



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

APR 05 2006

DepED O R D E R
No. **16**, s. 2006

ADDENDUM TO DEPED ORDER NO. 14, S. 2006
(Promoting Access to Secondary Education Through
the Education Voucher System)

To: Bureau and Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Private Secondary Schools

1. Relative to the Education Voucher System Program of the Government which was disseminated through DepED Order No. 14, s. 2006, amendments and additional guidelines are hereby provided in the revised Enclosure.
2. Significant amendments to the Order are:
 - 2.1 The out-of-school youth, the Philippine Placement Test (PEPT) and the Alternative Learning System Accreditation and Equivalency (ALS A&E) qualifiers are now included as target program beneficiaries; and
 - 2.2 The school principal shall select twenty-two (22) program beneficiaries from among the graduating pupils of SY 2005-2006;
3. Guidelines on the following are likewise defined in the revised Enclosure:
 - i. Obligations of Voucher beneficiaries;
 - ii. Procedure for Awarding the Voucher;
 - iii. Availment Procedures;
 - iv. Responsibilities of the Participating Private High Schools; and
 - v. Functions of the FAPE National Secretariat and the FAPE Regional Coordinators.
4. Immediate dissemination of this Order to all concerned is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-In-Charge

Encl.:

As stated

Reference:

DepED Order: (No. 14, s. 2006)

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CHANGE
POLICY
PROGRAMS
STUDENTS

**THE EDUCATION VOUCHER SYSTEM (EVS)
Program Information and Guidelines**

I. Constitutional Basis

Art. XIV, Sec. 1 of the Constitution mandates that "the State shall protect and promote the rights of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all."

Art. XIV, Sec. 2-3 provides that it is the policy of the State to "establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged."

Art. XIV, Sec. 4-1 further provides that "the State recognizes the complementary roles of public and private institutions in the education system."

II. The Goals of the Education Voucher System (EVS)

The EVS is designed primarily to democratize access to basic education and enable the government to extend assistance to public elementary school graduates, including out-of-school youth, Philippine Education Placement Test (PEPT) and Alternative Learning Systems Accreditation and Equivalency Program (ALS A & E) qualifiers who desire to pursue their secondary education in private high schools of their choice.

EVS vouchers are awarded to high school aspirants as evidence of the State's commitment to support their high school education in a private high school chosen for as long as they meet the requirements for regular promotion to each of the succeeding school years until they graduate.

III. EVS Program Objectives

The program has the following main objectives:

1. To provide and maintain a system of financial assistance to improve access for underprivileged public elementary school graduates, PEPT and ALSAE qualifiers, and out-of-school youth elementary graduates who wish to pursue high school education in a private school; and.
2. To help alleviate the problem of excess enrolment in the public schools, thereby contributing to the improvement of quality of public secondary education.

IV. Voucher Program Budget and Individual Grant Amount

The EVS shall be in the nature of grants-in-aid at a fixed amount of **(PHP) Four Thousand Pesos (P4,000.00)** per school year to cover in whole or in part a beneficiary's annual tuition and other school fees in the private high school he/she has chosen and was accepted in. A beneficiary's promotion to the next year level

entitles him/her to receive the succeeding voucher support for each year of his/her secondary education.

A total of **100,000 voucher certificates** are available for distribution under the program. Each of the 4,000 public elementary schools identified shall be given **22** voucher grants. Each voucher certificate has a six-digit serial number followed by a capital letter, e.g. Voucher No. 000056 A.

V. EVS PROGRAM GUIDELINES

A. Selection and Qualifications of EVS Beneficiaries

The principals of DepED identified public elementary schools shall select twenty-two (22) program beneficiaries from among their graduating students for SY '05-'06 and from among applicants from PEPT, ALSAE and out-of-school youth that have graduated from a public elementary school. The selection of beneficiaries must take into account the following qualifications/criteria listed in the order of importance:

1. Beneficiary must be a Filipino citizen.
2. Beneficiary is interested to pursue education in a private high school.
3. Beneficiary preferably comes from a family whose annual family income is not more than the poverty level income determined by the NEDA (P180,012 per year in urban areas, P149,172 per year in rural areas, and P212,844 per year in Metro Manila – as of 2004).
4. Beneficiary must be willing to pay the difference between the P4,000 grant and his/her choice of private high school's actual tuition and other fees.
5. Beneficiary is a graduate of the public elementary school or has completed the requirements of elementary education based on DepED administered tests such as the PEPT, ALS A & E, etc.
6. Beneficiary belongs to the top 50% of his/her graduating class.

