



**Tanggapan ng Kalihim**

Office of the Secretary  
DepED Order

No. **14**, s. 2006

MAR 22 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. In line with the goal of promoting access to basic education, this Department announces the implementation of the Education Voucher System (EVS) in Government-recognized private secondary schools effective SY2006-2007.
2. The Fund for Assistance to Private Education (FAPE) shall manage the program for the Department following the guidelines provided in the Enclosure.
3. The public elementary school principals whose schools have been identified by the DepED Division Offices as feeder schools to red-coded public secondary schools (i.e., with big class sizes and limited classrooms) shall select the beneficiaries of the education vouchers based on the criteria provided in the Enclosure.
4. The Regional Program Coordinators of FAPE, in coordination with the DepED Regional and Division Offices, shall orient the school heads of the public feeder elementary schools about the objectives, requirements, and implementing guidelines of the program.
5. In view of the urgency of this program, immediate dissemination of this Order to all concerned is desired.

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

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

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

FUNDS  
POLICY

SCHOOLS  
STUDENTS

(Enclosure No. 1 to DepED Order No. 14, s. 2006)

## **THE EDUCATION VOUCHER SYSTEM (EVS)**

### **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 Goal 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 who desire to pursue their secondary education in private schools of their choice.

EVS vouchers are awarded to selected public elementary school graduates as evidence of the State's commitment to support the beneficiaries' high school education for as long as they remain enrolled in the high school chosen and 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 for underprivileged elementary school 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 the quality of public secondary education.

#### **IV. Voucher Program Budget and Individual Grant Amount**

The EVS shall be in the nature of grants-in-aid in a fixed amount of **(PHP) Four Thousand Pesos (P4,000.00)** 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 for each year of his/her secondary education.

A total of **100,000 voucher grants** are available for distribution under the program. Each of the 4,000 elementary schools shall be given 25 voucher grants.

#### **V. EVS Program Guidelines**

##### **A. Qualifications of EVS Beneficiaries**

An EVS program beneficiary must possess the following requisites:

1. The beneficiary must be a Filipino citizen; and
2. He/she must be a public elementary school graduate belonging to the top 50% of the graduating class, as certified by his/her elementary school principal.
3. The beneficiary must come from a family whose total annual family income is not more than the poverty level income determined by the NEDA;
4. The beneficiary must be willing to pay any difference between the P4,000 grant and the school's actual tuition and other fees unless the latter chooses to condone the difference; and
5. The criteria used for the selection of the beneficiary are consistent with DepED priority areas.

Once Principals have selected the voucher beneficiaries, they shall accomplish **Form A (Certification of Award of EVS Vouchers)** that summarizes the 1) names of beneficiaries, 2) their addresses, and 3) the serial number of the voucher awarded them. The accomplished Form A is then forwarded by the public elementary school principal to the respective FAPE Regional Program Coordinators (RPCs).

Upon the accomplishment of Form A, the public elementary school principals shall then proceed to have the names of student beneficiaries

typed on the vouchers (Note: ensuring that names and voucher serial numbers match those indicated in Form A) and award the same to the beneficiaries preferably by their graduation day. Along with the voucher, beneficiaries shall also be provided by the principal with the necessary program information and guidelines, instructions and forms.

#### **B. Use of the EVS Grant**

In order to make use of the voucher, the EVS program beneficiary must meet the admission requirements of his/her private high school of choice and be accepted/enrolled by the school.

The voucher is not transferable and is awarded to a beneficiary whose name is printed on the said voucher. Payment of the voucher amount shall not, in any case, be paid to the beneficiary but directly to the private high school the beneficiary was accepted/enrolled in.

To help ensure the integrity of the program, a beneficiary's identity and status in the school shall be verified and monitored by FAPE.

#### **C. Qualifications of Private High Schools that Accept EVS Beneficiaries**

Any private high school that is officially recognized by the DepED can accept EVS program beneficiaries. EVS beneficiaries, however, shall be provided with a list of recommended private high schools indicating the tuition and other fees as a guide to help beneficiaries with their choice of high school. Private high schools not included in the list may accept beneficiaries for as long as they have official recognition from the DepED.

A private high school that accepts EVS program beneficiaries must allow the implementing agency, FAPE, to monitor the status of and verify the identity of their beneficiary/ies through visits to the school.

#### **D. EVS Program Availment Procedures**

##### **Student Beneficiaries**

1. Graduating public elementary students awarded an EVS voucher shall read and understand all information on the EVS program contained in the information kit accompanying the voucher.
2. The beneficiary fills out the **Beneficiary Information Form** in two (2) copies (photocopy the original to produce the second copy) and attaches the following supporting documents:
  - i. A certified photocopy of his/her Form 138

- ii. Certification from elementary high school principal that the applicant is a graduate of the school and belongs to the upper 50% of the graduating class
  - iii. Certificate of good moral character from any two (2) of the following: principal, guidance counselor, parish priest or equivalent, and *barangay* captain
3. The beneficiary submits for evaluation his/her EVS voucher, Beneficiary Information Form (2 copies), and supporting documents to the school head of his/her private school of choice for evaluation if the school will accept the beneficiary.
4. If the private high school decides to accept the EVS beneficiary, it shall secure from the beneficiary his/her EVS voucher, Beneficiary Information Forms and supporting documents and issue the beneficiary a **Certification Letter of Enrollment** in the school signed by the school head.
5. If however, the private high school decides against accepting the beneficiary, it must return to the beneficiary his/her voucher and all other supporting documents. The beneficiary must then seek out another private high school that will accept him/her as a beneficiary of the program.
6. Beneficiaries are given 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.
7. Beneficiaries who wish to transfer to another private high school may do so only after completing and passing the entire school year in his/her first school of choice. To transfer, he/she 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 has been promoted to the following year.

