



Republic of the Philippines  
**Department of Education**

10 JUN 2016

DepEd ORDER  
No. **38** s. 2016

**CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 46, S. 2015**  
(Detailed Guidelines on the Implementation of the Senior High School  
(SHS) Voucher Program)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. Further to DepEd Order (DO) No. 46, s. 2015 entitled *Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program*, the Department of Education (DepEd) issues this Order to provide the following clarifications and additional information:

a. **School Requirements for Participation:**

- i. SHS Voucher Program (VP) logo on student ID cards; and
- ii. Opening of bank accounts.

b. **Processing of Vouchers and Payments:**

- i. Updating of SHS VP Participating School Profile;
- ii. Registration of Qualified Voucher Recipients (QVRs) and Voucher Applications;
- iii. Updating of Voucher Program Beneficiaries (VPBs) Status; and
- iv. Creating Billing Statements.

2. The details of the clarifications and additional information are provided in the enclosure.

3. This Order supersedes the abovementioned provisions in DO 46, s. 2015 (Items 4 and 5 of Section IV-B and Items A-D of Section VI).

4. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

Reference:

DepEd Order: (No. 46, s. 2015)

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

CHANGE  
FUNDS  
LEARNERS  
POLICY  
PROGRAMS  
SCHOOLS  
SECONDARY EDUCATION  
STRAND: Finance and Administration

Model: DO Clarifications to DO 46, s. 2015  
0407-June 9, 2016

## **CLARIFICATIONS ON THE GUIDELINES ON THE IMPLEMENTATION OF THE SENIOR HIGH SCHOOL (SHS) VOUCHER PROGRAM**

### **A. School Requirements for Participation**

#### **1. SHS VP logo on the student ID cards**

Attaching the SHS VP logo on student ID cards of QVRs is NO LONGER REQUIRED.

#### **2. Opening of bank accounts**

All SHS VP participating schools are required to open a bank account with Land Bank of the Philippines (LBP) where the voucher payments will be transferred. The basis for the opening of bank accounts shall be the SHS permits issued to non-DepEd schools.

Schools with existing LBP accounts still need to open a separate account intended for voucher payments.

Below are the requirements for schools with no existing LBP account.

- a. SEC Certificate of Registration
- b. Articles of Incorporation and By-Laws
- c. Duly notarized Board Resolution or Secretary's Certificate containing the following:
  - i. Authority to open an account with LBP
  - ii. Officers authorized to sign and nature and extent of such authority
  - iii. List of Officers/Board of Directors/Stockholders
  - iv. Certification that the resolution remains effective and subsisting and has not been amended, revoked, or superseded
- d. Latest General Information Sheet (GIS)
- e. Two (2) recent ID photos and at least one (1) valid photo-bearing government-issued ID of signatory/ies
- f. Copy of DepEd SHS permit
- g. Franchise Agreement (if applicable)

Below are the requirements for schools with existing LBP account/s.

- a. Duly notarized Board Resolution or Secretary's Certificate
- b. Two (2) recent ID photos and at least one (1) valid photo-bearing government-issued ID of signatory/ies

The bank account name should bear the name of the school indicated in the SHS permit with the suffix "SHS VP."

For other concerns related to the opening of LBP account, schools may directly coordinate with any LBP branch within their vicinity. For branch locations, please visit <https://www.landbank.com/branch-locator>.

## B. Processing of Vouchers and Payments

All SHS VP participating schools are required to use the following information systems as pre-requisites in the processing of voucher payments:

- Enhanced Basic Education Information System (EBEIS);
- Learner Information System (LIS); and
- Voucher Management System (VMS).

An SHS VP participating school shall use single sign-on in accessing all three information systems. User accounts can be requested from the Schools Division Office (SDO) through the Schools Governance and Operations Division (SGOD)– Planning and Research Unit or the Division IT Officer. For the directory of SDOs, please visit <http://www.deped.gov.ph/directory/division-offices>.

After logging on to the EBEIS at <http://ebeis.deped.gov.ph>, schools may access the LIS and the VMS through the user account dashboard.

Below are the steps in the creation and submission of billing statements.

1. Update school profile in the EBEIS.
2. Encode learner's profile in the LIS.

Procedures on encoding and data processing for SHS learners in private schools, state universities and colleges (SUCs), and local universities and colleges (LUCs) in the LIS are detailed in DepEd Order No. 34, s. 2016 **(Annex A)**.

Online instructional videos and materials on the LIS can be accessed at <http://tinyurl.com/LIS-support>.

