

Guidelines on the Implementation of the Senior High School Voucher Program Effective School Year 2017-2018

I. Rationale

Republic Act No. 10533 (RA 10533), otherwise known as the Enhanced Basic Education Act of 2013, lengthens Philippine basic education from 10 years to 13 years with the addition of Kindergarten and Grades 11 and 12 in Senior High School (SHS). Grade 11 was introduced in School Year (SY) 2016-17 and Grade 12 will be introduced in SY 2017-2018.

RA 10533 explicitly expands Government Assistance to Students and Teachers in Private Education (E-GASTPE or RA 8545) to include Grades 11 and 12. RA 10533 further mandates the Department of Education (DepEd) to formulate programs to enact the abovementioned provision based on the principles of public-private partnership. In this regard, DepEd Order No. 11, series of 2015 (DO 11 s. 2015) introduced the Senior High School Voucher Program (SHS VP) as a mechanism to provide financial support to qualified students in SHS.

RA 10533 supports Article XIV Section 2.3 of the Philippine Constitution of 1987 which mandates the State to establish a system of, among others, subsidies and incentives to deserving individuals in both public and private schools.

The intent of this DepEd Order is to provide clear and detailed guidelines to schools in processing vouchers.

II. Scope

These implementing guidelines shall have national applicability, and detail the processes and flow of activities that relate to VP-participating SHSs in SY 2017-2018. These include accepting QVRs, creating billing statements, dealing with transferees, and other SHS VP-related events that may transpire in a school year.

III. Definition of terms

Non-DepEd Senior High School (Non-DepEd SHS) – An educational provider not directly operated by DepEd, but granted by DepEd with a permit to operate SHS. This includes private high schools, private colleges and universities; local universities and colleges (LUCs); state universities and colleges (SUCs); and technical and vocational institutions.

Voucher – A subsidy given by the State to qualified Grade 10 completers to enable them to enroll in a non-DepEd SHS of their choice. The assistance helps to defray the cost of tuition and all other published fees charged by a non-DepEd SHS. The subsidy is not given to the student as cash; DepEd instead pays directly to the non-DepEd SHS where the student enrolls.

Qualified Voucher Recipients (QVRs) – Grade 10 completers that qualify for the voucher subsidy.

Voucher Program Beneficiaries (VPBs) – QVRs that successfully enroll in a non-DepEd SHS and thus benefit from the subsidy provided by the vouchers.

VP-participating Senior High School (VP-participating SHS) – Non-DepEd SHSs that accept QVRs in the SHS VP and are thus subject to these program guidelines. If a non-DepEd SHS accepts QVRs in multiple campuses or in different delivery modes, each campus and delivery mode combination is considered a separate VP-participating SHS.

Enhanced Basic Education Information System (EBEIS) – An information management system and database maintained by DepEd on basic education schools in the country.

Learner Information System (LIS) – An information management system and database maintained by DepEd to track and monitor students in basic education.

Voucher Management System (VMS) – An information management system maintained by PEAC for VP-participating SHSs to create and track billing statements and payments.

IV. Policy statement

The SHS Voucher Program intends to:

- a) Uphold the right to quality basic education by increasing access to SHS;
- b) Increase the diversity of SHS providers beyond the current configuration. This in turn will engender a more dynamic system with schools deciding and innovating on their own;
- c) Provide greater choice to students and their families in deciding the SHS program that caters to their needs and career goals

These objectives ultimately lead to the very purpose of K to 12 reform: relevant and high-quality education. As such, the SHS VP is meant to be a long-term program of DepEd.

V. Implementation Roles and Responsibilities

The **Department of Education (DepEd)** is the institutional owner and regulator of the SHS VP. It implements SHS VP to fulfill RA 10533 or the K to 12 reform agenda of the government. It shall formulate program policies and guidelines; ensure its databases are accurate and consistent; provide the needed resources for financial assistance, teacher training and research; and oversee and evaluate implementation of the programs. It shall organize the Regional Program Committees (RPCOMs), coordinate with PEAC and provide PEAC with data pertinent to SHS VP.

