



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

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.

DepEd Schools Division of Digos

RELEASED

Date: JAN 30 2017 Time: 12:00

By: 



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw

DepEd Schools Division of Davao

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By: JAN 25 2017

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221-9428; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435

Website: <http://www.region11.deped.gov.ph>
SED Email Address: sed.deped11@gmail.com

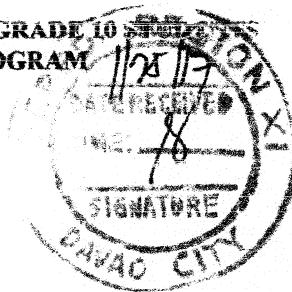
January 25, 2017

REGIONAL MEMORANDUM

No. 029 s. 2017

REITERATING THE GUIDELINES ON THE APPLICATIONS OF GRADE 10 STUDENTS 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 SHS:

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.
 - 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 :
 - Fill up application Form. Write in block, capital letters. (Refer to SHS Voucher Program Form on page 8-12 of DepED Order 66, s. 2016)
 - Enclose the filled up application form and the following documents in a long brown envelope :

Department of Education

Regional Office XI

RECORDS SECTION

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By: [Signature]
Date: 1/25/17 Title: _____

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

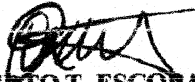
If the concerned person is	Required document	Where to Obtain document if not readily available
Employed in the Philippines (including self-employed)	Latest Annual Income Tax Return, OR	Bureau of Internal Revenue or employer
	Certificate of Employment*	Employer
Employed abroad	Certificate of Employment*	Employer or Recruitment Agency
Underemployed and without income	Certificate of Non-filing 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 employees, 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 Secretariat
 197 Saicedo 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 s 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:

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 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 agency
Unemployed and without income	Certificate of Non-filing of income Tax Return; OR	Bureau of Internal Revenue
	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 employees, 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, profession, investments and/or pensions.

c. Certification 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

1. 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.
2. 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.

2	FULL NAME (FIRST NAME, LAST NAME)										AGE	MARK	IF
3													
4													
5													
6													

Note: Use the back of this page if you have more than six siblings.

2. DOES YOUR FAMILY OWN ANY OF THE FOLLOWING?

- MOTORCYCLE or PEDICAB: Yes No
- CAR, VAN, PICK-UP or TRUCK: Yes No
- LAND or FARM: Yes No

3. HOME: Owned Rented Company provided/ living with relatives
- Number of bedrooms:

4. SUPPORT FOR COST OF SCHOOLING:

	FATHER (REQUIRED COLUMN)	MOTHER (REQUIRED COLUMN)	GUARDIAN (IF APPLICABLE)	PERSON HELPING SEND THE CHILD TO SCHOOL (IF APPLICABLE)
LAST NAME				
FIRST NAME				
SOURCE/S OF INCOME*	<input type="checkbox"/> Locally employed <input type="checkbox"/> Employed abroad <input type="checkbox"/> Self-employed - Professional <input type="checkbox"/> Self-employed - Business <input type="checkbox"/> Retired/ Unemployed Others: _____	<input type="checkbox"/> Locally employed <input type="checkbox"/> Employed abroad <input type="checkbox"/> Self-employed - Professional <input type="checkbox"/> Self-employed - Business <input type="checkbox"/> Retired/ Unemployed Others: _____	<input type="checkbox"/> Locally employed <input type="checkbox"/> Employed abroad <input type="checkbox"/> Self-employed - Professional <input type="checkbox"/> Self-employed - Business <input type="checkbox"/> Retired/ Unemployed Others: _____	<input type="checkbox"/> Locally employed <input type="checkbox"/> Employed abroad <input type="checkbox"/> Self-employed - Professional <input type="checkbox"/> Self-employed - Business <input type="checkbox"/> Retired/ Unemployed Others: _____
GROSS MONTHLY INCOME (PHP)*	<input type="checkbox"/> Php 0 - 5,000 <input type="checkbox"/> Php 5,001 - P10,000 <input type="checkbox"/> Php 10,001 - 15,000 <input type="checkbox"/> Php 15,001 - 20,000 <input type="checkbox"/> Php 20,001 - 25,000 <input type="checkbox"/> Php 25,001 - 50,000 <input type="checkbox"/> More than Php50,000	<input type="checkbox"/> Php 0 - 5,000 <input type="checkbox"/> Php 5,001 - P10,000 <input type="checkbox"/> Php 10,001 - 15,000 <input type="checkbox"/> Php 15,001 - 20,000 <input type="checkbox"/> Php 20,001 - 25,000 <input type="checkbox"/> Php 25,001 - 50,000 <input type="checkbox"/> More than Php50,000	<input type="checkbox"/> Php 0 - 5,000 <input type="checkbox"/> Php 5,001 - P10,000 <input type="checkbox"/> Php 10,001 - 15,000 <input type="checkbox"/> Php 15,001 - 20,000 <input type="checkbox"/> Php 20,001 - 25,000 <input type="checkbox"/> Php 25,001 - 50,000 <input type="checkbox"/> More than Php50,000	<input type="checkbox"/> Php 0 - 5,000 <input type="checkbox"/> Php 5,001 - P10,000 <input type="checkbox"/> Php 10,001 - 15,000 <input type="checkbox"/> Php 15,001 - 20,000 <input type="checkbox"/> Php 20,001 - 25,000 <input type="checkbox"/> Php 25,001 - 50,000 <input type="checkbox"/> More than Php50,000

*For employees, it refers to the gross monthly salaries and wages 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, profession, investments and/or pensions.