### **The Accepting/Participating Private High Schools**

1. Private high schools that accept EVS beneficiaries must submit to the FAPE Regional Project Coordinator (RPC) a **summarized Certification Letter of Enrollment and Billing Statement (Form C)** of all the EVS beneficiaries they had accepted and enrolled in their schools to be accompanied by the individual beneficiary vouchers, Beneficiary Information Forms and supporting documents.

The deadline of participating schools to submit the above documents is not later than **July 30, 2006**. A list of the names and addresses of FAPE RPCs is provided.

2. The FAPE RPC shall then collate and review documents for completeness and send these to the FAPE national secretariat in batches on a first-come, first-served basis.
3. Upon receipt, the FAPE national secretariat shall input information on each beneficiary in a database, verify the authenticity of vouchers submitted and prepare individual school documents for payment for submission to DepED Accounting Division.
4. Documents for submission by FAPE to DepED as basis for the latter's payment to the school shall include:
  - a. **Form C** (School Certification Letter of Enrollment and Billing Statement)
  - b. Original EVS Vouchers
  - c. **Form B** (Individual Beneficiary Information Form)
5. The participating high schools shall then await payment of their beneficiaries' vouchers and may follow-up the status of payment with DepED Accounting or FAPE (the latter must be provided with updated status reports of payment of the grants to schools).
6. Upon submission of all school documents for payment to DepED, FAPE will generate a report summarizing all the names of beneficiaries that made use of their vouchers, their respective schools and other pertinent information.
7. FAPE shall then undertake monitoring and verification of program beneficiaries and generate the necessary reports.

**E. Forfeiture of Voucher Benefits**

The award of an EVS voucher to a beneficiary is non-transferable as the serial number of a voucher is identified with the name of the beneficiary. The following shall be deemed as conditions that result in the automatic forfeiture of EVS beneficiaries' voucher benefits:

1. Beneficiaries who have dropped or have been expelled from the high school;
2. Beneficiaries who, due to failures of three units or more, are retained in the year level for which the voucher was given; thus, beneficiaries cannot avail of vouchers for the same year level;
3. Beneficiaries who are unable after the deadline to find a private high school that will accept/enroll them as EVS beneficiaries;
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 they are enrolled in; and
5. Beneficiaries who submit incomplete documents and forms.

## VI. Program Management

The EVS program shall be managed through the following:

### A. The EVS National Project Committee (ENPC)

A five (5) member Committee shall serve as the top policy-making body setting the general directions and guidelines for the implementation of EVS. It is composed of the following:

1. DepED Secretary/OIC	Chairperson
2. DepED Dir. For Secondary Education	Member
3. FAPE Executive Director	Member
4. COCOPEA Representative	Member
5. Representative from an SEC registered national association of private school teachers	Member

The functions of the ENPC are as follows:

1. Formulate the guidelines for the implementation of the EVS program. Including the determination of
  - 1.1 the number of vouchers for distribution and costs of managing the program to ensure these are within the allocated budget; and
  - 1.2 the manner of distribution of vouchers to public elementary schools in areas evaluated to be consistent with DepED priority areas.
2. Issue and disseminate official memoranda on EVS program information and guidelines to concerned field units (particularly the identified public elementary schools) and all DepED recognized private high schools that may accept program beneficiaries.

### 2. EVS Program Manager

The Fund for Assistance to Private Education (FAPE) shall serve as manager of the program and for this purpose establish **EVS Program Secretariats** at the national and regional levels who shall oversee the overall management of the EVS including the following:

1. Preparation and printing of: pre-numbered EVS program vouchers (with a 5% allowance), beneficiary profile forms, school acceptance and billing statement forms
2. Preparation of EVS program information kits 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 kits to all concerned parties
4. Conduct EVS program orientations if necessary
5. Receive all beneficiary vouchers, profile forms and supporting documents from private high schools that enrolled EVS program beneficiaries
6. Review, evaluate and screen all vouchers and supporting documents received from private high schools for voucher authenticity and completeness supporting documents
7. 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
8. Monitor the status of and verify identities of program beneficiaries in each participating school



(Enclosure No. 2 to DepED Order No. 14, s. 2006).

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.

	Name	Address	Ave. Grade	EVS Voucher No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Certified by:

\_\_\_\_\_  
(Print Name and Sign)  
Principal

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

**Student Personal Data**

Name of Student: \_\_\_\_\_

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

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Birth Place: \_\_\_\_\_ Sex \_\_\_\_\_

Citizenship: \_\_\_\_\_

Religion: \_\_\_\_\_

1 x 1 ID  
Picture

**Elementary School Data**

Elementary School Graduated From: \_\_\_\_\_

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

Year Graduated: \_\_\_\_\_ Average Grade: \_\_\_\_\_

**Family Data**

Father  
 Mother  
 or Guardian

Name	Age	Occupation	Annual Income

**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

\_\_\_\_\_  
 Applicant's Signature

EVS Program  
**FORM C**

**CERTIFICATE OF ENROLMENT AND BILLING STATEMENT**

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

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

Tuition fees:

1st	2nd	3rd	4th
Php _____	Php _____	Php _____	Php _____

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

	Name	Address	EVS Voucher Serial No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

No. of EVS Beneficiaries	Total Amount Due @ Php5,000/beneficiary
	Php _____

Please deposit payment to our school's depository bank, the account details of which are as follows:

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
 School Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

*Note: \* No payment shall be made to an individual person's account.  
 \* Only commercial banks are accepted*

(Enclosure No. 3 to DepED Order No. 14, s. 2006)

**FAPE ESC REGIONAL COORDINATORS**

<b>REGION</b>	<b>CONTACT PERSON</b>	<b>TEL. &amp; CEL NOS.</b>
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