Specifically, at the DepEd Central Office (CO) is the Interim Project Management Office (PMO) for GASTPE, as created by DO 16, s. 2016. DepEd CO, through the interim GASTPE PMO has the following responsibilities:

- Coordinate with and perform monitoring and oversight functions on PEAC
- Set the necessary policies and directives for the SHS VP, as well as issue and disseminate the necessary Orders/Memoranda regarding their implementing guidelines to its field offices and other parties concerned
- Ensure that the annual as well as long-term funding requirements of the SHS VP are supported and provided for by their inclusion in the DepEd's annual budget
- Process and ensure the prompt release of the entitlements of the participating schools in the SHS VP with complete billing documents

- Set the agenda and policy directions for the conduct of research and evaluation studies on the SHS VP
- Conduct monitoring and evaluation activities and report to appropriate authorities, the performance of the SHS VP and of the stakeholders, including but not limited to PEAC, the participating private schools, and the DepEd field units, as well as report other concerns in connection with or relating to the SHS VP and its stakeholders
- Work with PEAC on the updating and management of the information systems for SHS VP, including providing access to data, documents and other information that are pertinent to the programs, such as status reports on the payment of grants to participating schools, and the LIS
- Give final approval and sign off on payrolls and requests for payment, and the corresponding disbursements to be made

At the regional level, the DepEd Regional Office (RO) has the following responsibilities:

- Coordinate with PEAC on the conduct of regional orientations on the implementation of SHS VP
- Represent the Department in the Regional Program Committee and help carry out its duties
- Check, approve, and sign off on billing statements

At the division level, the Schools Division Office (SDO) has the following responsibilities:

- Provide VP-participating SHSs with the necessary information for them to be able to encode and update data in the EBEIS and LIS
- Ensure compliance of schools with the SHS VP guidelines, particularly in encoding accurate school and learner data

The **Private Education Assistance Committee (PEAC)** has been contracted by the DepEd to administer the SHS VP. PEAC is the trustee of the Fund for Assistance to Private Education (FAPE), a perpetual trust fund created to provide assistance to private education in the country. PEAC is represented nationally by its National Secretariat (PEAC NS) and in each region by its Regional Secretariats (PEAC RS).

The PEAC NS has the following responsibilities:

- Provide the infrastructure, systems, coordination and controls required for the smooth implementation of the SHS VP
- Provide in-service training of teachers in VP-participating SHSs and conduct pertinent research (see <http://www.fape.org.ph/> for details on these programs).

The PEAC RSs shall be the first line of program support to VP-participating SHSs in the regions. The PEAC RS has the following responsibilities:

- Manage day-to-day implementation and coordinate its efforts with its RPSCom and the PEAC NS
- Advise, guide and/or assist schools in complying with the guidelines
- Conduct field audits and training and mentoring sessions as may be needed in their regions.

The **Regional Program Committees (RPComs)** shall oversee compliance of participating public and private schools in their regions with the policies and guidelines of the GASTPE programs of assistance. It shall resolve problems that may occur and recommend measures to improve program implementation. The RPCom in each region is composed of representatives from DepEd and the PEAC RS with the DepEd Regional Director as Chair and the PEAC Regional Program Director as Co-Chair.

Schools shall provide assistance and guidance to uphold student choice in the SHS VP. Junior and senior high schools, both public and private, must provide career guidance programs, prepare documents requested by students, and promptly encode complete and accurate information in the LIS and EBEIS. In addition, VP-participating SHSs shall communicate the tracks and strands they offer, encode the information required in the VMS, prepare billing statement packages, orient VPBs and their parents on the SHS VP, and comply with these program guidelines.

VI. **Qualified Voucher Recipients (QVRs)**

Consistent with DO 66, s. 2016, all and only Grade 10 students of the previous school year, SY 2016-2017 are eligible for the SHS VP. For brevity, these students are termed Grade 10 completers. QVRs may be grouped into the following:

1. Automatically qualified students

Students falling under the categories below automatically qualify for vouchers. They do not need to apply for vouchers, and are automatically considered QVRs.

