials to appropriate administrative and legal actions in accordance with applicable DepEd and PEAC guidelines.

Prepared by:

Validated by:

Name and Signature

Name and Signature

Designation:

Designation:

Date:

Date:



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ANNEX J

ATTESTATION CERTIFICATE FOR TEACHERS' SALARY SUBSIDY RECIPIENT
Eligibility of Teacher Salary Subsidy (TSS) Recipient

This is to certify that the teachers listed herein have been evaluated by the school and found to meet all eligibility requirements prescribed under the Teachers' Salary Subsidy (TSS) Program. The information and documents submitted in support of their eligibility including qualifications, employment status, teaching assignment, and actual teaching load are true, correct, and complete to the best of our knowledge.

TSS Recipient's Name (Last Name, First Name, Middle Name)	PRC Teaching License ID Number	Employment Status
1.		
2.		
3.		
4.		
5.		

We further attest that all submitted records accurately reflect the teachers' actual duties and functions for the specified school year, and that the school has exercised due diligence in verifying the authenticity and validity of all information provided.

We fully understand that any falsehood, fraud, or deliberate misrepresentation shall subject the school and its responsible officials to appropriate administrative and legal actions pursuant to applicable Department of Education (DepEd) and Private Education Association Committee (PEAC) guidelines.

Prepared by:

Validated by:

Name and Signature

Name and Signature

Designation:

Designation:

Date:

Date:

APPLICATION LETTER FOR REINSTATEMENT

Secretary
Department of Education
DepEd Complex, Meralco Avenue
Pasig City

GASS Director
Department of Education
DepEd Complex, Meralco Avenue
Pasig City

Greetings!

I, the undersigned, respectfully submit this application for the reinstatement of _____ to the Expanded Government Assistance to
(Name of School)
Students and Teachers in Private Education (E-GASTPE) Program, specifically under _____ following the suspension of our participation.
(Name of Program)

The suspension was issued due to the following findings/grounds:

(state findings/violations/grounds for suspension)

In response, the school has undertaken the necessary corrective measures to address the cited deficiencies. Specifically, we have implemented the following actions:

(enumerate corrective actions taken)

Attached herewith are supporting documents as evidence of our compliance with the required corrective measures: [list supporting documents, if applicable]. In view of the foregoing, _____ respectfully request the reinstatement to the
(Name of School)

the E-GASTPE Program. We assure your good office of our continued adherence to all policies, standards, and requirements of the program and pledge to maintain the highest standards in its implementation.

We submit this application with full knowledge of the responsibilities and commitments required under the E-GASTPE Program and certify that all information provided herein is true and correct to the best of our knowledge and belief.

Respectfully submitted,

Name of School Head/ Authorized Representative
Position Designation
Name of School

I hereby confirm that I am aware that any willful, unlawful, and untruthful statement or falsehood upon material matters stated in this application letter, will disqualify/exclude the program applicant and may bar the school from other subsidy programs provided by DepEd, without prejudice to applicable administrative and criminal remedies that may be pursued against me and/or all proper parties.

I am executing this affidavit to attest the truth of the foregoing facts and statements.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____, 2023 at _____, Philippines.

Affiant

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

Doc. No. ____
Page No. ____
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ANNEX L

TSS Data Privacy Consent and Validation Authorization

I, _____, legal age, Filipino, with present
(Full Name)

address at _____, and with
(Address)

Professional Regulation Commission (PRC) License Number: _____ hereby
acknowledge and declare that:

I am a Teacher Salary Subsidy (TSS) recipient for School Year (SY) ____ in

(Name of School)

Pursuant to RA 10173 (*Data Privacy Act of 2012*), I hereby give my consent and authorize DepEd to: **(a)** publish my full name (**Last, First, Middle**) on the DepEd official website for transparency and program administration purposes; and **(b)** conduct necessary validation or background checking of my TSS recipient status through relevant school records and official DepEd databases, subject to applicable data privacy safeguards.

I understand that no sensitive personal information will be posted. This consent may be withdrawn in writing, subject to lawful record-keeping and audit requirements.

Signed this ____ day of _____ 20__ at _____.

[FULL NAME OF TEACHER]
TSS Recipient / Teacher
Signature over Printed Name

Validated by:

[School Head / Authorized Representative]
Position/Designation