

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

March 26, 1991

DECS O R D E R  
No. 35, s. 1991

THE PRIVATE EDUCATION STUDENT FINANCIAL ASSISTANCE  
(PESFA) PROGRAM SY 1991-1992

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents and Heads of Private Schools,  
Colleges and Universities  
Principals of Private Secondary Schools

Declaration of Policy

1. R.A. 6728, entitled an "Act Providing Assistance to Students and Teachers in Private Education, and Appropriating Funds Therefor," stipulates that it is the declared policy of the State in conformity with the mandate of the Constitution, to promote and make quality education accessible to all Filipino citizens. The state also recognizes the complementary roles of public and private educational institutions in the educational system and the invaluable contribution of the private schools in making education relevant and accessible.

2. The Private Education Student Financial Assistance (PESFA) Program, which has been managed and administered by the Fund for Assistance to Private Education (FAPE) since school year 1989-1990, will be directly administered by the Bureau of Higher Education, DECS, through the DECSROs effective this SY 1991-1992.

Budget Allocation for PESFA, SY 1991-1992

3. In accordance with the decision of the State Assistance Council (SAC), an amount of One Hundred Thirty-Three Million, Nine Hundred Twenty-Seven Thousand, One Hundred Pesos (P133,927,100.00) is allocated for this purpose.

Features of the Program

4. The PESFA subsidy shall be in the nature of grants-in-aid and shall cover the following two types of awards:

a. Full Grant (SY 1991-1992)

- \* 90% tuition and other school fees, not to exceed ₱3,726.00 a year; and
- \* Allowance of ₱2,000.00 a year

b. Partial Grant (SY 1991-1992)

- \* 90% of tuition and other school fees, not to exceed ₱1,864.00 a year; and
- \* Allowance of ₱2,000.00 a year

Regional and Division Quota

5. A quota allocation proportionate to the total enrollment of each region in private higher education is attached as Table 1. The Regional Office shall be responsible in allocating slots for each division in accordance with its needs and equity.

6. The guidelines and mechanics of the implementation of the PESFA program will be the same as those stipulated under DECS Order No. 73, s. 1990 with certain modifications as follows:

- a. The GASTPE Unit of the BHE through the DECSROs will assume from FAPE the functions of the program and implement them.
- b. The composition and functions of the PESFA implementing bodies are as follows:

(1) The Executive Committee (EXCOM). The EXCOM shall be composed of the following:

- The DECS Secretary/  
Undersecretary - - - - - Chairman
- The Director, Bureau of  
Higher Education - - - - - Member
- A Representative from COCOPEA - Member

The Executive Committee shall be responsible for the following:

- (a) Approval of overall plans, designs, and activities of the program; and
- (b) Approval of the program budget.

(2) The GASTPE Unit-BHE. The functions of the GASTPE Unit-BHE are as follows:

- (a) Serves as Secretariat to the PESFA Executive Committee (EXCOM) and the State Assistance Council (SAC);
- (b) Develops program guidelines for approval by EXCOM;
- (c) Prepares contracts and miscellaneous documents relating to efficient implementation and administration of PESFA program;
- (d) Consolidates all reports/data required for the program; and
- (e) Monitors program budget expenses according to approved budget; and
- (f) Monitors operations according to approved plan.

(3) The Regional Committee (RC). The committee shall be composed of the following:

The DECS Regional Director - - - Chairman  
A representative of COCOPEA - - - Member  
A PESFA Regional Coordinator - - - Member

The functions of this Committee are the following:

- (a) Disseminates information regarding the PESFA program in the region;
- (b) Resolves problems on PESFA program in the region;
- (c) Reviews the approved alphabetized master lists of PESFA grantees submitted by DGCs;
- (d) Disburses PESFA program funds to schools and grantees based on submitted certificate of billing;
- (e) Consolidates semestral data updates on PESFA for submission to GASTPE Unit-BHE; and
- (f) Renders semestral accounting to EXCOM, through GASTPE Unit-BHE, regarding the disbursements made for the program.