- Category A: All Grade 10 completers in Public JHSs
- Category B: All Grade 10 completers in SUCs and LUCs
- Category C: All Grade 10 completers in private schools that are Educational Service Contracting (ESC) grantees

2. Successful Voucher Applicants (VAs)

- Category D: Grade 10 completers in non-ESC private schools need to apply for vouchers. VAs that successfully applied for vouchers are then considered QVRs.

Upon requirement of the VP-participating SHS a QVR wishes to enroll in, the following documents may be submitted by the QVR as evidence of the QVR's status:

Table 1. Documentary Evidence of QVRs

QVR category	Document	Where to obtain document
Categories A and B	Report card bearing a Learner Reference Number	Junior high school
Category C	ESC Certificate	Junior high school or PEAC NS
Category D	QVR Certificate	PEAC NS

QVRs are responsible for their choice of school in Senior High, and for meeting the admission requirements set by their chosen school.

VII. Applicable voucher values

The value of the voucher subsidy is the lower of a) the total school fees declared in the VMS by the VP-participating SHS or b) the applicable voucher amount. The applicable voucher amount in turn depends on the location and type of the non-DepED SHS and the category of the QVR. The applicable voucher amounts are shown in the table below.

Table 2. Applicable voucher amounts for SY 2017-2018 (in PHP per student per SY)

Location of non-DepEd SHS	Category of QVR	Voucher amount	Voucher amount if the SHS is a SUC or LUC
National Capital Region (NCR)	Categories A and B	22,500	11,250
	Categories C and D	18,000	
Highly urbanized cities (HUCs) outside of NCR	Categories A and B	20,000	10,000
	Categories C and D	16,000	
All other locations	Categories A and B	17,500	8,750
	Categories C and D	14,000	

VIII. Voucher redemption and validity

A QVR redeems his or her voucher by the very act of enrolling in a VP-participating SHS. Upon enrollment, a QVR will inform the VP-participating SHS of his status and present the necessary documentary evidence described in Section VI, Table 1. As with any student, QVRs need to satisfy the requirements for admission set by the VP-participating SHS. A QVR who successfully enrolls in a VP-participating SHS becomes a voucher program beneficiary (VPB).

Vouchers shall be redeemed in the first semester of SY 2017-2018, and shall no longer be valid if not redeemed in the said period. The voucher covers the two years of SHS, Grades 11 and 12. If the VPB extends beyond two years, the voucher still covers only the first two years.

IX. Conditions for voucher program beneficiaries (VPBs)

After enrollment, VPBs may continue to participate in the SHS VP, transfer schools, shift tracks or strands or leave formal schooling. This section details how such cases are to be treated in the SHS VP.

A. Continuing participants

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

VPBs lose their subsidy if they do any of the following:

- Drop out in the middle of the school year;
- Do not reenroll in the following school year;

- Fail to be promoted to the next grade level or are retained in the same grade level;
- Transfer to another SHS within the school year;
- Transfer to a DepEd SHS.

VPBs who drop out due to prolonged illness, accident, force majeure, or death of a parent or guardian may be reinstated in the SHS VP, provided they submit relevant documents to PEAC. The documents to be submitted are to support their claim i.e. for illness, a medical certificate issued by a licensed medical doctor.

B. Transferees

VPBs are considered transferees if they transfer to a different SHS. Transferees are allowed, but, as noted above, VPBs lose their subsidy for certain transfers. 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 SHS VP, are allowed and considered special cases. Such cases shall be dealt with individually. VP-participating SHSs that close shall promptly inform PEAC so that their VPBs are not disenfranchised.

C. Shifters

VPBs are considered shifters if they shift to a different track or strand.

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 SHSs shall ensure that shifters meet the required competencies of their new track or strand.

Transferees and Shifters are treated as separate entities. A VPB who transfers to a different SHS, and shifts to a different track or strand will be tagged as both a Transferee and a Shifter.

X. VP-participating SHS eligibility and requirements

Any non-DepEd SHS with an SHS permit is eligible to participate in the SHS VP. It becomes a VP-participating SHS by accepting QVRs as its students. Each VP-participating SHS is required to:

- Attend the annual orientation on the SHS VP Guidelines and the SHS Voucher Management System (VMS). The PEAC NS shall inform the schools of the schedule of orientations by the first week of March and conduct them in every region in April or May. Access to the VMS will be denied to schools that fail to attend the orientation.