B. Obligations of EVS Voucher Beneficiaries

1. Abide by the guidelines of the EVS program.
2. Strive to ensure usage of the voucher by the deadline set on June 30.
3. Check completeness and correctness of required documents for submission to the school of choice.
4. Must meet the admission requirements of his/her choice of private high school.
5. Abide by rules and regulations of the private high school they enroll in.
6. Study well to ensure promotion to the next year level.

C. Procedure for Awarding Vouchers to Beneficiaries

Once beneficiaries have been selected, the elementary school principal shall do the following:

1. Type or write legibly in print, the names of selected beneficiaries and all information required in **EVS Form A (Certification of Award of EVS Vouchers)** and sign the document.
2. Submit the original EVS Form A to FAPE's Regional Project Coordinator (RPC) and keep a clear photocopy.
3. Inform the selected beneficiaries of their having been awarded a voucher grant.
4. Provide each selected beneficiary with the following to be supplied by FAPE through its RPCs:
 - a. EVS Program Information and Guidelines
 - b. EVS Beneficiary Information Form (EVS Form B) – 2 copies
 - c. EVS Form C
 - d. EVS Voucher Certificate

Note 1: Principal to handwrite (in legible print with black ink) the name of the beneficiary at the back portion of the voucher. The principal then signs the voucher to certify that the beneficiary has met the qualifications for inclusion in the program.

Note 2: If the **voucher certificate** is not yet available, the public school principal gives each beneficiary a photocopy of Form A signed by the principal as a certified true copy of the original. This shall serve as the beneficiary's certificate of award of a voucher until the actual voucher certificate becomes available.

5. Orient beneficiaries and/or their parents on the use of the vouchers.

D. Voucher Availment Procedures

The Student Beneficiary shall

1. Submit to a government-recognized private high school of his/her choice, the following:
 - a. **Form B (Beneficiary Information Form)** in two (2) copies – both original;
 - b. A certified photocopy of Form 138 (elementary school report card);
 - c. Form C (to be accomplished by private high school that accepts the beneficiary);

- d. Certificate of good moral character from elementary school guidance counselor or the principal; and
- e. Voucher Certificate (when available) **or** a Certified True Copy of Form A.

Note: When a beneficiary eventually receives his/her voucher certificate, the beneficiary must submit it to the private high school that accepts/enrolls him/her.

2. Submit other admission requirements of the private high school.
3. Obtain from the private high school a **Certification Letter of Enrollment** (or any other document indicating acceptance/enrollment in the school) signed by the principal if accepted by the school.

Note: If the private high school does not accept the beneficiary, retrieve all documents submitted in no. 1 and try other private schools.

Beneficiaries have until **June 30, 2006** to find a school that will accept them as EVS program beneficiaries, after which, the beneficiary forfeits the benefit of his/her voucher.

E. Qualifications of Private High Schools that Accept EVS Beneficiaries

1. Any private high school that has official recognition from the DepED can accept EVS program beneficiaries. Private high schools that accept program beneficiaries are encouraged, as much as possible, to condone or at least reduce any difference between the grant amount and their TFOFs (if the private schools' TFOFs are higher than the P4,000 grant).
2. A private high school that accepts EVS program beneficiaries must allow the program implementing agency, FAPE, to monitor the status of, and verify the identity of their EVS beneficiaries through visits to the school.
3. An orientation will be conducted by FAPE RPCs for private high schools on the EVS program.

F. Responsibilities of Government-Recognized Private High Schools Participating in the EVS Program

1. Evaluate for admission/enrollment EVS program documents (Form B, voucher certificate **or** Certified True Copy of Form A – if voucher certificate is not yet available, and certificate of good moral character) and other admission requirements submitted by EVS beneficiaries to the school.
2. Issue individual Certification Letters of Enrollment (or any official documentation evidencing acceptance/enrollment in the school) to EVS beneficiaries accepted by the school.

3. Return all documents received from beneficiaries if the school does not accept them.
4. Accomplish **Form C (Certification Letter of Enrollment and Billing Statement)** in two (2) copies – both original and keep a clear photocopy.

Note: The beneficiary must submit to the private high school his/her voucher certificate once he/she receives it so the school can indicate the voucher serial number of the beneficiary in Form C.