3. Create billing statement in the VMS.
  - a. In the "View School Profile" tab, encode or update the following school details:
    - i. Official E-mail Address
    - ii. Semestral Period
    - iii. School Fees per Track and Strand Offered
    - iv. LBP Bank Account Information
    - v. Signatory
    - vi. Contact Person

- b. In the “View List” tab, check the list of QVRs enrolled in the school for the semester, which is automatically generated from the LIS. In case there are errors in the list, corrections shall be made in the LIS.
- c. In the “Billing Statement” tab, select the QVRs to be included in the billing statement. Review the list and confirm that the names are valid Voucher Program Beneficiaries (VPBs) enrolled in the school for the semester. Please note that in case there are duplicate entries of learners in different schools, the billing statements of schools concerned shall be subject to validation prior to processing of payment.
- d. Print the billing statement in four (4) copies to be signed by the designated School Official.
- e. Prepare the following supporting documents:
  - i. SHS VP Certificate of School Fees – the form may be downloaded in the VMS “Downloads” section (**Annex B**); and
  - ii. STI1 (Savings Account) or IMI1 (Current Account) printout from LBP as of June 2016.
  - iii. Official receipts of voucher payments received in the previous School Year (if applicable)
- f. Submit the following folders to the Private Education Assistance Committee (PEAC) Regional Secretariat:

Folder No.	Folder Title	Documents	Copies
Folder 0	Billing Statement	SHS VP Billing Statement	4 Copies
Folder 1	PEAC NS	STI1/IMI1 (As of June 2016) SHS VP Certificate of School Fees	1 Copy Each
Folder 2	DepEd Central	STI1/IMI1 (As of June 2016) Official receipts of voucher payments received in the previous School Year (if applicable)	1 Copy Each
Folder 3	PEAC RS	STI1/IMI1 (As of June 2016) SHS VP Certificate of School Fees	1 Copy Each
Folder 4	School Copy	STI1/IMI1 (As of June 2016) SHS VP Certificate of School Fees	1 Copy Each

- g. Billings shall be processed on a first come, first served basis. The indicative processing time is two months from submission, assuming that the documents submitted are complete and in order.

The table below shows the indicative billing process timeline for schools that open in June.

<b>Month*</b>	<b>Activity</b>
June	Encoding and updating of school profile in the EBEIS and learner's profile in the LIS
July-August	Creation of first semester billing statement in the VMS
September-October	Release of first tranche of voucher payment
November	Updating of learner's profile in the LIS
November-December	Creation of second semester billing statement in the VMS
January-February	Release of second tranche of voucher payment

*\*For schools that follow a different academic calendar, the submission of billing statements shall be no more than two months after school opening.*



Republic of the Philippines  
**Department of Education**

03 JUN 2016

DepEd ORDER  
No. 34, s. 2016

**SENIOR HIGH SCHOOL ENROLMENT OF LEARNERS IN PRIVATE SCHOOLS, HIGHER EDUCATION INSTITUTION, STATE UNIVERSITIES AND COLLEGES AND LOCAL UNIVERSITIES AND COLLEGES IN THE LEARNER INFORMATION SYSTEM FOR BEGINNING OF SCHOOL YEAR 2016-2017**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
School Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Procedures on Encoding and Data Processing for the Senior High School (SHS) of Learners in Private Schools, Higher Education Institutions (HEIs), State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) in the Learner Information System (LIS) for Beginning of School Year (SY) 2016-2017.**
2. This DepEd Order aims to provide guidance to all concerned schools in the setting up of LIS accounts and enrolment of SHS learners in the system.
3. The first year of implementation of the SHS will commence this SY 2016-2017. It covers the last two years of the K to 12 Basic Education cycle which includes Grades 11 and 12. Learners of SHS will go through a core curriculum and subjects under a track of their choice.
4. Encoding of learner's profile in the LIS for Private Schools, HEIs, SUCs and LUCs will start on **June 6, 2016**. All school heads are directed to register and enrol their learners in the LIS through the website address **<http://lis.deped.gov.ph>** and ensure that the data encoded are complete and accurate.
5. The SDOs, through the SGOD - Planning and Research Unit in collaboration with the Division IT Officer, shall provide user accounts to private schools, HEIs, SUCs and LUCs which do not have access to the LIS.
6. Online instructional videos and materials on the LIS can be accessed through the link **<http://tinyurl.com/LIS-support>**.
7. Cut-off date of encoding will be on **August 31, 2016**.
8. Immediate dissemination and strict compliance with this Order is directed.

**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

References:

DepEd Order Nos. 39, 26, and 19, s. 2015

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

DATA  
FORMS  
POLICY  
PUPILS  
SCHOOLS  
STRAND: Strategic Management  
STUDENTS

Model: DO SHS Enrolment of Learners in Private Schools  
0396-June 3, 2016



(Enclosure to DepEd Order No. 34, s. 2016)