- Conduct an orientation on the SHS VP to new VPBs and their parents at the start of each school year. It shall keep a copy of the orientation program and attendance sheet as evidence of the activity.
- Open and maintain an account with the Land Bank of the Philippines (LBP) specifically for the SHS VP. The account name shall be the name of the school as indicated in the SHS permit, suffixed by “SHS VP”. Schools shall coordinate directly with any LBP branch on the bank’s requirements to open an account.

XI. Principal processes for SHS VP-participating schools

VP-participating SHSs work with three systems in the SHS VP. These are DepEd’s EBEIS, DepEd’s LIS and PEAC’s VMS. All three systems are linked through a single sign on service (SSO Service) at lis.deped.gov.ph/uis/login. Username and passwords to the SSO Service are obtained from the school’s respective DepEd Division Offices through the Schools Governance and Operations Division-Planning Service Unit or the Division IT Officer. The principal processes and the systems schools will use are detailed below.

A. Encode or update VP-participating SHS profile

VP-participating SHSs log on to EBEIS to encode or update school-related data required by DepEd.

B. Encode or update and download SHS student information

At the start of each semester, VP-participating SHSs shall encode or update the data required on all their SHS students in the LIS (see DepEd Order 34, series of 2016 for details on encoding learner profiles or <http://static-uis.best.org.ph/support/> for instructional videos and other support materials).

Schools shall ensure that the tagged QVRs are in fact enrolled in the school for the semester (that is, they are the school’s VPBs). Erroneous and/or multiple entries of learners are subject to validation, which will delay processing and payment later on.

After encoding and/or updating, download the list of SHS students into a file.

C. Create billing statements

Schools create billing statements to obtain the subsidy for the VPBs they accept. VP-participating SHSs shall access the VMS and carry out the following steps to create billing statements:

1. Verify the information in the “School Profile” tab under the “View School Profile” navigation link. The VMS uses only data from the EBEIS to populate this tab. Thus, errors found in the school profile are to be corrected in the EBEIS.
2. Under the other tabs in the “View School Profile” navigation link, encode or update the following data:
 - Start and end dates of each semester/term in the current school year
 - Annual school fees (tuition, other and miscellaneous fees) per track and strand
 - LBP account details
 - Authorized signatory for the billing statement
 - Details of contact person for SHS VP concerns

3. Under the “Billing Statement” navigation link, select the “Create Billing Statement” section and the semester to be billed. The VMS will return a list of QVRs with check boxes at the leftmost column. Click on the check boxes to tag QVRs that will be included in the new billing statement. Alternatively, select on the “Check All” option and click on the boxes to uncheck QVRs that will be excluded from the new billing statement.

Create the billing statement by clicking on the “Create Billing Statement” icon at the bottom of the list of VPBs. Billing statements contain the following information:

- Unique billing statement number that shall be used to process and track payments
- Total number of VPBs billed
- Total amount due to the VP-participating SHS for the semester

Schools may view, print or delete billing statements in the “View/Print/Delete Billing Statement” section under the “Billing Statement” navigation link. The “View” option allows schools to do a final check on the VPBs included in a billing statement. The “Print” option provides a hard copy of the billing statement.

Vouchers are paid in two tranches per school year. Thus, VP-participating SHSs will create and submit billing statements every semester with each amount due equal to half of the total applicable voucher value for the VPBs enrolled in that semester.

The VMS allows billings statements to be created a month after a school starts its semester. That notwithstanding, VP-participating SHSs must create the billing statement for the first semester from July 1, 2017 to October 31, 2017 and the billing statement for the second semester from December 1, 2017 to March 31, 2018.

D. Process billing statements

VP-participating SHSs shall print five copies of each billing statement they create. The authorized signatory named in the VMS shall sign each copy. Billing statements shall be supported by the following documents:

- SHS VP Certification of School Fees (the form is available at the “Downloads” section under the “Tools” navigation link in the VMS);
- ST11 (savings account) or IMI1 (current account) printout from LBP dated within 30 days from the start of the school’s academic year
- Official receipt of the school for the latest payment received in the SHS VP (if applicable)

Schools shall compile billing statements and supporting documents in five folders as shown below. This set of documents shall hereafter be referred to as the billing statement package.

