

1 **IMPLEMENTING GUIDELINES ON THE PROVISION OF SUBSIDIES AND**
2 **ALLOWANCES TO BASIC EDUCATION STUDENTS UNDER SECTION 4(n) of**
3 **REPUBLIC ACT (RA) NO. 11494, OTHERWISE KNOWN AS *BAYANIHAN TO RECOVER***
4 **AS ONE ACT**

5
6 **I. RATIONALE**

7
8 Republic Act (RA) No. 11494, otherwise known as the *Bayanihan to Recover as*
9 *One Act*, or the *Bayanihan 2 Act*, was promulgated on 11 September 2020 in
10 cognizance of the adverse impact of the COVID-19 pandemic to the Philippine
11 economy and society. The *Bayanihan 2 Act* provides for COVID-19 response and
12 recovery interventions, such as mechanisms to further reduce the impact of
13 COVID-19 on the socio-economic well-being of Filipinos through the provision of
14 assistance, subsidies, allowances, and other forms of socio-economic relief.

15
16 Section 4(n) of the *Bayanihan 2 Act* mandates the provision of subsidies and
17 allowances to qualified students in private and public elementary and secondary
18 education whose families are now facing financial difficulties brought about by
19 work stoppage and closure of establishments due to the Community Quarantine
20 (CQ), and neither part of the *Listahanan* of the Department of Social Welfare and
21 Development (DSWD), nor covered under the Education Service Contracting
22 (ESC) Program, or the Senior High School Voucher Program (SHS VP) as provided
23 in RA Nos. 8545 and 10533, respectively.

24
25 To implement RA No. 11494, the Office of the Executive Secretary issued a
26 memorandum dated October 23, 2020 containing the Implementing Guidelines
27 of RA No. 11494. The Implementing Guidelines was uploaded in the Official
28 Gazette on November 03, 2020. Under Item M of said memorandum of the Office
29 of the Executive Secretary, the Secretary of the Department of Education (DepEd),
30 the Commission on Higher Education (CHED), the Technical Education and
31 Skills Development Authority (TESDA), within their respective mandates, shall
32 formulate guidelines and implement the relevant sections of RA No. 11494. By
33 the same token, Section 8.4.3 of the Guidelines provides that DepEd shall issue
34 separate eligibility rules consistent with Section 7 of the same.

35
36 The Implementing Guidelines (IG) on the provision of education subsidies and
37 allowances for students under the *Bayanihan 2 Act* for basic education is hereby
38 issued to ensure effective and streamlined implementation of said Act.

39
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41 **II. SCOPE AND APPLICATION**

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43 The IG shall have a national application and shall detail the procedures and
44 processes related to the *Bayanihan 2 Act* for the provision of allowances and for
45 the purpose of applying the subsidies for unpaid tuition in School Year (SY) 2019-
46 2020 or for payment of tuition fee for SY 2020-2021 of qualified students in
47 private and public basic education schools whose families are now facing
48 financial difficulties brought about by work stoppage and closure of
49 establishments due to the CQ, and who are not part of or covered by the

1 *Listahanan* of the DSWD, ESC, or the SHS VP. This includes, among others, the
2 policy statement upon which this IG is based, the roles and responsibilities of
3 DepEd and other key stakeholders, and program implementation arrangements
4 from application for subsidies and allowances up to payment of the same.
5
6

7 **III. DEFINITION OF TERMS**

- 8
9 1. **Bayanihan 2 Act** refers to RA No. 11494, otherwise known as the
10 *Bayanihan to Recover as One Act*.
11
12 2. **BBE** refers to Bayanihan 2 for Basic Education.
13
14 3. **BBE Participating Schools** refer to Bayanihan 2 for Basic Education
15 Participating Schools which are private basic education schools that have
16 students who are recipients of the subsidies under Bayanihan 2, subject
17 to this IG.

