

Republic of the Philippines **DEPARTMENT OF EDUCATION**



Region XI Division of Digos City

Office of the Schools Division Superintendent

Telefax: (082) 553 – 8396; 553-8376

Division Memorandum No. Q57, s. 2017

To:

School Principals/Administrators

Private Junior High Schools

`From:

DEE D. SILVA, DPA, CESO VI

Schools Division Superintendent

For and in the absence of the SDS:

EMMANUEL P. HUGO

Chief-SGOD Officer-in Charge

Subject:

Reiterating the Guidelines on the Application of Grade 10 Students for the

Senior High School Voucher Program

Date:

January 30, 2017

1. With reference to Regional Memorandum No. 029 s. 2017, dated January 25, 2017, this Office reiterates and emphasizes the following timelines to be observed by all Grade 10 students/completers in private Junior High Schools who are not Educational Service Contracting (ESC) grantees and wish to avail of the Voucher Subsidy when enrolling in a Private Senior High School:

SCHEDULE	PROCESS					
January 13, 2017 (2 nd Friday of	Deadline for the receipt of manual					
January of the SY 2016-2017)	applications					
February 10, 2017 (2 nd Friday of	Deadline for receipt of online					
February of SY 2016-2017)	applications through the Online voucher					
	Application Portal (OVAP) at					
	http://ovap.deped.gov.ph					
February 28, 2017 (End of	Release of results of the voucher					
February of SY 2016-2017)	application at the OVAP website					
August 11, 2017 (2 nd Friday of	Deadline for the redemption of vouchers					
August of SY 2017-2018)						

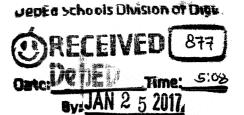
2. Details on the process of application and forms are contained in DepEd Order No. 66, s. 2016, titled, "Detailed Guidelines on the Application for the Senior High School Voucher Program."

3. For information and guidance.



Republika ng Pilipinas KAGAWARAN NG EDUKASYON TANGGAPANG PANREHIYON XI

Lungsod ng Dabaw



Tolefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495 221-9428; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435 Waterlast http://www.region11.deped.go SED Emeil Address. Sed. deped11@gmail.(01)

January 25, 2017

REGIONAL MEMORANDUM No. <u>0.29</u> s. 2017

> REITERATING THE GUIDELINES ON THE APPLICATIONS OF GRADE 10 FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM

TO

Office of the Assistant Regional Director Schools Division Superintendents **Assistant Schools Division Superintendents** Chiefs, Regional Office Divisions School Heads, Private Junior High Schools

1. In pursuance to the DepED Order No. 66, s. 2016 entitled "Detailed Guidelines on the Applications for Senior High School (SHS) Voucher Program," which was disseminated on November 21, 2016 Regional Mancom, this Office reiterates and emphasizes the following timelines to be observed by all Grade 10 students/completers in private Junior High Schools who are not Educational Service Contracting (ESC) grantees and wish to avail of the Voucher Subsidy in order to enroll in a Private

SCHEDULE	PROCESS
January 13, 2017 (2 nd Friday of SY 2016- 2017)	Deadline for receipt of manual applications through the Online Voucher Application Portal (OVAP) at http://ovap.deped.gov.ph
February 10, 2017 (2 nd Friday of SY 2016-2017)	Deadline for receipt of online applications
February 28, 2017 (end of February of SY 2016-2017)	Release of results of the voucher application Start of redemption of vouchers
August 11, 2017 (2 nd Friday of August of SY 2017-2018)	Deadline for redemption of vouchers

2. Given the importance of the said application for SHS Voucher Program, all Schools Division Offices must ensure to provide the following:

Hanging of Tarpaulins regarding said timelines and information.

b. Monitor the dissemination of and compliance with the SHS Voucher Program Application.

Provision of said information to Private Junior High Schools regarding the following requirements for the voucher application:

1. Fill up application Form. Write in block, capital letters. (Refer to SES Voucher Program Form on page 8-12 of DepED Order 66, s. 2016)

2. Enclose the filled up application form and the following documents in a long brown envelope:

Department of Education Regional Office XI

RECORDS SECTION

a. Recent 2 x 2 Colored ID Picture attached to the application form.

b. PSA Certified Birth Certificate

c. Photocopy of Latest Grade 10 Report Card

Proof of financial capacity of the parents, guardian or any other person who is helping send the student to so need (if applicable)

If the concerned person is	Required document	Where to Obtain document if not readily available
Employed in the Philippines (including self-employed)	Latest Annual Income Tax Return, OR	Bureau of Internal Revenue or employer
	Certificate of Employment*	Employer
Employed abroad	Certificate of Employment*	Employer or Recruitment Agenc /.
Underemployed and without income	Certificate of Non-filling of Income Tax Return, OR	Bureau of Internal Revenue
	Municipal / City Certificate of Unemployment, OR	Mayor's Office (NOT from the Barangay or the City Assessor's Office)
	Affidavit stating unemployment	Notary Public
Unemployed but with other source/s of income	Affidavit specifying sources of income and average gross monthly income	Notary Public

Note: *The Certificate of Employment should state the person's occupation and gross monthly income. For amployens, gross monthly income refers to the gross monthly wages or salaries before taxes and other deductions. It includes basic pay, overtime pay, commissions, tips, allowances and one – twelfth of annual bonuses. For all others, it refers to the average monthly earnings from their business, trade, professions, investments and /or pensions.

e. Certification of Financial Assistance received from the school, if applicable.

f. Courier or mail the envelop to:

SHS Voucher Program Application PEAC National Secretaruat 197 Salcedo Street 5th Floor Salamin Building Makati City 1229 Tel. No. (02) 840-6000

3. Immediate dissemination of and compliance with this Memorandum to all concerned as earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III

Regional Director

Incl: As Stated.