Table 3. Compilation of the billing statement package

Folder number	Folder title	Documents/ contents	Number of copies
0	Billing Statement	SHS VP billing statement	5
1	PEAC NS	ST11 or IMI1	1

		SHS VP Certification of School Fees	1
2	DepEd Central	STI1 or IMI1	1
		Official receipt for the latest payment received	1
3	PEAC RS	STI1 or IMI 1	1
		SHS VP Certification of School Fees	1
4	School Copy	STI1 or IMI 1	1
		SHS VP Certification of School Fees	1

A VP-participating SHS shall set an appointment with its PEAC RS through the “Set a Document Submission Appointment Schedule” section under the “Tools” navigation link in the VMS. It will then submit the billing statement package to the PEAC RS at its scheduled appointment.

PEAC RS shall process the billing statement packages in the order received. It verifies that the billing statement packages are in order and the billing statements exist in the VMS. The PEAC Regional Program Director (PEAC RPD) signs the billing statements and forwards these to the DepEd Regional Director (DepEd RD) for his signature. The PEAC RPD and the DepEd RD may authorize alternate signatories to sign the billing statements. The PEAC RS retrieves the billing statements from the DepEd RD and forwards these to the PEAC NS.

The PEAC NS verifies that the billing statement packages are in order and the billing statements exist in the VMS. It prepares the billing statement packages in batches and submits these along with a List of Schools for Payment to the DepEd Central Office Accounting Division (DepEd AD).

DepEd AD checks that the submitted billing statement packages and the List of Schools for Payment are in order. It then prepares the Payroll and Obligation Request Status (ORS). Once endorsed and approved by DepEd authorities, DepEd pays the VP-participating SHSs through their accounts with LBP.

E. Monitor billing statements

VP-participating SHSs can monitor the status of all their billing statements at the “View/Print/Delete Billing Statement” section. The PEAC RS, the PEAC NS and the DepEd AD update the status in the VMS as the billing statement package is processed at their offices. The different statuses and the office that handles the billing statement package at a given status are shown below.

Table 4. Billing statement statuses in the VMS

Status	Handling unit	Approximate processing time
On Process (School)	VP-participating SHS	
On Process (Region)	PEAC RS	2-3 weeks
On Hold (Region)	PEAC RS	
Submitted to DepEd RO for Signature	DepEd RO	
Submitted to PEAC National Secretariat	PEAC RS	2-3 weeks
Received by PEAC National Secretariat	PEAC NS	
On Hold (PEAC National Secretariat)	PEAC NS	
Submitted to DepEd	DepEd AD	4-6 weeks

Payment Released	DepEd AD	
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An “On Hold” status indicates an issue with the billing statement package. In such cases, VP-participating SHSs are enjoined to proactively follow-up with the unit concerned.

A timeline of activities in implementing the SHS VP is provided in Annex 1 and contact details of the units at DepEd and PEAC involved in the SHS VP are provided in Annex 2.

F. Refund excess payments

A refund is due to DepEd when its payments exceed what is due to a VP-participating SHS owing to inadvertent errors. Below are the steps to process refunds.

1. The school shall send PEAC NS a bank check payable to the Department of Education OSEC and a letter explaining the reason for the refund;
2. The PEAC NS shall review the documents and endorse them to DepEd AD;
3. DepEd shall issue official receipts for cleared check refunds. These will be delivered to PEAC NS for further delivery to the schools concerned.

XII. Program monitoring and compliance

A. Monitoring

The PEAC NS shall monitor VP-participating SHSs and report its findings to DepEd. It verifies the VPBs listed in the schools’ billing statements and their compliance with other requirements of the SHS VP.

