



January 15, 2016


**DIVISION MEMORANDUM**

No. 21 ; s. 2016

**REMINDER ON THE MANUAL AND ONLINE APPLICATION OF SENIOR HIGH  
SCHOOL VOUCHER PROGRAM AND SUBMISSION OF DOCUMENTS**

TO : Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/Districts-In-Charge  
Public and Private Secondary School Heads  
All Others Concerned

- 
1. This office reminds the field on the submission of the manual or online application documents to Private Education Assistance Committee in order to avail and to become eligible of the Senior High School Voucher Program on February 5, 2016.
  2. High School ICT Coordinators are requested to facilitate the simultaneous online activity on January 22, 2016 using the Online Voucher Application Program(OVAP) portal <http://ovap.deped.gov.ph>.
  3. Print the Online Application Confirmation Slip, together with the following supporting documents hereunder, mail and submit them to the PEAC National Secretariat on or before February 12, 2016.
    - a. Printed Online Application Confirmation Slip
    - b. Certification of Financial Assistance from the School, if applicable
    - c. Recent Identical 2x2 ID photo (2 copies)
    - d. Philippine Statistics Authority (PSA) Certified Birth Certificate
    - e. Photocopy of Grade 10 Report Card
    - f. Certificate of Employment of Parent/Guardian (if applicable)
    - g. Latest Income Tax Return of Parents/Legal Guardian or Certification of Tax Exemption or Municipal Certification of Unemployment
  4. For more details about the Detailed Guidelines on the Implementation of the Senior High School Voucher Program, please refer to DO No. 46, s. 2015.
  5. For your information and widest dissemination.

  
**LELANIE T. CABRERA, CESE**  
OIC, Schools Division Superintendent

LTC/raj

15 JAN 2016