18
19 For purposes of this IG, a private basic education school should satisfy the
20 requirements provided under DepEd Order No. 88, s. 2010 titled,
21 “Revised Manual for the Operation of Private Schools” for it to be
22 authorized, permitted and/or recognized to operate as such.
23

- 24 4. **BBES** refers to the Bayanihan 2 for Basic Education System which is an
25 online processing system maintained by Private Education Assistance
26 Committee (PEAC) to facilitate the distribution of the subsidies to qualified
27 students in BBE Participating Schools and allowances to qualified private
28 and public basic education students.
29
30 5. **Student** refers to a learner who is enrolled in a private or public
31 elementary and secondary school in the current SY 2020-2021.

32
33 For purposes of this IG, a student shall also include a learner in a private
34 or public elementary and secondary school who was enrolled in SY 2019-
35 2020, but did not complete the course and/or did not enroll in SY 2020-
36 2021.
37

- 38 6. **Subsidy** refers to the amount of financial assistance that a private basic
39 education student may receive under the BBE Program to pay for unpaid
40 tuition for SY 2019-2020 or current tuition fee for SY 2020-2021. It may
41 also refer to the amount of financial assistance that a public basic
42 education student who is a transferee from a private basic education
43 school with unpaid tuition obligation for SY 2019-2020 may receive under
44 the BBE Program.
45
46 7. **Allowance** refers to the amount of financial assistance that a private or
47 public basic education student may receive from the BBE Program to cover
48 various expenses incurred in the course of the education covering both
49 living and educational expenses.
50

1 **IV. POLICY STATEMENT**

2
3 Section 3 of the Bayanihan 2 Act states that it is the policy of the State *to promote*
4 *a just and dynamic social order that will ensure the prosperity and independence*
5 *of the nation and free the people from poverty, particularly in the aftermath of*
6 *natural and man-made disasters, through policies that provide adequate social*
7 *services, and promote full employment, a rising standard of living, and an improved*
8 *quality of life for all.*

9
10 To fulfill the goals of the law, this IG is governed by the following policies:

- 11
12 1. The BBE aims to provide subsidies and allowances to qualified students in
13 private and public basic education schools whose families are now facing
14 financial difficulties brought about by work stoppage and closure of
15 establishments due to the CQ.
- 16
17 2. The BBE seeks to help students from families that are neither part of the
18 *Listahanan* of the DSWD nor any government assistance program for students
19 in private schools.
- 20
21 3. The education subsidies to be granted to qualified students shall be used to
22 pay off unpaid tuition in SY 2019-2020 or for payment of tuition fee for SY
23 2020-2021 and shall be released directly to the private basic education
24 schools in a manner similar to TES, ESC and SHS VP.
- 25
26 4. The subsidies to be given to qualified students shall be released directly to the
27 private school where qualified students are enrolled.
- 28
29 5. The cash allowance for public basic education students shall be released
30 through the Schools Division Offices (SDOs) using payroll or established
31 payment procedures of DepEd.
- 32
33 6. The cash allowance for private basic education students shall be released to
34 qualified students through the BBE Participating Schools.

35
36 DepEd considers the Basic Education-Learning Continuity Plan (BE-LCP) in
37 formulating this IG, as the BE-LCP recognizes the challenges faced by our
38 students to sustain or continue their education because of the COVID-19
39 pandemic. Latest figures show that while there are more or less 22.7 million
40 students enrolled in our public basic education schools, around 400,000 of these
41 students came from the private basic education. The same data shows that only
42 51% of enrollment last SY enrolled in our private basic education schools this SY
43 2020-2021.

44
45 In relation to DepEd's continuing efforts to look for our basic education learners
46 who have not yet enrolled, it may be important to note that DepEd Order No. 03,
47 s. 2018 allows the acceptance of late enrollees even if they shall not meet 80% of
48 the prescribed number of days for the SY and the quarterly requirement to pass
49 the grade level as governed by the existing DepEd applicable issuances, subject

1 to the sound discretion of the School Head, with the adoption of some catch-up
2 activities and interventions under acceptable circumstances.

