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:

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

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.
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

January 25, 2017

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:

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 10, 2017 (2nd Friday of SY 2016-2017)</td>
<td>Deadline for receipt of online applications</td>
</tr>
</tbody>
</table>
| 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 (2nd 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:

a. Hanging of Tarps/paintings regarding said timelines and information.
b. Monitor the dissemination of and compliance with the SHS Voucher Program Application.
c. 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 SHS Voucher Program Form on page 8-12 of DepED Order 66, s. 2016)
   2. Envelope the filled up application Form and enclose the following documents in a long brown envelope:
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 for pensions.

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

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

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:

<table>
<thead>
<tr>
<th>CAMPAIGNS</th>
<th>K to 12 FUNDS</th>
<th>POLICY</th>
<th>PROGRAMS</th>
<th>SENIOR HIGH SCHOOL</th>
</tr>
</thead>
</table>

RC/17/96
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):

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

*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.

3. Counter or mail the envelope to:
   SHS Voucher Program Application
   PEAC National Secretariat
   197 Salcedo Street
   6th Floor Senator Building
   Makati City 1229
   Tel: 02-8496000

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.
SECTION I. ABOUT ME

1. LEARNER REFERENCE NUMBER (LRN):

2. LAST NAME or SURNAME:

3. FIRST NAME or GIVEN NAME:

4. MIDDLE NAME:

5. SUFFIX (Jr., III):

6. DATE OF BIRTH:

7. GENDER: Male   Female

8. CITY/MUNICIPALITY OF BIRTH:

9. PROVINCE OF BIRTH:

10. NATIONALITY: Filipino   Others (please specify)

11. MOBILE NUMBER: No mobile phone

12. LANDLINE TELEPHONE: No telephone

13. EMAIL ADDRESS: No email address

14. HOME ADDRESS:

ADDRESS 1:

(CITY or MUNICIPALITY):

(ZIP CODE):

15. DESIRED TRACK IN SENIOR HIGH SCHOOL (Choose one):

   - Academic
   - Sports
   - Arts and Design
   - Technical-Vocational Livelihood

SECTION II. ABOUT MY FAMILY

1. SIBLING INFORMATION: NUMBER OF SIBLINGS: 1

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>AGE</th>
<th>MARK/STUDENT</th>
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</table>

1 You may get your LRN from your class adviser, school Principal, or school Registrar.
Note: Use the back of this page if you have more than six siblings.

2. DOES YOUR FAMILY OWN ANY OF THE FOLLOWING?

<table>
<thead>
<tr>
<th>Motorcycle or Pedicab:</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Car, Van, Pick-Up or Truck:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Land or Farm:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

Number of bedrooms:  

4. SUPPORT FOR COST OF SCHOOLING:

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FATHER (REQUIRED COLUMN)</th>
<th>MOTHER (REQUIRED COLUMN)</th>
<th>GUARDIAN (OF APPLICABLE)</th>
<th>PERSON HELPING SEND THE CHILD TO SCHOOL (OF APPLICABLE)</th>
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</thead>
</table>

**SOURCES OF INCOME**

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</tr>
</thead>
<tbody>
<tr>
<td>Php 0 - 5,000</td>
<td>Php 5,001 - 10,000</td>
<td>Php 10,001 - 15,000</td>
<td>Php 15,001 - 20,000</td>
<td>Php 20,001 - 25,000</td>
<td>Php 25,001 - 50,000</td>
<td>More than Php 50,000</td>
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</table>

For employed, 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-half of annual bonuses. For all others, it refers to the average monthly earnings from their business, trade, profession, investments and/or pension.

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SECTION III. ABOUT MY JUNIOR HIGH SCHOOL

1. SCHOOL NAME: 

2. SCHOOL ADDRESS:
   ADDRESS 1: 
   ADDRESS 2: 
   CITY or 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 FINANCIAL ASSISTANCE FROM THE SCHOOL THAT WAS USED TO REDUCE THE FEES MENTIONED ABOVE? 
   Yes  No
   (If yes, please accompany the certification of financial assistance found on page 5, to be signed by the school principal)

SECTION IV. ATTESTATION

I CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF THE STUDENT OVER PRINTED NAME 
DATE SIGNED 

SIGNATURE OF THE PARENT/GUARDIAN OVER PRINTED NAME 
DATE SIGNED 

Page 4 of 5
CERTIFICATION OF FINANCIAL ASSISTANCE
(ACCOMPLISH ONLY IF YOU ANSWERED "YES" TO QUESTION NO. 4 OF SECTION III.)

This is to certify that

________________________
(name of the student)

has received financial assistance from

________________________
(name of the school/organization/individual that provided the financial assistance)

for Grade 10 for a total annual amount of

PHP ______________________

This financial assistance was used to reduce tuition and all other fees charged by the school.

________________________
Signature over printed name of the School Principal

________________________
Date signed

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