### PROCEDURES IN THE ENCODING AND PROCESSING OF DATA

1. The SHS Enrolment Form (Annex) gathered during enrolment shall be used to update learner's profile. Online updating of learner's basic profile and enrolment status through the Learner Information System (LIS) will be made available by **June 6, 2016**.
  - a. Learners/Enrolees will accomplish and submit SHS Enrolment Form (**Annex**) to class adviser.
  - b. School Head and/or School Registrar will encode learner's profile to the LIS.
  - c. In the enrolling through the LIS, the school head or school registrar searches and retrieves the learner record.
    - i. If a learner record does not exist, encoder selects from a dropdown list of reasons, why the Grade 11 learner does not exist in the LIS. Reasons for exception are any of the following:
      - From School Abroad (encode also the school name and country where the learner attended Junior High School);
      - PEPT passer (encode PEPT certificate number);
      - A&E passer (encode A&E certificate number);
      - PVT passer (encode PVT certificate number);
      - From same school not encoded;
      - From other schools not encoded (This includes public, private HEIs, SUCs and LUCs. The originating school name shall be selected from drop-down list of schools); and
      - High School graduate (encode year graduated).
    - ii. Prior to the issuance of an LRN, the record of the newly registered learner shall be subject to approval by the schools division office (SDO).
  - d. If learner record exists, or once the learner is registered in the LIS, Program (track and strand) per learner shall be selected from a dropdown list of program offerings the school is authorized to provide.
  - e. All enrolled/registered learners prior to the opening of classes are recorded in the schools' "List of Registered Learners"
    - i. School shall have the facility to view the list of learners by program offering.
    - ii. School dashboard shall also display summary of learners by program offering.
  - f. Starting **June 17, 2016**, the facility to finalize the enrolment list for the school shall be made available. The school head or school registrar shall encode each learner's "Date of First Attendance." The "Finalize" action shall mark all learners with no Date of First Attendance and prompt the user to either provide a valid date or confirm the finalization. After finalization is confirmed, learners with no Date of First Attendance shall no longer appear in the school's enrolment list.

Department of Education  
**Senior High School Enrolment Form**  
 \_\_\_\_\_ Sam SY \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

School ID

**TO THE STUDENT AND PARENT/GUARDIAN:** Print legibly all information required. Submit accomplished form to the Senior High School (SHS) Focal Person.

**I. STUDENT INFORMATION:**

1. LEARNER REFERENCE NUMBER (LRN)

2. NAME OF STUDENT: Print or type full name in the following sequence: LAST, FIRST, MIDDLE, EXTENSION NAME (if any). Place one letter in each box. Leave one box blank between names.

LAST

FIRST

MIDDLE

EXTENSION NAME

3. AGE: \_\_\_\_\_

4. SEX Male  Female

5. DATE OF BIRTH (Month, Day, Year)  
  -   -

6. Belonging to any Indigenous Peoples (IP) Community/ Indigenous Cultural Community?  
 Yes  No

**7. PERMANENT HOME ADDRESS**

House Number and Street

Subdivision/Berangay

City/Municipality

Province                      Postal/Zip Code

Country

**8. PARENTS or GUARDIANS NAME**

Mother's Name

Father's Name

Guardian's Name

**9. CONTACT INFORMATION**

Telephone Number                      Cellphone Number

E-mail Address

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

10. JUNIOR HIGH SCHOOL (JHS) Indicate where student completed fourth year high school/ Grade 10. Fill in only the boxes APPLICABLE.

i. JHS Name (Do not abbreviate)	Month/Year of Completion
---------------------------------	--------------------------

Address (City/Municipality, Province and Country)
---

ii. Philippine Educational Placement Test (PEPT) for JHS	Certificate No.: _____	Month/Year of Completion
--	------------------------	--------------------------

iii. Accreditation and Equivalency (A&E) Test for JHS	Certificate No.: _____	Month/Year of Completion
---	------------------------	--------------------------

iv. Philippine Validation Test (PVT) for JHS	Certificate No.: _____	Month/Year of Completion
--	------------------------	--------------------------

v. Name of Community Learning Center (Do not abbreviate)	Address (City/Municipality, Province and Country)
--	---

II. SENIOR HIGH SCHOOL (SHS) PROGRAM: Make sure that the track (Academics, Technical-Vocational-Livelihood (TVL), Sports, Arts and Design), strand (STEM, ABM, HUMSS and GAS), or TVL specialization choices are offered in the school. Write the COMPLETE program offering (track- strand or specialization/s) of your choice in the box provided.

PROGRAM (Track- Strand or Specialization/s):
--

I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that personal details will be kept confidential.

\_\_\_\_\_  
Signature over Printed Name of the Student

\_\_\_\_\_  
Signature over Printed Name of the Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Certification of School Fees**

For School Year \_\_\_\_\_

School Id:	<input type="text"/>
School Name:	<input type="text"/>
School Address:	<input type="text"/>
Track	<input type="text"/> Strand <input type="text"/>
Grade Level	<input type="text"/>

	Amount
I. Tuition Fee	P <input type="text"/>

II. Other School Fees (Please indicate breakdown)	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total Other School Fees</b>	P <input type="text"/>

III. Miscellaneous Fees (Please indicate breakdown)	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total Miscellaneous Fees</b>	P <input type="text"/>

	Amount
IV. Total Tuition and Other School Fees (Sum of Part I, Part II, and Part III)	P <input type="text"/>

	Amount
V. Please indicate any special concessions given to SHS Voucher Program Beneficiaries (e.g. tuition waiver, discounts, any forms of P	<input type="text"/>

I certify, under the penalties of perjury, that the above information contained herein is true and correct and is in accordance with the SHS VP Implementing Guidelines.

\_\_\_\_\_ School Head

**Note:** Signature over printed name.