

Voucher Program Guidelines and Processing of Billing Statements

GASTPE Regional Orientation

School Year 2023-2024

August 1 to 31, 2023

Private Education Assistance Committee

Voucher Program

SY 2023-2024

Qualified Voucher Recipients

Voucher Applicants

Applicable Voucher Values

Voucher Validity and Redemption

Terms of the Voucher Program

Participating SHS Eligibility and Requirements

Qualified Voucher Recipients (QVR)

Automatically qualified students

- **Category A**: All SY 2022-2023 Grade 10 completers from Public JHS including those who completed Grade 10 in SUC/LUC
- **Category B**: All SY 2022-2023 Grade 10 completers from private schools who are ESC grantees

Qualified Voucher Recipients (QVR)

Required to Apply (Voucher Applicants)

- **Category C**: All SY 2022-2023 Grade 10 completers in Private Schools who were not ESC grantees
- **Category D**: All Grade 10 completers who completed Grade 10 prior to SY 2022-2023 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)
National Capital Region (NCR)	Categories A, E, F	22,500	11,250
	Categories B, C, D	18,000	
Highly urbanized cities (HUCs) outside of NCR	Categories A, E, F	20,000	10,000
	Categories B, C, D	16,000	
All other locations	Categories A, E, F	17,500	8,750
	Categories B, C, D	14,000	

Voucher Validity and Redemption

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

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

Voucher Validity and Redemption

Qualified Voucher Recipients

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

Terms of the Voucher Program

Continuing participants

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

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

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

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

Terms of the Voucher Program

Transferees

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

Terms of the Voucher Program

Shifters

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

Participating SHS Eligibility and Requirements

Any 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 2023-2024, all SUCs and LUCs shall no longer accept VPBs in Grade 11. They may, however, bill their continuing Grade 12 VPBs in SY 2023-2024

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 VP to VPBs and their parents at the start of each school year
- Open and maintain an account with the Land Bank of the Philippines (LBP)
 - The account name shall be the name of the school as indicated in the SHS permit, suffixed by “SHS VP”.
- Create a VPB Folder for each VPB billed

Processing of VP Billing Statements

VPB Folder

Preparing the Supporting Documents

Preparing the VP Billing Statement

Affixing of Electronic Signatures

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 2022-2023**
 - Photocopy of Grade 10 Report Card (School Form 9)
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB
 - **Category B: ESC Grade 10 Completer in SY 2022-2023**
 - ESC Certificate for Grade 10 Completers
 - Photocopy of Grade 10 Report Card (School Form 9)
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB

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: QVA Private Non-ESC Completer in SY 2022-2023 and Grade 10 completers prior to SY 2022-2023 from Private/Public JHS**
 - QVR Certificate
 - Photocopy of Grade 10 Report Card (School Form 9)
 - Photocopy of PSA Birth Certificate
 - 2x2 photo of VPB

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
 - 2x2 photo of VPB
 - **Category F: PEPT QVA**
 - QVR Certificate
 - Photocopy of PEPT Certificate of Rating
 - 2x2 photo of VPB

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

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 2023**
- Signed by the LBP Branch Manager
- Scan and upload in the VMS

Preparing the Supporting Documents

Official Receipt and Summary of Official Receipts Form

- Issued to the **Department of Education**
- Issued for VP Payments received in the previous school year
- Summary of Official Receipts Form may be downloaded in the VMS
- Scan and upload 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 2023-2024
- Template of the Certification of School Fees may be downloaded in the VMS
- Signed by the School Billing Signatory (manual signature or e-signature is allowed)
- Scan and uploading in the VMS

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.
 - 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 Information

Preparing the Supporting Documents

Board Resolution or Secretary's Certificate (cont.)

- Template is available for download in the VMS
- Board Resolution or Secretary's Certificate shall be notarized
- Scan and upload in the VMS

Preparing the 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 VP Billing Statement

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

- VPBs encoded and documents uploaded
 - **Grade 10 Report Card** (School Form 9) for **Public Grade 11 and Grade 12 VPBs** uploaded in the VMS
 - Uploaded Grade 10 Report Card validated by PEAC RS
- 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 VP Billing Statement

Create the 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.

Only VPBs with uploaded report cards validated by the PEAC RS may be billed.

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

Affixing of Electronic Signatures

Submit the 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

Monitoring of GASTPE Participating Schools

Monitoring Forms

GASTPE Documents Reviewed During Monitoring

Monitoring Findings

Post-Billing Audit

List of Offenses

Sanctions

Monitoring Host Institutions (MHI) Based Monitoring

Monitoring Guidelines and Processes

- Adjusted in SY 2020-2021 to comply with government-mandated health protocols
- Monitoring will be through MHIs and will not require physical visits to schools unless necessary
- Focus on documents as proof of enrolment of ESC Grantees or VPBs and evidence of compliance with other requirements of GASTPE
 - GASTPE Participating Schools for monitoring are given three weeks to prepare their documents

Monitoring Forms

Monitoring Report Form 1 (MRF-1)

- Main instrument in monitoring ESC and VP Participating schools
- Serves as the list of billed ESC Grantees or VPBs for monitoring
- Records the presence of documents for the ESC Grantees and VPBs listed in the MRF-1
- Encodes compliance of the schools with the requirements of the ESC or VP Guidelines

Monitoring Forms

Monitoring Summary Report Form (MSRF)

- Summary of MRF-1
- Lists all ESC Grantees or VPBs with documentary issues
- Lists the school's non-compliance with the requirements of the GASTPE Program

This form shall also be used as basis for processing schools with adverse findings. The PMT and the school official present during the monitoring are required to attest and sign this form.

