

# **SHS Voucher Program Guidelines and Processing of Billing Statements**

**GASTPE Regional Orientation**

**School Year 2024-2025**

**June 20, 2024 to August 29, 2024**

**Private Education Assistance Committee**

# **SHS Voucher Program Guidelines**

## **SY 2024-2025**

**Qualified Voucher Recipients**

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# Qualified Voucher Recipients (QVR)

## Automatically qualified students

- **Category A:** All SY 2023-2024 Grade 10 completers from Public JHS including those who completed Grade 10 in SUC/LUC.
- **Category B:** All SY 2023-2024 Grade 10 completers from an ESC Participating JHS who are ESC Grantees.

# Qualified Voucher Recipients (QVR)

## Required to Apply (Voucher Applicants)

- **Category C:** All SY 2023-2024 Grade 10 completers in Private Schools who were not ESC Grantees.
- **Category D:** All Grade 10 completers who completed Grade 10 prior to SY 2023-2024 but not earlier than 2016 and had not previously enrolled for Grade 11.

# Qualified Voucher Recipients (QVR)

## Required to Apply (Voucher Applicants)

- **Category E:** Learners who had passed the ALS A&E Test for Grade 10 not earlier than 2018 or ALS learners who passed the Portfolio Assessment for Grade 10 and had not previously enrolled for Grade 11.
- **Category F:** Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11.

# Applicable Voucher Values

Location of Non-DepEd SHS	QVR Category	Voucher Amount	Voucher Amount for SUC or LUC (Grade 12)
<b>National Capital Region (NCR)</b>	Categories A, E, F	22,500	11,250
	Categories B, C, D	18,000	
<b>Highly urbanized cities (HUCs) outside of NCR</b>	Categories A, E, F	20,000	10,000
	Categories B, C, D	16,000	
<b>All other locations</b>	Categories A, E, F	17,500	8,750
	Categories B, C, D	14,000	

# Voucher Validity and Redemption

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

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

# Voucher Validity and Redemption

## Qualified Voucher Recipients

- Redeem the voucher by enrolling in a VP Participating SHS.
- Meet the requirements for admission set by the VP Participating SHS.
- A QVR who successfully enroll in a VP Participating SHS becomes a Voucher Program Beneficiary (VPB).



# Terms of the Voucher Program

## Continuing VPBs

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

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

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

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

# Terms of the SHS Voucher Program

## Transferees

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

# Terms of the SHS Voucher Program

## Shifters

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

# **VP Participating SHS Eligibility and Requirements**

**Any Private SHS with permit to operate is eligible to participate in the SHS VP**

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

## **SUCs and LUCs Participation**

- Beginning SY 2024-2025, all SUCs and LUCs shall no longer accept VPBs in Grade 11. They may, however, bill their continuing Grade 12 VPBs in SY 2024-2025.

# VP Participating SHS Eligibility and Requirements

## Each VP Participating SHS is required to:

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

# **Processing of SHS VP Billing Statements**

**Validation of VPBs in the LIS**

**VPB Folder**

**Preparing the Supporting Documents**

**Preparing the SHS VP Billing Statement**

**Affixing of Electronic Signatures**

**Submission of SHS VP Billing Statements**

# Validation of VPBs in the LIS

## Beginning SY 2024-2025

- Grade 11 VPBs encoded in the VMS shall be validated against the LIS to check the following:
  - Enrolled in the VP Participating SHS in the current school year
  - Grade Level in the current school year
  - Date of First Attendance
  - Previous JHS and type of JHS where the VPB completed Grade 10
  - School year when the VPB completed Grade 10
- Continuing VPBs in Grade 12:
  - Enrolled in the VP Participating SHS in the current school year
  - Grade Level in the current school year
  - Date of First Attendance