Form C may be photocopied if spaces for names of beneficiaries accepted by the school are not sufficient.

5. Submit both original copies of Form C to the FAPE RPC together with the following:
 - a. Voucher Certificates,
 - b. Form B (Beneficiary Information Forms) – 2 original copies,
 - c. Certified photocopies of Form 138
6. The deadline of participating schools to submit the above documents to the FAPE RPC is not later than **July 30, 2006**.

The name, address and contact number of the concerned FAPE RPC in the region will be provided to private high schools.

G. Beneficiaries that wish to Transfer to Other Private High Schools

Beneficiaries that desire to transfer to another private high school may do so only after completing and passing the entire school year in their current school of choice. To transfer, they must submit to the new school a **Certification Letter** from the current school indicating his/her voucher serial number and certifying that the beneficiary is a student of the school and was promoted to the following academic year.

H. Forfeiture of Voucher Benefits

The following shall be deemed as conditions that result in the forfeiture of an EVS beneficiary's voucher benefits:

1. The use of an EVS voucher by a person other than the original beneficiary.
2. Beneficiaries who drop or have to repeat the year level.
3. Beneficiaries unable to successfully enroll in a private high school by June 30, 2006.
4. Beneficiaries who are unable, for one reason or another, to meet the obligations relating to any difference in tuition and other fees of the school he enrolled in.
5. Beneficiaries who submit incomplete documents and forms.

I. Succeeding School Year Voucher Payments

Voucher support for program beneficiaries' succeeding school years may be claimed by the participating school by accomplishing a **Form C** shortly before the next school year. (April to May). In addition, the school must attach a Certification Letter indicating that all beneficiaries listed in Form C have been promoted to the next year level.

VI. Program Management

The EVS program shall be managed through the following:

A. The EVS National Project Committee (ENPC)

1. A six (6) member Committee shall serve as the policy-making body setting the general directions and guidelines for the implementation of EVS. It is composed of the following:

a. DepED Secretary/OIC	Chairperson
b. DepED Assistant Secretary for Programs and Projects	Member
c. DepED BSE Director	Member
d. FAPE Executive Director	Member
e. COCOPEA Representative	Member
f. Representative from an SEC registered national association of private school teachers	Member

2. The functions of the ENPC are as follows:

2.1 Formulate for approval and dissemination the guidelines for the implementation of the EVS program.

2.2 Issue and disseminate official memoranda on EVS program information and guidelines to concerned field units (particularly the identified public elementary schools) and DepED recognized private high schools in the concerned Divisions that may accept program beneficiaries.

3. Determine the number of vouchers for distribution and costs of managing the program to ensure these are within the allocated budget.
4. Determine the manner of distribution of vouchers to public elementary schools in areas evaluated to be consistent with DepED priority areas.

B. EVS Project Manager

The Fund for Assistance to Private Education (FAPE) shall serve as project manager of the program and for this purpose establish **EVS Program Secretariats** at the national and regional levels to engage in the following:

1. Preparation and printing of: approved number of pre-numbered EVS program vouchers, program forms (A, B, and C), and program information and guidelines.

2. Preparation of EVS program information for distribution to private high schools, to principals of concerned public elementary schools where beneficiaries are to be identified, and other concerned parties.
3. Disseminate official memoranda and EVS program information and guidelines to all concerned parties.
4. Coordinate with DepED Regional Directors and concerned DepED Division Superintendents to obtain from them a list of public elementary schools from where program beneficiaries shall be chosen in accordance with the DepED Central-determined number of schools per region (see **Annex A**).
5. Conduct EVS program orientations for the concerned principals of selected public elementary schools and private high schools.
6. Receive all beneficiary vouchers, profile forms and supporting documents from private high schools that have agreed to enroll EVS program beneficiaries
7. Review, evaluate and screen all vouchers and supporting documents received from private high schools for voucher authenticity and complete supporting documents.
8. Process individual schools' Certification Letters of Enrollment and Billing Statements on a first come-first served basis and submit the same to the DepED for processing of payment.
9. Monitor the status of and verify identities of program beneficiaries in each participating school.
10. Prepare and submit program implementation reports to the DepED.

