Division Memorandum
No. 327, s. 2016

To: School Principals/Administrators
Private Senior High School Providers

From: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject: Clarification and Additional Information to DepED Order No. 46, s. 2015
Date: June 29, 2016

Attached herewith are the Unnumbered Regional Memorandum dated June 17, 2016 and the Department Order (DepEd) Order No. 38, s. 2016, providing Clarification and Additional Information to DepEd Order No. 46, s. 2015, entitled “Detailed Guidance on the Implementation of the Senior High School (SHS) Voucher Program”.

For information and guidance.
MEMORANDUM

TO: Schools Division Superintendents

SUBJECT: CLARIFICATION AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 46, s. 2015

DATE: June 17, 2016

1. Attached is the Department of Education (DepEd) Order No. 38, s. 2016, providing Clarifications and Additional Information to Deped Order No. 46, s. 2015 entitled Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program.

2. Immediate dissemination and strict compliance of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Inc.: As stated
R011814

Department of Education
Regional Office XI
RECORDS SECTION
RELEASED

By: [Signature]
[Date: 04/22/14]
CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 46, S. 2015
(Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. Further to DepEd Order (DO) No. 46, s. 2015 entitled Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program, the Department of Education (DepEd) issues this Order to provide the following clarifications and additional information:

a. School Requirements for Participation:

   i. SHS Voucher Program (VP) logo on student ID cards; and
   ii. Opening of bank accounts.

b. Processing of Vouchers and Payments:

   i. Updating of SHS VP Participating School Profile;
   ii. Registration of Qualified Voucher Recipients (QVRs) and Voucher Applications;
   iii. Updating of Voucher Program Beneficiaries (VPBs) Status; and

2. The details of the clarifications and additional information are provided in the enclosure.

3. This Order supersedes the abovementioned provisions in DO 46, s. 2015 (Items 4 and 5 of Section IV-B and Items A-D of Section VI).

4. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary
Encl.

As stated

Reference:

DepEd Order: (No. 46, s. 2015)

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

CHANGE
FUNDS
LEARNERS
POLICY
PROGRAMS
SCHOOLS
SECONDARY EDUCATION
STRAND: Finance and Administration

Madel: DO Clarifications to DO 46, s. 2015
0407-June 9, 2016
CLARIFICATIONS ON THE GUIDELINES ON THE IMPLEMENTATION OF THE SENIOR HIGH SCHOOL (SHS) VOUCHER PROGRAM

A. School Requirements for Participation

1. SHS VP logo on the student ID cards

   Attaching the SHS VP logo on student ID cards of QVRs is NO LONGER REQUIRED.

2. Opening of bank accounts

   All SHS VP participating schools are required to open a bank account with Land Bank of the Philippines (LBP) where the voucher payments will be transferred. The basis for the opening of bank accounts shall be the SHS permits issued to non-DepEd schools.

   Schools with existing LBP accounts still need to open a separate account intended for voucher payments.

   Below are the requirements for schools with no existing LBP account.
   a. SEC Certificate of Registration
   b. Articles of Incorporation and By-Laws
   c. Duly notarized Board Resolution or Secretary's Certificate containing the following:
      i. Authority to open an account with LBP
      ii. Officers authorized to sign and nature and extent of such authority
      iii. List of Officers/Board of Directors/Stockholders
      iv. Certification that the resolution remains effective and subsisting and has not been amended, revoked, or superseded
   d. Latest General Information Sheet (GIS)
   e. Two (2) recent ID photos and at least one (1) valid photo-bearing government-issued ID of signatory/ies
   f. Copy of DepEd SHS permit
   g. Franchise Agreement (if applicable)

   Below are the requirements for schools with existing LBP account/s.
   a. Duly notarized Board Resolution or Secretary's Certificate
   b. Two (2) recent ID photos and at least one (1) valid photo-bearing government-issued ID of signatory/ies

   The bank account name should bear the name of the school indicated in the SHS permit with the suffix "SHS VP."
For other concerns related to the opening of LBP account, schools may directly coordinate with any LBP branch within their vicinity. For branch locations, please visit https://www.landbank.com/branch-locator.

B. Processing of Vouchers and Payments

All SHS VP participating schools are required to use the following information systems as pre-requisites in the processing of voucher payments:

- Enhanced Basic Education Information System (EBEIS);
- Learner Information System (LIS); and
- Voucher Management System (VMS).

