

FAQs on SHS Voucher Program

Question(s)	Answer(s)
Student Eligibility and Voucher Value	
1) Who are the pre-qualified voucher recipients? • <i>Qualified Voucher Recipients (QVR)</i>	Grade 10 JHS completers of Public JHS do not need to apply for SHS VP. They include JHSs under SUCs and LUCs. ¹
2) Who are qualified to apply for the SHS voucher?	Non-ESC students from non-DepEd schools are qualified to apply. ²
3) Who will process the application?	Tentative : PEAC
4) What are the requirements for SHS application?	<i>Please see Table 3. (for discussion)</i>
5) How will the SHS voucher applicants be notified of the results of their application?	Applicants will be notified through the Non-DepEd SHS provider where the application was made.
6) Who releases the notice of acceptance?	PEAC NS <i>(for discussion)</i>
7) When will notice of acceptance be released?	2 nd week of March every year <i>(for discussion)</i>
8) What happens to Qualified Voucher Recipients (QVR) if they have successfully enrolled in a Non-DepEd SHS provider?	They become Voucher Program Beneficiaries (VPB).
Voucher Validity and redemption	
9) When are vouchers redeemed?	SHS Vouchers are redeemed within the first semester of the school year immediately after JHS completion. The SHS voucher is no longer valid if not used within the aforementioned period.
10) What does the SHS VP cover?	Two years or 4 consecutive semesters.
11) What are the requirements for QVRs to enroll in Non-DepEd SHS providers?	<i>Please see Table 3.</i>
12) When are voucher payments released?	Voucher payments are released on a per semester basis.
Conditions for Voucher Program Beneficiaries (VPB)	
13) Is the VPB required to maintain a grade?	No.
14) Will the VPB continue to be so if they transfer to other non-DepEd school?	Yes and No (conditional). <i>Please see Table 4.</i>

¹ Voucher value for students who finish Grade 10 from SUCs/LUCs is yet to be determined.

² The selection is based on financial need.

15) Will the VPB be able to shift/transfer to another Non-DepEd school within the school year?	No. Please see Table 4. (for discussion)
16) Will the transferee VPB be required to resubmit pertinent documents?	Yes. Please see Table 4.
17) What conditions will disqualify a VPB from further participation in the SHS VP?	Please see Table 4.
18) What are the exemptions to the rule in Table 4?	Medical conditions subject to a limitation. Please see Table 4.
19) Are VPBs allowed to transfer to another SHS within the same school year?	No. Please see Table 5.
20) What documents are required for VPBs that will transfer to another Non-DepEd SHS Provider?	Please see Table 5.
21) Is transferring from one voucher tier to another (higher or lower) allowed?	Yes.
22) Which voucher tier is applicable to the transferee VPB?	That of the accepting school or the voucher amount from the releasing school, whichever is lower, will apply.
23) Who reports that a VPB has transferred?	Both the releasing school and the accepting school in the SHS VMS reports that a VPB has transferred.
24) When are VPB allowed to change their track and strand?	At the end of each school year.
25) What are required for the VPBs to successfully shift Tracks/Strands?	The VPB must pass the bridging program of the Non-DepEd SHS Provider to ensure that the VPB meets the required competencies of the track and strand they are shifting to.
26) Are schools required to submit documents in cases where a student shifts from one Track/Strand to another?	Yes. Schools are required to report in the SHS VMS the VPBs that shift track and strands and submit the certificate of passing the bridging program to the PEAC NS upon submission of their SHS VP billing statements.
VPB Leavers	
27) Who are considered VPB leavers?	VPBs that passed Grade 11 but did not enroll for Grade 12 the succeeding school year are considered leavers.
28) What happens to VPB leavers?	They are disqualified from further participation in the SHS VP, unless the

