



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		
<ul style="list-style-type: none"> <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) 	<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 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: _____) <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. <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>		
<p>Grounds for SHS VP 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 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>		
<ul style="list-style-type: none"> <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>