- (4) The Division Grant Committee (DGC). The DGC serves as the nerve center of the program in the field. The committee shall be composed of the following:

The DECS Provincial/City Schools

Superintendent - - - - - Chairman  
A representative of COCOPEA - - - Member

A Private Area Supervisor I or Division  
PESFA Coordinator - - - - - Member

The functions of this committee are the following:

- (a) Disseminates information regarding PESFA program in the division;
- (b) Resolves problems in the division level relative to the program;
- (c) Distributes and retrieves GAFs (Annex A) through the principals of High schools;
- (d) Screens and evaluates documents submitted by applicants; data of each applicant should be complete;
- (e) Prepares summary lists of qualified applicants; (Annexes B & C)
- (f) Approves and awards the grants according to the guidelines set by DECS; and
- (g) Sends award letters to selected PESFA grantees (Annex D).

- (5) The Functions and Responsibilities of Registrars of Private Schools/Colleges/Universities Enrolling PESFA Grantees:

- (a) Acknowledge receipt of list of approved PESFA grantees furnished by the DECSRO; (Annex C)
- (b) Check on enrollment of PESFA grantees only in the priority courses they have applied for in their Grant Application Forms (GAFs); otherwise, the award will be automatically disapproved;

- (c) Submit a certification and list of grantees who passed or failed in the majority of their subjects for the previous school year to the Regional Committee within three (3) weeks after the close of the school year; (Annex G)
- (d) Enroll only those grantees who passed the majority of their subjects in the previous school year; and
- (e) Issue Certificate of Billing and Enrollment of PESFA grantees who are qualified for continuance of grant to DECSRO for payment (Annex E).

Enrollment and Payment of Returning Grantees

7. Priority shall be given to previous awardees who were not able to enroll through no fault of their own.

8. PESFA returning grantees of SY 1989-1990 and SY 1990-1991 shall enroll by enlisting at the Registrar's Office, provided they passed majority of their subjects in their previous school year. The school shall submit a certification and list of students who passed or failed in majority of their subjects for previous school year (Annex G). All continuing grantees must be enrolled only in priority courses or their grant shall be forfeited beginning this school year (Annex F). The DECSRO shall pay the school and the student's allowance through checks upon receipt of the Certificate of Billing and Enrollment (Annex E).

9. No student whose data is incomplete shall be included in the summary list of the DGC (Annexes B & C).

10. The schedule of PESFA activities for SY 1991-1992 is as follows:

ACTIVITY	COMMITTEE/OFFICE CONCERNED	SY 1991 - 1992
Promotion/Information Dissemination	DECSRO/Division Grant Committee	Feb. 1-March 29
Recruitment of Applicants	Division Grant Committee	March 30-April 20
Processing of Applicants' Data (GAF)		April 22-May 16

Selection of Grantees	Division Grant Committee	May 7-21
Preparation of Master List (Annexes B & C)		
Awarding of Grants (Annex D)		May 22-31
Enrollment of Grantees		June 1-21
Issuance of Enrollment Letters to Beneficiaries (Annexes G & E)	Private Institutions	June 1-28
Payment of Claims to Schools/Grantees	DECSRO/Regional Committee	Within 60 days after the opening of classes in each semester
Monitoring and Evaluation of the Program	GASTPE-BHE/DECSRO	July 1-End of SY 1991-1992

11. All rules and regulations or part thereof which are inconsistent with this Order are hereby repealed or modified accordingly.

12. Immediate and wide dissemination of this Order is enjoined.

(SOD.) EDNA F. FORMILLEZA  
Undersecretary  
Officer-in-Charge

Incls.:  
As stated

Reference:  
DECS Order: (No. 73, s. 1990)

Allotment: 1-2-4--(M.O. 1-87)

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

- ✓ AMENDMENTS
- ✓ CHANGES
- ✓ Course of Study, COLLEGIATE
- ✓ FUNDS
- ✓ PROGRAM, SCHOOL
- ✓ RULES & REGULATIONS
- ✓ SOCIETY or ASSOCIATIONS
- ✓ STUDENTS

(Inclosure No. 1 to DECS Order No. 35, s. 1991)