	reason for leaving school is due to health reasons. Provided further that the period of medical leave is not more than 1 school year.
29) What is required of leavers for reapplication in the SHS VP?	Medical certificate issued by a duly licensed medical doctor is required.
Provider Eligibility and Requirements	
30) Who are eligible to provide the SHS VP?	All Non-DepEd schools with permit to operate SHS may accept QVRs. They include Private Schools, Colleges, and Universities; LUCs; SUCs; and Technical and Vocational Schools.
31) What is required of Non-DepEd SHS Voucher Program participating schools?	<ul style="list-style-type: none"> • Conduct an annual early registration of QVRs starting on the second Monday of January until last Friday of January; • Submit the list of registrants to the DepEd Regional Office; • Attend the annual regional orientation on the SHS VP Guidelines and the SHS Voucher Management System.
32) Who will conduct the orientations?	PEAC
33) When is the schedule of orientation released?	First week of March (<i>for discussion</i>)
34) When will VPBs and their parents be oriented?	Start of the school year (<i>for discussion</i>)
35) Who will organize the orientation?	SHS VMS Participating schools will organize the orientation.
36) What documentary requirement will be required of the VMS participating schools for the orientation?	A copy of the attendance sheet as evidence that the orientation was conducted.
37) How are VPBs identified?	SHS VP logo (attached to the students ID cards of VPBs)
38) How are voucher payments made?	<ul style="list-style-type: none"> • Deposited through LBP accounts. These accounts shall be under the name of the SHS VP participating school. • No payment shall be made to LBP accounts named after any individual or school official.
Voucher Tier	
39) What are the Voucher tiers?	<ul style="list-style-type: none"> • The Voucher tiers are 1) Schools in NCR, 2) schools in non-NCR Highly

	<p>Urbanized Cities, and 3) schools in Non-HUCs located outside of NCR</p> <ul style="list-style-type: none"> VPBs enrolled in SUCs and LUCs are entitled 50% of the voucher amount regardless of the school type where they completed their JHS. <i>Please see Table 6</i>
40) What is the basis for the voucher payment?	Schools receive voucher payments based on the total school fees they charge or the voucher amount applicable to the VPB type, whichever is lower.
Processing of Vouchers and Payments	
41) Where will Non-DepEd SHS Providers process their payments?	SHS Voucher Management System (SHS VMS)
42) What is the SHS VMS?	It is an online information management system for schools that are participating in the SHS VP.
43) What does the SHS VMS contain?	It contains the QVR details such as Learners Reference Number (LRN) and ESC Student IDs (E-SIDs).
44) What does the SHS VMS do?	The system facilitates the updating of school profile, registration of QVRs, student application for SHS VP, updating of VBPs, creating billing statements and monitoring of school payments.
45) How do schools gain access to VMS?	Schools are registered in the SHS VMS database and provided unique School IDs and passwords by the PEAC NS.
46) What is the basis for registering schools in the SHS VMS database?	The basis for registering is the DepEd approved List of Non-DepEd SHS Providers.
Updating of SHS VP Participating School Profile	
47) What are the requirements for the processing of payments?	<ul style="list-style-type: none"> School's Land Bank account details School fees (tuition, other, and miscellaneous fees) per Track and Strand Dates of start and end of each semester
Registration of QVRs and Voucher Application	
48) When are schools required to register the QVRs in the SHS VMS?	Start of the school year
Updating of VPBs Status	

49) When are schools required to update the previous semester status and current enrolment status of the VPBs in the SHS VMS?	Start of the semester
50) What is the purpose of updating the VPB Status?	<ul style="list-style-type: none"> • Report students that are currently enrolled in the SHS VP participating school and to declare dropouts, leavers, and transfer-outs of the SHS VP participating school. • Preparation for creating billing statements for the current semester of the S.Y..
Creating Billing Statements	
Processing of Billing Statements	
Monitoring of Payments	
Monitoring of Payments	
51) How do SHS VP participating schools monitor the progress of the processing of their Billing Statements?	SHS VMS panel
Monitoring and Compliance with Guidelines	
52) Who monitors and reports to the DepEd the participating schools' compliance with the SHS VP Guidelines?	PEAC NS
53) Why is monitoring conducted?	<ul style="list-style-type: none"> • To ascertain the identities of VPBs billed by the participating schools as seen in their account via the SHS VMS; • To ascertain the schools' compliance with other requirements of the SHS VP.
54) When are monitoring visits conducted?	Unannounced
55) Who are subject to monitoring?	All SHS VP participating schools are subject to monitoring.
56) What is required of the SHS VP participating school during monitoring?	<ul style="list-style-type: none"> • Enrolment List (School Form 1) • Class record/class register • Orientation attendance sheet • VAF-1 and attachments (Voucher Applicants) • Other documents
57) What will happen to SHS VP participating schools with	<ul style="list-style-type: none"> • Subject to sanctions