GASTPE Documents Reviewed During Monitoring

ESC Participating JHS

- ESC Grantee Folder
- School Documents
 - Class Records
 - DepEd School Form 1
 - DepEd School Form 2
- Compliance with Program Guidelines
 - ESC Grantees and Parents Orientation Program
 - ESC Grantees and Parents Orientation Attendance Sheet
 - ESC School Committee Minutes of Meetings
 - ESC Selection Process/Profiling of Grantees
 - ESC Logo in Student's ID of ESC Grantees only

GASTPE Documents Reviewed During Monitoring

VP Participating SHS

- VPB Folder
- School Documents
 - Class Records
 - DepEd School Form 1
 - DepEd School Form 2
- Compliance with Program Guidelines
 - VPB and Parents Orientation Program
 - VPB and Parent Orientation Attendance Sheet

Monitoring Findings

GASTPE Participating Schools Common Findings

- ESC Grantees or VPBs not listed in School Form 1
- ESC Grantees or VPBs not listed in School Form 2
- ESC Grantees or VPBs not listed in the Class Record
- Incomplete ESC Grantee Folder or VPB Folder

Monitoring Findings

ESC Grantees or VPBs with Issues

- Reported as
 - Have not attend classes since the opening of the school year
 - Dropped or transferred but no record of dropping or transferring
 - Reporting in another branch or delivery mode
 - Reporting in another grade level
 - Double-billed
 - Foreign students (ESC)

Post-Billing Audit

At the end of the school year, the PEAC shall conduct a post-billing audit of all ESC Grantees and/or VPBs billed by a GASTPE-participating school by comparing the data of billed ESC Grantees and/or VPBs in the IMS and/or VMS against the student data in the LIS

- Responsibility of the GASTPE-participating school to ensure that the ESC Grantee and/or VPB data encoded in the IMS and/or VMS matches the student data registered by the GASTPE-participating school in the LIS

Post-Billing Audit

The schools shall be made responsible for all discrepancies in the list of billed ESC Grantees and/or VPBs

- ESC Grantees and/or VPBs billed but based on the LIS were not enrolled in the GASTPE-participating school
- ESC Grantees and/or VPBs billed but based on the LIS have not stayed in the GASTPE-participating school for 30 days
- ESC Grantees and/or VPBs not qualified to participate in the GASTPE program

List of Offenses

Billed the following unqualified ESC Grantees and/or VPBs

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

List of Offenses

For TSS

- Billed teachers who are not qualified to participate in the TSS Program
- Non-release and/or deductions in the TSS payments to TSS recipients.

Other Offenses

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

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

Sanctions

List of Sanctions

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

Non-waiver of remedies

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

Other Information

Important Dates and Deadlines

Processing of Refunds

Tutorial Vides on the IMS, IMS-TSS, VMS

Important Dates and Deadlines

Voucher Applications (ovap.peac.org.ph)

Activity	Date
Start of Voucher Application period	July 28, 2023
Deadline on creating accounts in the Online Voucher Application Portal (OVAP)	August 16, 2023
Deadline for submission of applications in OVAP	August 18, 2023
Posting of application results in OVAP and start of voucher redemption	September 22, 2023

Important Dates and Deadlines

ESC and VP

Program	Deadline
Creation of ESC and VP Billing Statements (Opening: September 1, 2023)	October 17, 2023
Submission to PEAC RS	October 24, 2023
Submission to PEAC NS	November 14, 2023
Submission to DepEd CO	November 28, 2023

Important Dates and Deadlines

TSS Program

Program	Deadline
Creation of TSS Billing Statements (Opening: February 1, 2024)	March 29, 2024
Submission to PEAC RS	April 19, 2024
Submission to PEAC NS	May 3, 2024
Submission to DepEd CO	May 17, 2024

Important Dates and Deadlines

Billing Period for ESC and VP

- 30 days after opening of classes
 - if the GASTPE Participating School opens on September 1, 2023, the school can only bill their ESC Grantee on October 1, 2023

Processing of Refund

Below are the steps to process refunds:

- The school sends to PEAC NS a bank check payable to the **Department of Education OSEC** and a letter explaining the reason for the refund
 - Attach Payment Refund Form (Downloadable in the IMS or VMS)
- The PEAC NS reviews and endorses the documents to DepEd GASO
- DepEd issues the official receipts for cleared check refunds
- DepEd sends the official receipts to PEAC NS for distribution to the schools

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