C. FAPE National Secretariat

1. Receive and mark dates of receipt of documents sent by the RPCs.
2. Review documents for completeness.
3. Examine beneficiary names and voucher serial numbers to make sure individual names and the respective voucher serial numbers are unique (no two names sharing a voucher serial number) and if beneficiary information, particularly the name of the school he/she graduated from, as indicated in Form A accomplished by the public elementary school principal.
4. Check voucher individual beneficiary voucher serial numbers indicated in Form C against the actual voucher certificate serial number.
5. Input beneficiary names, voucher serial numbers and other pertinent data into a computer database and produce summarized program beneficiary data for all regions.
6. Prepare/arrange documents for submission to DepED Accounting Division for payment by providing summary of documents to be submitted on a per batch basis. These are to be composed of the following:

- a. **Form C** School Certification Letters of Enrollment and Billing Statement
 - b. Original EVS Vouchers
 - c. **Form B** Individual Beneficiary Information Forms
7. Monitor voucher payments to private high schools.
 8. Review, assess and consolidate program implementation and monitoring reports received from the RPCs.
 9. Generate program implementation reports for submission to DepED including recommendations for improving program implementation.

D. FAPE Regional Program Coordinator (RPC)

1. Receive/collect Form A from principals of public elementary schools that received EVS vouchers.
2. Receive/collect Form C, Form B, voucher certificates and other supporting documents from private high schools that accepted EVS beneficiaries.
3. Review all the above documents received for completeness and correctness.
4. Send the documents to the FAPE national secretariat in batches on a first-come, first-served basis.
5. Conduct monitoring of EVS beneficiaries with local DepED representatives.
6. Generate program assessment and monitoring reports and submit these to the FAPE national secretariat.

EVS Program
FORM A

CERTIFICATION OF AWARD OF EVS VOUCHERS

Date: _____

I, _____ (name), principal of
_____ (school) at
_____ (school address)
hereby certify that the following graduating students of SY 05-06 of said school have been selected based on the EVS
program guidelines and have expressed sincere intentions to pursue their high school education in a private high school.

	Last Name	First Name	Middle Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

Note: Please type or print legibly in black ink the information required. Thank you.

Certified by:

(Print Name and Sign)
Principal

EDUCATION VOUCHER SYSTEM (EVS)
Beneficiary Information Form
For School Year 2006-2007

Note: Please type or print legibly in black ink the information required. Thank you.

Name of Beneficiary: _____

Last First Middle

Address: _____

Birth Date: _____ Age: _____

Birth Place: _____ Sex: Male Female

Please list the top 2 private high schools where you plan to enroll:

	School Name	Address
1)	_____	_____
2)	_____	_____

Elementary School Graduated From: _____

Address: _____

Year Graduated: _____ Average Grade: _____

	Name	Age	Occupation	Annual Income
Father	_____	_____	_____	_____
Mother or Guardian	_____	_____	_____	_____

Beneficiary's Pledge

Once accepted as a beneficiary of the EVS program of the Office of the President, I pledge to abide by the policy guidelines of the EVS program and the policies and rules of the school where I will apply my EVS program benefit. I attest that to the best of my knowledge, the information supplied above and in the attached supporting documents are correct. Any willful misinterpretation made by me shall be sufficient reason for the withdrawal of this benefit.

Print Name and Sign
Parent/Guardian

Beneficiary's Signature

CERTIFICATE OF ENROLMENT AND BILLING STATEMENT

Name of School: _____ Region: _____

Address: _____

Government Recognition No: _____ Date of Issue: _____

Annual Tuition & Other Fees:	1st	2nd	3rd	4th
	Php	Php	Php	Php

The following EVS program beneficiaries have been accepted as enrollees of the school:

No.	Last Name	First Name	Middle Name	EVS Voucher Serial No.
1.				

Note: Please type or print legibly in black ink the information required. Thank you.

No. of EVS Beneficiaries	Total Amount Due @ Php4,000/beneficiary
_____	Php _____

I hereby certify that the above information is correct. Certified by:

(Print Name and Sign)
Principal

Payment Instruction:
 Please deposit payment in our school's bank account, the details of which are as follows:
 Bank Name: _____
 Branch: _____
 School Account Name: _____
 Account number: _____
Requirement: Please attach a bank account certification from your bank signed by the branch manager.
 Note: * School account name must be the same as that indicated in the bank account certification.
 * Only commercial banks are accepted

Checked by: FAPE Regional Project Coordinator	Recommending Approval for Payment: CAROLINA C. PORIO FAPE Executive Director
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