3
4 It is hoped that the financial assistance program under Section 4(n) of RA No.
5 11494 shall also encourage all students who have not yet registered to now decide
6 to continue with their education by enrolling in the current SY whether in the
7 private or public schools' system.
8

9 10 **V. ROLES AND RESPONSIBILITIES**

11 12 **1. Department of Education (DepEd)**

- 13
14 1.1 DepEd, as the institutional owner and regulator of the BBE under
15 RA No. 11494, shall establish a Program Management Office
16 (DepEd-PMO), under the control and supervision of the Office of the
17 Undersecretary for Finance. DepEd shall formulate implementation
18 policies and guidelines, and through the DepEd-PMO, process and
19 ensure the prompt release of the entitlements of qualified students
20 (and through BBE Participating Schools if applicable); and oversee
21 and evaluate the implementation of the BBE.
22
- 23 1.2 DepEd shall engage the services of PEAC for the implementation of
24 allowances and subsidies for qualified students in private basic
25 education schools with unpaid tuition in SY 2019-2020 or for
26 payment of tuition fee for SY 2020-2021.
27
- 28 1.3 The DepEd-PMO shall perform the following functions:
29
- 30 1.3.1 to receive, review and validate the billing statements and
31 supporting attachments in connection with the BBE
32 Program application and transmit or forward to the Office
33 of the Undersecretary for Planning and Human
34 Resources and Organizational Development for approval;
35
 - 36 1.3.2 to prepare and submit the payrolls/disbursement
37 vouchers and Obligation Request Status (ORS) to Finance
38 Service-Budget within five (5) working days upon receipt
39 of billing statement packages and list of BBE
40 Participating Schools.
41
 - 42 1.3.3 to monitor, review and recommend appropriate courses
43 of actions for the proper implementation of the BBE
44 Program by all relevant DepEd offices and PEAC and
45 ensure that all laws and rules and regulations relevant to
46 this program are followed or complied with;
47
 - 48 1.3.4 to work with PEAC in updating and managing the BBES,
49 and facilitating access to the Learner Information System

(LIS), documents and other information that are pertinent to the implementation of the BBE Program, such as status reports on the release of subsidies to participating schools, consistent with the provisions of RA No. 10173 (Data Privacy Act of 2012);

1.3.5 to submit accountability reports to DepEd management as often as necessary; and

1.3.6 to perform such other functions as may be required by Sections 1.2 and 8.4.3 of the Implementing Guidelines of Republic Act No. 11494, "An Act Providing for Covid-19 Response and Recovery Interventions and Providing Mechanisms to Accelerate the Recovery and Bolster the Resiliency of the Philippine Economy, Providing Funds Therefor, and For Other Purposes" issued by Malacañang.

1.4 The Finance Service-Budget and Accounting Divisions shall perform the following functions:

1.4.1 Budget Division to obligate the amount of the payrolls/disbursement vouchers thru issuance of an Obligation Request Status within five (5) working days upon receipt of the documents from the PMO.

1.4.2 Accounting Division to do the following:

1.4.2.1 to pre audit (check and review) the ORS, disbursement vouchers and the completeness of the supporting documents within five (5) working days upon receipt of these from the Budget Division subject to availability of cash allocation for the purpose.

1.4.2.2 To facilitate the preparation of List of Due and Demandable Accounts Payable - Authority to Debit Account (LDDAP-ADA).

1.4.3 to download funds to the different SDOs for the implementation of the BBE Program.

1.4.4 to approve payment due each participating school and facilitate transfer of funds to the BBE Participating Schools.

1.5 The offices designated to formulate the IG, consistent with DepEd Office Memorandum 009 (OM-OSEC-2020-009) dated October 2, 2020, shall spearhead the conduct of orientation activities for SDOs

1 and other DepEd concerned offices, and the BBE Participating
2 Schools to ensure the efficient and effective implementation of this
3 BBE program.