An SHS VP participating school shall use single sign-on in accessing all three information systems. User accounts can be requested from the Schools Division Office (SDO) through the Schools Governance and Operations Division (SGOD)-Planning and Research Unit or the Division IT Officer. For the directory of SDOs, please visit http://www.deped.gov.ph/directory/division-offices.

After logging on to the EBEIS at http://ebeis.deped.gov.ph, schools may access the LIS and the VMS through the user account dashboard.

Below are the steps in the creation and submission of billing statements.

1. Update school profile in the EBEIS.

2. Encode learner’s profile in the LIS.

   Procedures on encoding and data processing for SHS learners in private schools, state universities and colleges (SUCs), and local universities and colleges (LUCs) in the LIS are detailed in DepEd Order No. 34, s. 2016 (Annex A).

   Online instructional videos and materials on the LIS can be accessed at http://tinyurl.com/LIS-support.

3. Create billing statement in the VMS.
   a. In the “View School Profile” tab, encode or update the following school details:
      i. Official E-mail Address
      ii. Semestral Period
      iii. School Fees per Track and Strand Offered
      iv. LBP Bank Account Information
      v. Signatory
      vi. Contact Person
b. In the "View List" tab, check the list of QVRs enrolled in the school for the semester, which is automatically generated from the LIS. In case there are errors in the list, corrections shall be made in the LIS.

c. In the "Billing Statement" tab, select the QVRs to be included in the billing statement. Review the list and confirm that the names are valid Voucher Program Beneficiaries (VPBs) enrolled in the school for the semester. Please note that in case there are duplicate entries of learners in different schools, the billing statements of schools concerned shall be subject to validation prior to processing of payment.

d. Print the billing statement in four (4) copies to be signed by the designated School Official.

e. Prepare the following supporting documents:
   i. SHS VP Certificate of School Fees - the form may be downloaded in the VMS "Downloads" section (Annex B); and
   ii. STI1 (Savings Account) or IMI1 (Current Account) printout from LBP as of June 2016.
   iii. Official receipts of voucher payments received in the previous School Year (if applicable)

f. Submit the following folders to the Private Education Assistance Committee (PEAC) Regional Secretariat:

<table>
<thead>
<tr>
<th>Folder No.</th>
<th>Folder Title</th>
<th>Documents</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder 0</td>
<td>Billing Statement</td>
<td>SHS VP Billing Statement</td>
<td>4 Copies</td>
</tr>
<tr>
<td>Folder 1</td>
<td>PEAC NS</td>
<td>STI1/IMI1 (As of June 2016)</td>
<td>1 Copy Each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHS VP Certificate of School Fees</td>
<td></td>
</tr>
<tr>
<td>Folder 2</td>
<td>DepEd Central</td>
<td>STI1/IMI1 (As of June 2016)</td>
<td>1 Copy Each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Official receipts of voucher payments received in the previous School Year (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Folder 3</td>
<td>PEAC RS</td>
<td>STI1/IMI1 (As of June 2016)</td>
<td>1 Copy Each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHS VP Certificate of School Fees</td>
<td></td>
</tr>
<tr>
<td>Folder 4</td>
<td>School Copy</td>
<td>STI1/IMI1 (As of June 2016)</td>
<td>1 Copy Each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHS VP Certificate of School Fees</td>
<td></td>
</tr>
</tbody>
</table>

g. Billings shall be processed on a first come, first served basis. The indicative processing time is two months from submission, assuming that the documents submitted are complete and in order.

The table below shows the indicative billing process timeline for schools that open in June.
<table>
<thead>
<tr>
<th>Month*</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>Encoding and updating of school profile in the EBEIS and learner's profile in the LIS</td>
</tr>
<tr>
<td>July-August</td>
<td>Creation of first semester billing statement in the VMS</td>
</tr>
<tr>
<td>September-October</td>
<td>Release of first tranche of voucher payment</td>
</tr>
<tr>
<td>November</td>
<td>Updating of learner's profile in the LIS</td>
</tr>
<tr>
<td>November-December</td>
<td>Creation of second semester billing statement in the VMS</td>
</tr>
<tr>
<td>January-February</td>
<td>Release of second tranche of voucher payment</td>
</tr>
</tbody>
</table>

*For schools that follow a different academic calendar, the submission of billing statements shall be no more than two months after school opening.*