Office of the Schools Division Superintendent

MEMORANDUM
No. 233 , s. 2024

FAQs ON THE UTILIZATION OF VOUCHER MANAGEMENT SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Private Secondary and Elementary School Heads/ OICs
Administrative Officer V
All Others Concerned

1.   Attached is Regional Memorandum No. ORD-779, s. 2024, dated August 5, 2024, and GASS-2024-297, dated July 11, 2024. on the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.

2.   For wide dissemination and compliance with its provisions.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:

JOHN ALBERT B. COLLE, PhD
Education Program Supervisor
Officer-in-Charge

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:
    VOUCHER   MANAGEMENT   SYSTEM

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___233___ / August 13, 2024

NUM-2024-233

Republic of the Philippines

Department of Education
NATIONAL CAPITAL REGION

August 5, 2024

REGIONAL MEMORANDUM

ORD No. 779 , s. 2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

FAQs ON THE UTILIZATION OF VOUCHER MANAGEMENT SYSTEM

1. Enclosed is **Memorandum GASS-2024-297** signed by Annalyn M. Sevilla, Undersecretary for Finance, dated July 11, 2024, and with the subject **Frequently Asked Questions (FAQs) on the Use of Administrative Panel on Voucher Management System (VMS)** which is self-explanatory.

2. It is of utmost importance that this Memorandum is immediately disseminated widely, and compliance with its provisions is expected.
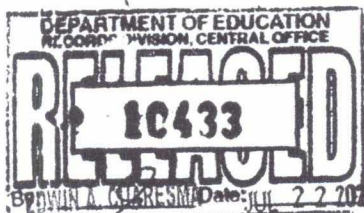
JOCELYN DR. ANDAYA
Director IV

Encl. as stated

qad/lcd

NCR

MEMORANDUM
GASS-2024-297
July 11, 2024

FOR	:	**ALL REGIONAL DIRECTORS**
ATTENTION	:	**ALL SCHOOLS DIVISION SUPERINTENDENTS**
FROM	:	**ANNALYN M. SEVILLA** Undersecretary for Finance
SUBJECT	:	**FREQUENTLY ASKED QUESTIONS (FAQs) ON THE USE OF ADMINISTRATIVE PANEL ON VOUCHER MANAGEMENT SYSTEM (VMS)**

This is in reference to the online orientation on the Government Assistance to Students and Teachers in Private Education (GASTPE) Administrative Panel (Admin Panel) on Voucher Management System (VMS) that was conducted last May 27, 2024.

During the orientation, several pertinent questions were raised regarding the functionality and utilization of the VMS Admin Panel. These questions have been meticulously reviewed and addressed by the Government Assistance and Subsidies Service (GASS) and Private Education Assistance Committee (PEAC).

In this regard, please find the attached document entitled "FAQs: Government Assistance to Students and Teachers in Private Education (GASTPE) Administrative Panel". This shall serve as a reference for all Regional Offices and School Division Offices involved in the administration and implementation of the GASTPE Programs. This office kindly requests the distribution of these FAQs to the designated focal persons responsible for the GASTPE programs.

Should there be any additional inquiries or clarifications needed beyond the provided information, your staff may contact the Government Assistance and Subsidies Service (GASS) through email address **gass@deped.gov.ph** or telephone number 8-636-1620.

Thank you.

Republic of the Philippines
Department of Education
GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE

FAQs: Government Assistance to Students and Teachers in Private Education (GASTPE) Administrative Panel

Q: How many will be the users of the Admin Panel in the SDOs?

A: 1 per SDO *(Maximum of 2 is allowed to access the Admin Panel)*

Q: Will all billing statements have to go through the SDOs?

A: No, the current process does not involve the SDOs. Billing statements are created by the participating schools and submitted first to the Private Education Assistance Committee-Regional Secretariats (PEAC RS), secondly to the DepEd Regional Office (RO), thirdly to the Private Education Assistance Committee-National Secretariats (PEAC NS), and lastly to the DepEd Central Office.

Q: Having been granted access to the system, are there specific tasks that SDOs are required to perform? For example, gathering data and submitting reports.

A: Access to the system provides the SDOs with tools to download data related to their divisions. SDOs can now prepare reports related to GASTPE within their division. Additionally, in accordance with the DepEd Order No. 20 s. 2023, the roles and responsibilities of the SDOs are outlined as follows:

- Assist the private VP-participating schools with the necessary information and/or provide clarification on the implementation of the SHS VP;
- Ensure that the VP-participating SHSs conduct orientation on the SHS VP;
- Ensure the schools' compliance with the guidelines on GAS programs, particularly with SHS VP
- Provide assistance for them to be able to encode and update data in the BEIS and LIS; and
- Establish a mechanism for promoting the GAS programs, particularly the SHS VP.

Republic of the Philippines
Department of Education
GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE

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Q: When will be the issuance of user accounts and temporary passwords?

A: User accounts have already been provided to all SDO users who registered through DepEd GASS without discrepancies in their submitted registration information.

Q: How can the SDOs benefit from this?

A: The Admin Panel provides the SDOs with data that they can use when submitting reports on the GASTPE Program. The SDOs can also view information of GASTPE Participating Schools in and their list of beneficiaries.

Q: Can they share their accounts with others? What are the implications if they do?

A: Sharing of Admin Panel accounts is not allowed. The Admin Panel has sensitive personal information of school officials and beneficiaries that should be protected at all times.

Q: What level of access will they get? Will it be for viewing, encoding, and updating only?

A: The access level of SDOs are limited to viewing and downloading of GASTPE Data within the Division.

Q: How can new focal persons request an account?

A: Focal persons shall submit a request signed by the School Division Superintendent to DepEd GASS. DepEd GASS shall endorse the request to PEAC for account creation. The request shall include the full name, designation, email address, and mobile number of the focal person.

Q: Are there any updates on the pronouncement by the Department of Education that current Grade 11 learners enrolled in SUCs will be accommodated in the voucher program?

A: GASS mentioned that no Grade 11 learners from SUCs/LUCs will be accommodated in SY 2024-2025.

We will just finish the payment for those who are in Grade 12 for SY 2024-2025. They are the Grade 11 students for the SY 2023-2024.

Q: How can we reconcile the School ID Number in PEAC and in DepEd? In our monitoring of private schools, we found out that there are discrepancies between the DepEd-issued ID number and the generated data from PEAC.

A: PEAC-NS mentioned that for the ESC Program, PEAC issues a different School ID number. The PEAC also collects their DepEd School ID and is also included in our database.

The VP, on the other hand, uses the DepEd School ID issued by the SDOs. Access to the SHS Voucher Program Management System (VMS) is also through the Learner Information System (LIS). Therefore, PEAC assumes that the DepEd School IDs they use in the VMS are valid DepEd School IDs.