Monitoring is done through unannounced visits by a monitoring team. All VP-participating SHSs are subject to such visits and cannot turn away monitoring teams. When visited, a VP-participating SHS is required to gather all their VPBs for a roll call and present the following documents for inspection:

- Enrollment list (School Form 1 of DepEd)
- Class record or class register
- VPB and parent orientation attendance sheet

The monitoring team may require other documents from the VP-participating SHS to verify its VPBs.

The PEAC NS shall report the results of its monitoring visits at the quarterly meetings of the PEAC with DepEd. The report will include VP-participating SHSs that violated or did not comply with the SHS VP guidelines.

B. Program violations and penalties

Program violations as well as acts of VP-participating SHSs that defraud government and/or its VPBs are penalized as follows:

Table 5. Program violations and corresponding penalties

Program violation	Penalty
Falsification of data or information in any	Suspension from recruiting Grade 11 QVRs

of the program forms, database fields or submitted documents	for at least one school year
Padding and/or inclusion of “ghost students” in the list of VPBs discovered during monitoring visits*	Return of payments to and duly acknowledged by DepEd for the “ghost students” identified and termination from further participation in the SHS VP.
Charging VPBs in excess of total school fees declared in the VMS	Return of excess payments duly acknowledged by the VPBs and suspension from recruiting Grade 11 QVRs for at least one school year
Non-reimbursement or undue delay in reimbursing school fees advanced by VPBs after the school has been paid by DepEd. Schools are expected to reimburse the payment advanced by the VPBs within 30 days after the receipt of the payment from DepEd.	Reimbursement of school fees advanced, duly acknowledged by the VPBs and suspension from recruiting Grade 11 QVRs for at least one school year

* Ghost students refer to the following:

- a. Significant number of absent VPBs during a monitoring visit whose absence cannot be satisfactorily explained by the school officials;
- b. VPBs billed under a specific school campus/unit/delivery mode but attend classes in a different school campus/ unit/delivery mode;
- c. VPBs listed as “enrolled” but have not attended classes since the start of the semester;
- d. VPBs listed multiple times in the same school or in different VP-participating SHSs.

Violations analogous to the list above may also be penalized. The PEAC reserves the right to decide on cases of violations and their corresponding penalties. Finally, violations of the SHS VP guidelines may bar the VP-participating SHS from other GASTPE programs of DepEd without prejudice to administrative and criminal charges that may be filed against the school and/or its responsible officers under existing laws.

C. *Processing adverse findings*

Schools with adverse findings are based on reports submitted by the monitoring teams to PEAC NS. The following procedure applies to schools with adverse findings:

1. The PEAC Executive Director shall write a letter to the school specifying the following:
 - Summary of the findings of the monitoring team
 - Violations committed by the school
 - Sanctions based on the violations
 - Evidence and supporting documents, if applicable
 - Period within which the school can respond

The letter shall be sent by courier or registered mail.

2. If the school responds within the prescribed period, the PEAC NS shall review the documents submitted by the school with a particular focus on the following:
 - Authenticity of documents submitted
 - Unaccounted VPBs with and without supporting documents

3. The PEAC NS shall report the schools with adverse findings and recommend sanctions to the PEAC during its regular meetings. Recommended sanctions shall conform to the GASTPE guidelines of the school year the monitoring visit was conducted.
4. The PEAC shall decide on the sanctions for schools with adverse findings.
5. The PEAC shall inform the school of its decision within two weeks through courier or registered mail. If the school does not respond within two weeks after receipt of the letter, the decision is deemed final and executory.
6. The PEAC shall submit to DepEd the final List of Schools with Sanctions together with copies of the monitoring reports.
7. VPBs disenfranchised by the sanctions shall be allowed to transfer to another VP-participating SHS.

Monitoring and Evaluation

The Department and PEAC shall continuously gather feedback on the implementation of the SHS Voucher Program from all concerned internal and external stakeholders. A period review of these guidelines shall be conducted to further enhance the provisions stipulated herein, and ensure effectiveness of the programs.

