

# DEPED SENIOR HIGH SCHOOL (SHS) VOUCHER PROGRAM ELIGIBILITY

## (for incoming Grade 11 students)

Learners who completed JHS in public schools operated by DepEd, and in public or private educational institutions not directly operated by DepEd but granted by DepEd with a permit or government recognition to operate are eligible for SHS VP. Learners who completed Grade 10 as passers of the Alternative Learning System Accreditation and Equivalency (ALS A&E) Test and of the Philippine Education Placement Test (PEPT) are also eligible for SHS VP. For brevity, these learners shall be referred to as Grade 10 completers. Grade 10 completers are subdivided into (1) automatically qualified learners, and (2) voucher applicants.

### **Automatically Qualified Learners**

Only Grade 10 completers in the preceding school year who fall under the categories below **automatically qualify** for vouchers and are considered qualified voucher recipients (QVRs). They do not need to apply for vouchers.

- Category A: All Grade 10 completers in Public Schools operated by DepEd
- Category B: All Grade 10 completers in SUCs and LUCs
- Category C: All Grade 10 completers in private schools who are ESC grantees

### **Voucher Applicants**

Only learners in the categories below **need to apply** for vouchers and shall be referred to as voucher applicants (VAs). Acceptance of VAs shall be determined using set parameters subject to the availability of funds.

- Category D: All Grade 10 completers in private schools in the school year preceding Grade 11 who are not ESC grantees
- Category E: All Grade 10 completers who completed Grade 10 prior to the school year preceding Grade 11 but not earlier than 2016 and had not previously enrolled for Grade 11
- Category F: Learners who had passed the ALS A&E Test for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the ALS A&E Test
- Category G: Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the PEPT in SY 2020-2021

**NOTE: The following learners are not eligible for SHS VP:**

- Learners who graduated High School in 2015 or earlier
- Incoming Grade 12 learners who were not part of SHS VP in Grade 11
- Non-Filipino learners

**Eligibility Guide**

<b>Not eligible</b>	<b>Automatically Qualified Learners (No need to apply)</b>	<b>Voucher Applicants (Need to apply)</b>
Learners who graduated High School in 2015 or earlier	Category A: Grade 10 completers in DepEd public schools (SY preceding Grade 11)	Category D: Grade 10 completers in private schools who are not ESC grantees
Incoming Grade 12 learners who were not part of SHS VP in Grade 11	Category B: Grade 10 completers in SUCs and LUCs (SY preceding Grade 11)	Category E: Grade 10 completers who completed Grade 10 prior to SY preceding Grade 11 but not earlier than 2016 and had not previously enrolled for Grade 11
Non-Filipino learners	Category C: Grade 10 completers who are ESC grantees (SY preceding Grade 11)	Category F: Learners who had passed the ALS A&E Test for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the ALS A&E Test
		Category G: Learners who passed the PEPT for Grade 10 not earlier than 2016 and had not previously enrolled for Grade 11 or will take the PEPT

For VAs who fall under Categories F and G, they may apply for the voucher while waiting for results of the ALS A&E Test and PEPT, respectively.

# VOUCHER APPLICATION PROCEDURES

Application will be done online ONLY: free of charge. No manual applications will be accepted. VAs are highly discouraged from submitting multiple applications. All applications shall be coursed through PEAC NS via the [Online Voucher Application Portal \(OVAP\)](http://ovap.peac.org.ph) at <http://ovap.peac.org.ph>. DepEd shall not accept submissions of applications. The table below enumerates the steps for online application.

## Voucher Application Procedure (Online Application)

1. Access OVAP at <http://ovap.peac.org.ph> . Follow the instructions to create an OVAP account. VAs must use a working email address they have access to.  
NOTE: An account is not yet an application.
2. Wait for a confirmation email that shall be sent to the VA's email address. Upon receipt of the confirmation email, click on the link provided to access the OVAP as a registered user.
3. Complete the electronic Voucher Application Form (VAF-1). VAs may do this in parts but must ensure changes are saved by section.
4. Scan or take a picture and upload the following required documents in the OVAP:
  - a. Recent 2×2 colored ID photo
  - b. Proof of financial means\* \* of both parents or guardian/s, and the other person/s helping send the VA to school, if any
  - c. Signed Parent Consent Form\*\* for VAs below 18 years old at the time of the submission of the application
  - d. Certificate of Financial Assistance\*\*\* received from the JHS, if applicable
5. Check the result of application thru OVAP. VAs with successful applications become eligible for the voucher and shall be called Qualified Voucher Applicants (QVAs).
6. Download the QVA Certificate from OVAP. The QVA Certificate is required for voucher redemption. QVAs shall submit their QVA Certificate to the SHS they decide to enroll at as proof that they are entitled to the voucher.

**NOTE:** Only QVAs who have submitted the required supporting documents will be able to download the QVA Certificate. Failure to submit the required supporting documents by deadline, or submission of documents that fail to support information declared in the VAF-1 is grounds for disqualification/exclusion of the QVA and revocation of the voucher.

7. VAs who will submit supporting documents are advised to check OVAP one (1) week after submitting their supporting documents for feedback on their submission. VAs whose submission successfully passes validation shall be able to download their QVA Certificate.