# VPB Folder

## All VPBs must have a VPB Folder

- VPBs who started in Grade 11 in the VP Participating SHS
  - **Automatically Qualified**
    - **Category A:** Public Grade 10 Completer in SY 2023-2024
      - Photocopy of Grade 10 Report Card (School Form 9)
      - Photocopy of PSA Birth Certificate
      - 2x2 photo of VPB
      - Data Privacy Notice
    - **Category B:** ESC Grade 10 Completer in SY 2023-2024
      - ESC Certificate for Grade 10 Completers
      - Photocopy of Grade 10 Report Card (School Form 9)
      - Photocopy of PSA Birth Certificate
      - 2x2 photo of VPB
      - Data Privacy Notice



# VPB Folder

## All VPBs must have a VPB Folder (cont.)

- VPBs who started in Grade 11 in the VP Participating SHS
  - **Qualified Voucher Applicants (QVA):**
    - **Category C and D:** Private Non-ESC Completer in SY 2023-2024 and Grade 10 completers prior to SY 2023-2024 from a Public or Private JHS
      - QVR Certificate
      - Photocopy of Grade 10 Report Card (School Form 9)
      - Photocopy of PSA Birth Certificate
      - 2x2 photo of VPB
      - Data Privacy Notice

# VPB Folder

## All VPBs must have a VPB Folder (cont.)

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

# VPB Folder

## All VPBs must have a VPB Folder (cont.)

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

# Preparing the Supporting Documents

## STI1 or IMI1 from Land Bank of the Philippines

- Printout from Land Bank of the Philippines (LBP) that indicates the account name and account number of the VP Participating SHS.
- Account Name should have **-SHS VP** affixed to the name of the school.
- LBP Accounts used for ESC Payments are not allowed.
- Printout should be on or after **June 2024**.
- Signed by the LBP Branch Manager.

# Preparing the Supporting Documents

## Official Receipt and Summary of Official Receipts Form

- Issued to the **Department of Education**.
- Issued for SHS VP Payments received in the previous school year.
- Summary of Official Receipts Form may be downloaded in the VMS.

# Preparing the Supporting Documents

## Certification of School Fees

- Lists the school fees from Grade 11 to Grade 12 per track and strand in SY 2024-2025.
- Template of the Certification of School Fees may be downloaded in the VMS.
- Signed by the School Billing Signatory.

# Preparing the Supporting Documents

## Board Resolution or Secretary's Certificate

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

# Preparing the SHS VP Billing Statement

**Ensure the following processes in the VMS are accomplished before creating the billing statement:**

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



# Preparing the SHS VP Billing Statement

**Ensure the following processes in the VMS are accomplished before creating the billing statement (cont.):**

- VPBs encoded
- Previous school year's VPBs status updated
- Transfer-in VPBs processed
- Supporting Documents Uploaded
  - STI1 or IMI1
  - Official Receipt and Summary of Official Receipts Form
  - Certification of School Fees
  - Board Resolution or Secretary's Certificate

# Preparing the SHS VP Billing Statement

## Create the SHS VP Billing Statement

- Ensure that all VPBs billed meet the following:
  - Listed in the School's Official Enrolment List (SF-1)
  - Attending classes for 30 days
  - Have complete documents/requirements in the VPB Folder

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

# Affixing of Electronic Signatures

## Take note of the following:

- Board Resolution or Secretary's Certificate uploaded in the VMS.
- Electronic signatures of signatories uploaded in the VMS.
- Board Resolution or Secretary's Certificate and electronic signatures validated by the PEAC RS.

## Documents for Affixing of Electronic Signatures

- VP Billing Statement
- Attestation on the List of VPBs Billed

# Submission of SHS VP Billing Statements

## Submit the SHS VP Billing Statement to the PEAC RS

- Proceed to Tools then “**View/Print/Delete VP Billing Statement**” in the VMS.
- Click “**Submit Billing Statement**” button to submit the VP Billing Statement to the PEAC RS.



PRIVATE EDUCATION ASSISTANCE COMMITTEE

Trustee of the Fund for Assistance to Private Education

