



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



24 April 2025

Regional Memorandum
No. 316, s.2025

**REITERATION ON THE ROLES AND RESPONSIBILITIES OF
SDOs RELATED TO GOVERNMENT ASSISTANCE TO STUDENTS
AND TEACHERS IN PRIVATE EDUCATION (GASTPE)
AS PER DEPED ORDER NO. 20. s. 2023**

To: **Schools Division Superintendents**
Private Schools Concerned

1. With reference to DepEd Order No. 20, s. 2023, titled "Guidelines on the Implementation of the Senior High School Voucher Program (SHS-VP)," this Office reiterates the roles and responsibilities of the Schools Division Offices (SDOs), as outlined in Section XX, paragraph e. of the said issuance, which states:

At the Schools Division Office (SDO), the Schools Division Superintendent (SDS) shall designate the office to spearhead the implementation of this policy and shall have the following responsibilities:

- i. Assist the private Voucher Program (VP)-participating schools with necessary information and/or provide clarification on the implementation of the SHS-VP;
- ii. Ensure that the VP-participating SHSs conduct orientation on the SHS-VP;
- iii. Ensure the schools' compliance with the guidelines on Government Assistance and Subsidies (GAS) programs, particularly the SHS-VP;
- iv. Provide assistance for schools to be able to encode and update data in the Basic Education Information System (BEIS) and the Learner Information System (LIS); and
- v. Establish a mechanism for promoting GAS programs, particularly the SHS-VP.

2. In line with these responsibilities, the Schools Division Superintendent (SDS) shall mobilize all Public Schools District Supervisors (PSDS) to ensure the timely submission of certified billing statements, along with the required supporting documents, in strict adherence to established protocols and timelines.


3. Furthermore, all VP-participating schools are reminded to strictly follow the billing statement procedures detailed in DepEd Order No. 20, s. 2023.

4. Immediate and wide dissemination of this Memorandum is desired.



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