### Expected Submission per Scenario

Scenario	Expected Submission
VA lives with/is supported through school by both parents	Required documents for both parents
VA's parents are separated, but is supported through school by both parents	Required documents for both parents
VA has one deceased parent, lives with/is supported through school by living parent	Required document only for solo parent Solo Parent I.D. of living parent OR Death Certificate for deceased parent OR Notarized Affidavit* stating that solo parent is a widow/widower
VA's parents are separated, lives with/is supported through school by only one parent	Required document only for solo parent Solo Parent I.D. of solo parent OR Notarized Affidavit* stating that solo parent is separated (whether legally or not)
VA has a single/solo parent	Required document only for solo parent Solo Parent I.D. of solo parent OR Notarized Affidavit* stating that parent is a single/solo parent
VA lives with/is supported through school by one parent and one guardian	Required documents for both the parent and the guardian
VA lives with/is supported through school by a guardian/s	Required documents for the guardian/ s
VA is supported through school by a person/ s other than the parent/s or guardian/s	Required documents for the person/s helping send the VA to school

## Required Document As Proof Of Financial Means

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
	Certificate of Employment*	Employer
Employed abroad	Certificate of Employment*	Employer or recruitment agency
Unemployed but with other sources of income	Affidavit of Source of Income stating average monthly earnings/support** received	Notary Public
Unemployed and without income	Certificate of Non-filing of Income Tax Return OR	Bureau of Internal Revenue
	Certificate of Unemployment***	Mayor's office OR Barangay office

\*The Certificate of Employment should state the person's occupation and gross monthly income, which 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.

\*\*Average monthly earnings refer to earnings from sources of income such as business, trade, profession, investments, and/or pensions.

\*\*\*A template for the Certificate of Unemployment is attached as Annex 4.

### **TRACKING THE APPLICATION, FOLLOW-UPS, AND INQUIRIES**

It is the responsibility of the VA to ensure that his or her application is complete and correct, and that it is received on or before the deadline. It is likewise the responsibility of the VA to track the status of the application. VAs may check the status of their application by accessing their account on OVAP.

For any inquiries on the application process and/or your application, please email the PEAC National Secretariat at [shs.vms@peac.org.ph](mailto:shs.vms@peac.org.ph).

## **QUALIFICATION OR DISQUALIFICATION**

Grade 10 completers who fall under Categories A, B, and C, as discussed in Section VI. (Eligibility) of these guidelines are QVRs and should not apply. Their applications shall not be processed.

PEAC NS shall process all application forms submitted by VAs on or before the deadline and forward the results to DepEd for approval.

The following applications shall be disqualified:

1. Applications submitted after the deadline
2. Applications with incomplete VAF-1
3. Applications that contain false information
4. Applications by learners who are not eligible for the SHS VP
  - Learners who graduated High School in 2015 or earlier
  - Incoming Grade 12 learners who were not part of SHS VP in Grade 11
  - Non-Filipino learners

## **RESULTS OF APPLICATION**

Results will be posted on OVAP and may be accessed by learners, parents, and schools. VAs will not be notified of the results: it is the responsibility of the VA to check the results of the application on OVAP. Announcements on the posting of results shall be made on the PEAC NS and DepEd websites, and other available media.

For VAs who fall under Categories F and G, being a QVA is contingent upon the results of the ALS A&E Test and PEPT. VAs who have successful SHS VP applications but do not pass the ALS A&E Test and PEPT in time for the applied SY shall not be considered QVAs and will not be entitled to the voucher.

### **Grounds for disqualification/exclusion of QVA and revocation of voucher**

1. False information in application and/or supporting documents
2. Failure to submit required supporting documents by deadline
3. Failure of submitted supporting documents to support information declared in the VAF-1

## **VOUCHER VALIDITY AND REDEMPTION**

QVRs redeem the voucher by enrolling for Grade 11 at a non-DepEd SHS in any of the DepEd-approved learning delivery options. As with any learner, the QVR must satisfy the requirements for admission set by the non-DepEd SHS. A QVR who successfully enrolls at a non-DepEd SHS becomes a voucher program beneficiary (VPB). Upon enrollment, QVRs must present to their chosen non-DepEd SHS the following documentary evidence as proof of their eligibility.

## Documentary Evidence of Eligibility

QVRCategory	Document	Where to obtain document
Categories A, B	Report card bearing a Learner	Junior high school
Category C	ESC Certificate	Junior high school or PEAC NS
Categories D, E, F, G	QVA Certificate	PEAC NS via OVAP
Category E	Certificate of Rating (COR) – ALS A&E for Secondary	DepEd-Bureau of Educational Assessment (BEA)
Category F	COR - PEPT for Grade 10	DepEd-BEA

**Vouchers not redeemed within the prescribed period shall no longer be valid. QVRs who shall be unable to redeem their vouchers within the said period due to prolonged illness, accident, force majeure. or prolonged illness or death of a parent/guardian and other analogous cases must submit a letter addressed to the PEAC Executive Director providing justification for not redeeming the voucher. Relevant documents to support their claims e.g. for prolonged illness, a medical certificate issued by a licensed medical doctor, must be submitted along with the letter. The letter and supporting documents shall be evaluated by PEAC and become the basis for extension of voucher validity, subject to approval of DepEd.**

**THE VOUCHER COVERS ONLY TWO SCHOOL YEARS – GRADES 11 AND 12. REGARDLESS OF THE NUMBER OF SCHOOL YEARS IT TAKES FOR THE RECIPIENT TO COMPLETE SHS.**

## APPLICABLE VOUCHER VALUES

The applicable voucher amount is determined by the category of the QVR, and the location, type, and fees of the non-DepEd SHS where the QVR will enroll. The maximum voucher amounts are shown in the table below:

Table 7. Maximum applicable voucher amount (in PHP per student per school year)

Location of Non-DepEd SHS	QVR Category	Voucher Amount	Voucher Amount for SUC/LUC
National Capital Region (NCR)	Categories A, B, F, G	22,500	11,250
	Categories C, D, E	18,000	
Highly urbanized cities (HUCs) outside of NCR	Categories A, B, F, G	20,000	10,000
	Categories C, D, E	16,000	
All other locations	Categories A, B, F, G	17,500	8,750
	Categories C, D, E	14,000	