TABLE I  
ALLOCATION OF NEW PESFA GRANTEES BY REGION  
BY 1991-1992

Region	Full Grant		Total	Partial Grant		Total	Overall Total
	Degree	Non-Degree		Degree	Non-Degree		
NCR	314	56	370	1,256	222	1,478	1,848
CAR	59	10	69	235	42	277	346
I	139	23	153	520	92	612	765
II	87	15	102	346	61	407	509
III	204	36	240	817	144	961	1,201
IV	252	44	296	1,009	178	1,186	1,482
V	149	25	175	594	105	699	874
VI	198	35	233	791	149	931	1,164
VII	159	28	187	638	112	750	937
VIII	122	22	144	485	86	575	719
IX	106	19	125	426	75	501	626
X	127	22	149	505	89	594	743
XI	102	27	129	410	108	518	647
XII	100	18	118	400	71	471	589
TOTAL	2,159	391	2,540	10,635	1,525	10,160	12,700

STEP BY STEP PROCEDURE

Application of PESFA Applicants

1. Information Dissemination - Applicants attend briefing conducted by high school principal;
2. The applicant fills out Grant Application Form (Annex A) secured from the high school principal and submits accomplished GAF together with the following documents:
  - \* NCEE report of rating
  - \* High School report card
  - \* Income Tax Return (ITR) of parents
  - \* Birth Certificate
3. The high school principal reviews GAF and ascertains applicant's eligibility;
4. The high school principal logs GAFs received in control register;
5. The high school principal sorts GAFs and sends them to the Division Grant Committee (DGC) with transmittal list;

Screening, Approving and Awarding of Grants

6. DGC screens GAFs according to established guidelines. Prioritizes the GAF based on financial need and NCEE rating of applicant. GAFs rejected are returned to the High School principal;
7. DGC prepares master list of eligible grantees (Annex B);
8. DGC approves the master list (Annex C) and awards the grants to selected grantees;
9. DGC furnishes the Regional Committee (RC) master lists of approved grantees in triplicate copies for confirmation of grants;
10. The Division Grant Committee prepares Appointment Letters addressed to the awardee-grantees (Annex D).

Paying of Grantees: Allowances and Tuition Fees

11. RC (DECSRO) reviews the master lists and documents submitted by the DGC;
12. RC (DECSRO) transmits copy of the master list of approved PESFA grantees to the GASTPE-BHE;
13. The School/College/University Registrar enrolls grantees and prepares Certificate of Enrollment and Billing (Annex E) to be forwarded to the DECSRO and GASTPE-BHE;
14. The Regional Committee (DECSRO) pays the allowances



Department of Education, Culture and Sports  
BUREAU OF HIGHER EDUCATION  
University of Life Complex  
Meralco Ave., Pasig  
Metro Manila

Attach  
1 x 1  
Photo

Slot No. \_\_\_\_\_  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
Priority \_\_\_\_\_  
Action Taken \_\_\_\_\_

PESFA GRANT APPLICATION FORM (GAF)  
School Year 19\_\_ 19\_\_

For DGC/PESFA Only

Signature of  
authorized  
Official over  
printed name

Date Filed: \_\_\_\_\_ Semester:  1st  2nd  
Received by: \_\_\_\_\_

Note: Please fill up all applicable spaces as provided for  
(To be filled up by applicant)

A. PERSONAL DATA

- Name \_\_\_\_\_  
(Surname) (First Name) (Middle Name)
- Age \_\_\_\_\_ Sex \_\_\_\_\_ Civil Status \_\_\_\_\_ Citizenship \_\_\_\_\_
- Birthdate \_\_\_\_\_ Birth Place \_\_\_\_\_
- Mailing Address \_\_\_\_\_  
(No. Street) (Town/City) (Province)
- Home/Provincial Address: \_\_\_\_\_