Reference:

DepED Order No. 66, s. 2016 DepED Order No 1, s. 2016 DepED Order No. 43, s. 2016 DepED Order 11, s. 2015 DepED Order 46, s. 2015

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

CAMPAIGNS

K to 12 FUNDS

POLICY

PROGRAMS

SENIOR HIGH SCHOOL

ROC1/Jgv

Senior High School Voucher Program

VOUCHER APPLICATION FORM (MANUAL)

Instructions

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1. Fill up the application form. Write in block, capital letters.

2. Enclose the filled up application form and the following documents in a long brown envelope:

a. Recent 2x2 colored ID picture attached to the application form

b. Proof of financial capacity of the parents, guardian, or any other person who is helping send the student to school (if applicable):

If the concerned person is:	Required document	Where to obtain document if not readily available			
Employed in the Philippines (including	Latest Annual Income Tax Return: OR	Bureau of Internal Revenue or Employer			
self-employed)	Certificate of employment*	Employer			
Employed abroad	Certificate of employment*	Employer or recruitment agency			
	Certificate of Non-filing of Income Tax Return; OR	Bureau of Internal Revenue			
Unemployed and without income	Municipal Certificate of Unemployment; OR	Mayor's office (NOT from the Barangay or the City Assessor's office)			
	Affidavit stating unemployment	Notary Public			
Unemployed but with other source/s of income	Affidavit specifying sources of income and average gross monthly income	Notary Public			

"The certificate of employment should state the person's occupation and gross monthly income. For employee gross monthly income refers to the gross monthly wages or salaries before terms end other deductions. It include besic pay, overtime pay, commissions, tips, allowances and one-twelfth of annual bonuses. For all others, it refers the average monthly comings from their business, trade, profession, investments and/or pensions.

A CONTRACTOR

Cartification of Financial Assistance received from the school, if applicable

3. Courier or mail the envelope to:

SHS Voucher Program Application PEAC National Secretariat 197 Salcedo Street 5th Floor Salamin Building

Makati City 1229 Tel: 02-8406000

REMINDERS

- Please ensure that: a) the application and supporting documents are complete and b) the application is received by the PEAC National Secretariat on or before the deadline. Late and/or incomplete applications will not be processed.
- Do not submit multiple applications. If you have applied online, there is no need to fill up this form or vice versa. Multiple submissions significantly delay the processing of your application and its results.

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3. FIRST NAME or GIVEN NAME:	AE: H		+++	++-	\mathbb{H}	
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9. PROVINCE OF BIRTH:		┷┰┸┰┵┰	1 1 1	П	ПП	
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You may get your LRN from your class adviser, school Principal, or school Registrar. Page 2 of 5

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	umber of bedrooms:			adures.
4. SUPPORT F	OR COST OF SCHO	OLING:		
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SOURCE/S OF INCOME*	Locally employed Employed abroad Self-employed - Professional Self-employed - Business Retired/ Unemployed Others:	Locally employed Employed abroad Self-employed Professional Self-employed Business Retired/ Unemployed Others:	Locally employed Employed abroad Self-employed Professional Self-employed Business Retfred/ Unemployed Others:	Locally employed Employed abroad Self-employed Professional Self-employed Business Retired/ Unemployed
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Php 25,001 - 50,000 More than Php50,000 More t

SECTION III. ABOUT MY JUNIOR HIGH SCHOOL	
1. SCHOOL NAME:	
2. SCHOOL ADDRESS: ADDRESS 1:	
ADDRESS 1: (Number/ Block/ Street)	
(Subdivision/ Villege/ Barangey) CITY of MUNICIPALITY: PROVINCE:	
3. FEES IN GRADE 10 BEFORE ANY DISCOUNT:	
TUITION FEE PER YEAR: PHP	
ALL OTHER FEES PER YEAR: PHP	
4. DID YOU RECEIVE ANY EMISSION AND THE PROPERTY OF THE PROPER	
REDUCE THE FEES MENTIONED ABOVE?	ie.
If yes, please accomplish the certification of financial assistance found on page 5, to be signed by the school principal)	:000
Socialists found on page 5, to be signed by the school principal)	uniu jiro ga ra G
SECTION IV. ATTESTATION	
I CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	
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SIGNATURE OF THE STUDENT OVER PRINTED NAME DATE SIGNED	

CERTIFICATION OF FINANCIAL ASSISTANCE (ACCOMPLISH ONLY IF YOU ANSWERED "YES" TO QUESTION NO. 4 OF SECTION III.)

has received financial assistance from		
(name of the school/organization/individual that provided the financial	cial assistance)	and an independent of the control of
for Grade 10 for a total annual amount	of	
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	for Grade 10 for a total annual amount PHP PHP Ssistance was used to reduce tuition and all other to	ssistance was used to reduce tuition and all other fees charged by the school.