unaccounted VPBs or those found in violation of SHS VP guidelines?	
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Source : Draft SHS Voucher Program Guidelines

Table 1. Student Type and Voucher Value

Student Type	Voucher Value	Voucher Application Needed?
Public JHS Completer	100%	NO (Pre-qualified)
ESC Grade 10 Completer	80%	NO (Pre-qualified)
Private JHS Completer (Applicants) <ul style="list-style-type: none"> • Non-ESC Grade 10 completers 	80%	YES
SUC/LUC JHS Completer	TO BE DETERMINED	NO (Pre-qualified)

Source : Draft SHS Voucher Program Guidelines

Table 2. Voucher application process

1) Voucher Application Form (VAF-1)
2) Attach documents (Birth Certificate, Grade 10 report card)
3) Submission of VAF to Non-DepEd SHS Provider
4) Encode/upload applicant's details in the SHS VMS
5) Verification of applicant's names
6) Evaluation of application based on agreed criteria
7) Inform the school of the voucher application status of the students (through mail and SHS VMS)

Source : Draft SHS Voucher Program Guidelines

Table 3. Requirements for Qualified Voucher Recipients to submit to Non-DepEd SHS Provider

• NSO Certified Birth Certificate
• Grade 10 Report Card
• Certificate of JHS Completion
• Certificate of Good Moral Character
• ESC Certificate (ESC Grantees Only)

Source : Draft SHS Voucher Program Guidelines

Table 4. Conditions for VPB disqualification

Condition	Possible exemptions (for discussion)
• VPB drops out in the middle of the school year;	• Medical condition;

<ul style="list-style-type: none"> VPB does not re-enroll the following school year; 	<ul style="list-style-type: none"> Medical condition;
<ul style="list-style-type: none"> VPB is retained in the same grade level; 	
<ul style="list-style-type: none"> VPB transfers to another SHS Provider within the school year; 	<ul style="list-style-type: none"> Out of necessity; transfer of residence;
<ul style="list-style-type: none"> VPB transfers to a DepEd SHS Provider 	

Source : Draft SHS Voucher Program Guidelines

Table 5. Documents required for VPBs that will transfer to another Non-DepEd SHS Provider after one year (Grade 11)

<ul style="list-style-type: none"> Grade 11 Report Card
<ul style="list-style-type: none"> Certificate of Good Moral Character
<ul style="list-style-type: none"> Certificate of Voucher Program Beneficiary

Source : Draft SHS Voucher Program Guidelines

Table 6. Voucher Tiers and Value

TIER	VPB TYPE	VOUCHER VALUE	VOUCHER AMOUNT (in PhP)
NCR	Public JHS Completer	100%	22,500
	ESC Grade 10 Completer	80%	18,000
	Private JHS Completer (Applicants)	80%	18,000
	SUC/LUC VPB	50%	11,250
Non-NCR Highly Urbanized Cities (HUCs)	Public JHS Completer	100%	20,000
	ESC Grade 10 Completer	80%	16,000
	Private JHS Completer (Applicants)	80%	16,000
	SUC/LUC VPB	50%	10,000
Non-HUCs Outside of NCR	Public JHS Completer	100%	17,500
	ESC Grade 10 Completer	80%	14,000
	Private JHS Completer (Applicants)	80%	14,000
	SUC/LUC VPB	50%	8750

Source : Draft SHS Voucher Program Guidelines