B. FAMILY BACKGROUND/CIRCUMSTANCES

- Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_  
a) Highest Educational Attainment \_\_\_\_\_  
b) Average Monthly Income ₱ \_\_\_\_\_
- Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_  
a) Highest Educational Attainment \_\_\_\_\_  
b) Average Monthly Income ₱ \_\_\_\_\_
- Other sources of Family Income ₱ \_\_\_\_\_ /No. \_\_\_\_\_  
(Specify)
- Average Total Family Income per month: ₱ \_\_\_\_\_
- No. of children/dependent in the family: \_\_\_\_\_ Their ages: \_\_\_\_\_  
(including yourself) (in years)

C. ACADEMIC BACKGROUND/SCHOOL ACTIVITIES

- Schools graduated from: \_\_\_\_\_ Address \_\_\_\_\_ Year Graduated \_\_\_\_\_  
a) Elementary \_\_\_\_\_  
b) High School \_\_\_\_\_

2. NCEE Rating: \_\_\_\_\_ % Year Taken: \_\_\_\_\_  
(attach photocopy of report)

3. Academic awards/honors received:

<u>Nature/Description</u>	<u>School</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Extra curricular activities engaged in:

<u>Name of Organization</u>	<u>Position</u>	<u>Inclusive Dates</u>
a) Elementary _____	_____	_____
b) High School _____	_____	_____

D. CHOICE OF COLLEGE/DEGREE/NON-DEGREE/VOC. TECHNICAL COURSE

1. Name three (3) colleges/universities where you wish to study, in order of priority:

<u>Name of School</u>	<u>Address</u>
a) _____	_____
b) _____	_____
c) _____	_____

2. Name three (3) degree, non-degree, vocational-technical courses/programs of study you wish to pursue, in order of priority: (Please refer to the list of priority courses)

a) _____
b) _____
c) _____

E. APPLICANT'S STATEMENT

This is to certify that I am not availing of any other scholarships and that all data supplied in this application for grant under the PESFA Program are true and complete. Any material misrepresentation on my part shall be sufficient reason for this application to be denied. If chosen as a grantee, I will abide by the rules and regulations that may be set by the Department of Education, Culture and Sports.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Private Education Student Financial Assistance (PESEA) Program  
Master List of Eligible Grantees

BY 19 \_\_\_\_ 19 \_\_\_\_

Region \_\_\_\_\_  
Division \_\_\_\_\_

Division OR  
No. of Slot \_\_\_\_\_

Slot No.	Surname	First Name	City	Home Address	Birth Date	Year	Age	Annual Family Income	Yr. of Education	Name of School	Address of

Prepared and Approved by:

Chairman  
Division Grant Committee

COCOPFA

Private Area Supervisor - I  
PESEA Coordinator

- To Be Accomplished in 5 copies
1. GASIPF-BHE
  2. DECS Accounting
  3. DECSRPO
  4. DQC
  5. DECS-ODA



PESFA-GASTPE-BHE  
Form 3

Department of Education, Culture and Sports  
BUREAU OF HIGHER EDUCATION  
University of Life Complex  
Meralco Ave., Pasig  
Pasig, Metro Manila

Date

Name of Grantee : \_\_\_\_\_  
Address : \_\_\_\_\_  
Subject : PESFA NOTICE OF AWARD FOR SY 1991-1992

Dear Grantee:

You are hereby awarded a scholarship under the PESFA program effective \_\_\_\_\_ semester of school year \_\_\_\_\_.

Nature of Award:

- Full (90% not to exceed ₱1,863.00 per semester and ₱1,000 allowance per semester.)  
----- Partial (90% not to exceed ₱932.00 per semester and ₱1,000 allowance per semester).

Course:

- Degree: \_\_\_\_\_  
----- Non-Degree: \_\_\_\_\_

You are to enroll in a private school in your region or adjacent regions. As a grantee you shall pay 10% of tuition and fees charged by the school.

This scholarship shall be discontinued anytime the government fails to appropriate and/or release the corresponding scholarship funds intended for PESFA or it shall be cancelled as a result of academic deficiencies provided for in the implementing rules and regulations of the PESFA Scholarship Program.