Annex 1: Timeline of activities in implementing the SHS VP

	VP-participating SHS	PEAC RS	DepEd RO	PEAC NS	DepEd AD
Timeline					
	Opens an account with LBP				
March				Releases schedule of regional orientations on the SHS VP guidelines	
April - May	Attends orientation on the SHS VP guidelines			Conducts orientations in all regions	
During enrollment	Checks if student is a QVR				
	Accepts/enrolls QVRs				
Within 30 days from start of semester	Encodes/updates school data in EBEIS (<i>contact DepEd User Support Division for concerns</i>)				
	Encodes/updates student data in LIS (<i>contact DepEd User Support Division for concerns</i>)				
	Conducts orientation on the SHS VP to new QVRs and their parents				
After 30 days from start of semester (July 1 - October 31 for the 1st semester and December 1 - March 31 for the 2nd semester)	Creates billing statements in the VMS (<i>contact PEAC NS for concerns</i>)				
	Compiles billing statement package				
	Sets appointment with PEAC RS				
	Submits billing statement package to PEAC RS on appointment date	Receives billing statement package from school			

2-3 weeks from receipt by PEAC RS <i>(contact PEAC RS only after undue delay)</i>	Verifies that billing statement package is accurate and complete			
	Has PEAC RPD sign			
	Submits billing statement package to DepEd RO	Receives billing statement package from PEAC RS		
		Verifies that billing statement package is accurate and complete		
		Has DepEd RD sign		
	Retrieves billing statement package from DepEd RO	Returns billing statement package to PEAC RS		
2-3 weeks from receipt by PEAC NS <i>(contact PEAC NS only after undue delay)</i>	Submits billing statement package to PEAC NS		Receives billing statement package from PEAC RS	
			Verifies that billing statement package is accurate and complete	
			Has PEAC Executive Director sign	
			Prepares List of Schools for Payment	
4-6 weeks from receipt by DepEd AD <i>(contact DepEd only after undue delay)</i>			Submits billing statement packages to DepEd AD	Receives billing statement packages from PEAC NS
				Verifies that billing statement packages are accurate and complete
				Prepares Payment Order Request
				Routes POR for approval
				Instructs LBP to pay schools on approved POR

N. B. The dark shaded activity is done only once for the duration of the SHS VP
Light shaded activities are done before the start of each school year
Unshaded activities are done every semester

Annex 2: Contact numbers and addresses

Inquiries regarding the SHS VP may be directed to the following contact numbers and addresses:

Department of Education Central Office (DepEd)

User Support Division
Information and Communications Technology Service
(02) 6337264 and 6364878

Planning Service
(02) 6337216; 6388634

Accounting Division
(02) 6337961; 6337233

The PEAC National Secretariat may be reached at the following contact numbers and address:

PEAC National Secretariat (Makati office)
(02) 8406000 (trunk line)
Website: www.fape.org.ph

Monitoring and Processing Unit
(02) 840600 loc. 121 to 127
(02) 8406001; (02) 8406002
(0917) 5013273
Email addresses:
processing@fape.org.ph
monitoring@fape.org.ph

Training and Development Unit
(02) 8406000 loc. 161
(02) 8406004
Email address: jhs.inset@fape.org.ph

IT and Information Management Unit
(02) 8406000 loc. 131
(02) 8406007
Email address: it.im@fape.org.ph

Communications and Research Unit
(02) 8406000 loc. 171
(02) 8406006
Email address: communications@fape.org.ph

Finance Unit
(02) 8406000 loc. 142
(02) 8406005

Email address: finance@fape.org.ph

The PEAC Regional Secretariats may be reached at the following contact numbers and address:

PEAC Regional Secretariat Region 1

University of Luzon
c/o APSCU Office
DBS Building, Tapuac District
Dagupan City
Contact No.: (075) 5227244
Email Address: rs.01@fape.org.ph

PEAC Regional Secretariat Region 2

Saint Paul University Philippines
Tuguegarao City
Contact No.: (078) 3961987 loc. 304
Email Address: rs.02@fape.org.ph

PEAC Regional Secretariat Region 3

Saint Scholastica's Academy
San Fernando City
Contact No.: (045) 4553808
Email Address: rs.03@fape.org.ph

PEAC Regional Secretariat Region 4A

Lyceum of the Philippines University-Laguna
Calamba City
Contact No.: (049) 5020972
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