



Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-0383

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum Implementation Division  
Public and Private School Administrators/Principals  
All Concern

Subject: **DISSEMINATION OF MEMORANDUM GASS-2024-297**  
**[Frequently Asked Questions(FAQ) on the Use of Administrative Panel on Voucher Management System (VSM)]**

Date: August 12, 2024

Herewith is Regional Memorandum QAD-2024-043, re: Dissemination of Memorandum GASS-2024-297 [Frequently Asked Questions (FAQ) on the Use of Administrative Panel on Voucher Management System (VSM)]

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
OIC - Schools Division Superintendent

SGOD/ABA/rvj

**RELEASED**

**AUG 12 2024**

RECORDS SECTION SDO PANABO CITY  
BY 



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
QAD-2024-043

To : Assistant Regional Director  
Schools Division Superintendent

Subject: DISSEMINATION OF MEMORANDUM GASS-2024-297  
[Frequently Asked Questions (FAQ) on the Use of Administrative  
Panel on Voucher Management System (VSM)]

Date : August 1, 2024

Herewith is a Memorandum and its enclosures from Annalyn M. Sevilla, Undersecretary for Finance, contents are self-explanatory. Attention is invited to **Paragraphs 2 and 3** of the aforementioned Memorandum as emphasis.

For information, guidance and compliance of the concerned.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.

ROQ5/dal

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: *[Signature]* Date: *Aug. 06, 2024*  
35317





Republic of the Philippines  
**Department of Education**

GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE

**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).

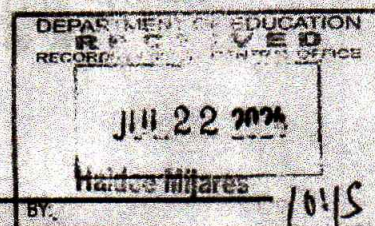
In this regard, please find the attached document entitled "FAQs: Government Assistance to Students and Teachers in Private Education (GASTPE) Administrative Panel". This shall serve as a reference for all Regional Offices and School Division Offices involved in the administration and implementation 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](mailto:gass@deped.gov.ph) or telephone number 8-636-1620.

Thank you.



Address: G/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone Nos.: (02) 8633-1620  
Email Address: [gass@deped.gov.ph](mailto:gass@deped.gov.ph)







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**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.





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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.





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**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.**