Very truly yours,

\_\_\_\_\_  
Chairman  
Division Grant Committee

\_\_\_\_\_  
Division/Region

Department of Education, Culture and Sports  
PRIVATE EDUCATION STUDENT FINANCIAL ASSISTANCE (PESFA) PROGRAM  
Bureau of Higher Education  
UL Complex, Meralco Ave.  
Pasig, Metro Manila

Region \_\_\_\_\_

Name of Private College/University \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

CERTIFICATE OF ENROLLMENT AND BILLING

1. Grantee No. \_\_\_\_\_ 2. Grant: Full \_\_\_\_\_ Partial \_\_\_\_\_

3. Student Name \_\_\_\_\_ 4. Sex \_\_\_\_\_

5. Course \_\_\_\_\_

6. Year Level \_\_\_\_\_ 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

7. School Year 19 \_\_\_\_\_ 8. Semester \_\_\_\_\_ 1st \_\_\_\_\_ 2nd \_\_\_\_\_

9. a) Subjects \_\_\_\_\_ b) Units \_\_\_\_\_ 10. Semestral Fees \_\_\_\_\_

_____	_____	a. Tuition (Rate/Unit _____) P _____
_____	_____	b. Laboratory _____
_____	_____	c. Library _____
_____	_____	d. Medical/Dental _____
_____	_____	e. Athletics _____
_____	_____	f. Miscellaneous _____
_____	_____	g. Gross Total _____
_____	_____	h. 90% of Tuition & Other Fees _____
_____	_____	i. Amount Payable _____

Prepared by: \_\_\_\_\_

Signature of Student-Grantee \_\_\_\_\_

(Registrar/Accountant)

Note:

1. PESFA shoulders 90% of tuition and other fees but not to exceed ₱932.00/semester for partial grantees; ₱1,863/semester for full grantees.
2. The school must reimburse to the grantee any amount advanced by him in excess of 10% of the fees payable.

Approved by: \_\_\_\_\_

(College/University Head)

PESFA-GASTPE-BHE  
Form 6

Annex F

Department of Education, Culture and Sports  
PRIVATE EDUCATION STUDENT FINANCIAL ASSISTANCE (PESFA) PROGRAM  
Bureau of Higher Education  
UL Complex, Meralco Ave.  
Pasig, Metro Manila

LETTER OF TERMINATION

\_\_\_\_\_  
Date

Dear \_\_\_\_\_

This is to inform you that your award is terminated effective \_\_\_\_\_, SY \_\_\_\_\_ due to the following reason/s:

\_\_\_\_\_ academic deficiencies

\_\_\_\_\_ (give other reasons)

The PESFA program will no longer fund your studies effective \_\_\_\_\_ semester of school year \_\_\_\_\_.

Please be guided accordingly.

Very truly yours,

\_\_\_\_\_  
Chairman  
Division Grant Committee

cc: Registrar

\_\_\_\_\_  
Address

CERTIFICATE OF ELIGIBILITY FOR GRANT CONTINUANCE  
(To be submitted together with the Certificate/s  
of Billing and Enrollment)

From: \_\_\_\_\_  
Name of Institution  
\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

To: DECSRO PESFA Unit  
\_\_\_\_\_  
Address

This is to certify that the following PESFA grantees enrolled in this institution passed majority of their academic subjects enrolled in the ( ) 1st semester ( ) 2nd semester SY \_\_\_\_\_ and is/are qualified to continue and enjoy the privileges of the PESFA Program for \_\_\_\_\_ semester SY \_\_\_\_\_

NAME/S <small>(Please use additional sheets if necessary)</small>	COURSE <small>(With curriculum Year)</small>	Total Units Enrolled	Total Units Passed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Whereas, the following list of grantees failed to pass majority of the academic subjects enrolled and is/are no longer eligible to continue with the PESFA privileges this current semester SY \_\_\_\_\_



NAME/S	COURSE	Total Units Enrolled	Total Units Passed
(Please use additional sheets if necessary)	(With cur- riculum Year)		

This certification is being issued to facilitate the approval and continuation of the grant.

\_\_\_\_\_  
Registrar

cc: The Division Grant Committee (DGC)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_