4
5 1.6 DepEd shall ensure that payment procedures and requirements for
6 both the subsidies and allowances shall be compliant with the
7 prioritization of beneficiary-students as provided under the
8 Implementing Rules and Regulations issued by the Office of the
9 Executive Secretary dated October 23, 2020, this IG, and any other
10 DepEd issuance to implement the BBE Program.

11
12 1.7 DepEd shall issue additional guidelines as it may deem necessary
13 to ensure the efficient and effective implementation of the BBE
14 Program.

- 15
16 2. **Private Education Assistance Committee (PEAC).** The services of PEAC shall
17 be engaged in the implementation in the granting of the allowances and
18 subsidies under the BBE Program with respect to the payment of cash allowance
19 and subsidy for unpaid tuition in SY 2019-2020, or for payment of tuition fee for
20 SY 2020-2021 of qualified students in private basic education schools whose
21 families are now facing financial difficulties brought about by work stoppage and
22 closure of establishments due to the CQ. PEAC is currently implementing the
23 ESC and the SHS VP of DepEd and has the competence to implement this BBE
24 Program. PEAC is represented nationally by its National Secretariat (PEAC NS).

25
26 PEAC shall perform the following functions:

27
28 2.1 To the extent applicable, PEAC shall facilitate the application of
29 current public basic education students who transferred from private
30 basic education schools with unpaid tuition obligations for SY 2019-
31 2020.

32
33 2.2 To provide the infrastructure, systems, coordination and controls
34 required for the smooth implementation of the BBE Program involving
35 private schools. It shall likewise conduct online orientation to BBE
36 Participating Schools and advise, guide and/or assist schools in
37 complying with the guidelines.

38
39 2.3 To submit status and other reports about the program to the DepEd-
40 PMO as often as necessary.

- 41
42
43 3. **Parents/Guardians of Qualified Students and/or Qualified Students with**
44 **the Consent of their Parents/Guardians**

45
46 3.1 Parents/Guardians of qualified students shall monitor the
47 announcement of the DepEd-PMO and/or PEAC in their respective
48 websites in connection with the BBE Program.

49

1 3.2 They shall timely file their applications (Annex "A") with complete
2 documentary requirements. They shall ensure that such documents
3 are genuine and the information provided in connection with their
4 applications are true and correct.

5
6 3.3 In relation to Item No. V. 2.1, public school students in SY 2020-2021
7 who were enrolled in private schools in SY 2019-2020 and with
8 unpaid tuition shall initiate the filing of application for subsidy
9 through their previous school.

10
11 3.4 Qualified students who may have signed and submitted their
12 application for this BBE program shall ensure the accuracy of all
13 information provided and secure the consent of their
14 parents/guardians (Annex "B").
15

16 VI. PROGRAM IMPLEMENTATION

17
18
19 1. A student may qualify for either a subsidy or an allowance and not both.
20 The amount to be granted for an approved applicant shall be Php5,000 or
21 the actual amount of the unpaid tuition fee, whichever is lower; or Php3,000
22 for allowance per student.
23

24 2. **Subsidies**

25 2.1 **Prioritization of Student-Beneficiaries**

26
27
28 DepEd, in the implementation of the BBE Program with respect to
29 provision for tuition fee subsidies, shall be guided by the following
30 order of preference:
31

32
33 2.1.1 For payment of arrears (enrolled in private in SY 2019-
34 2020) in private schools that have ceased operations in
35 SY 2020-2021:

36
37 2.1.1.1 Not enrolled in any public or private basic
38 education school for SY 2020-2021.

39 2.1.1.2 Transferred to a public basic education
40 school for SY 2020-2021.

41 2.1.1.3 Enrolled in a private basic education
42 school for SY 2020-2021.
43

44 2.1.2 For payment of tuition arrears of a student enrolled in a
45 private school in SY 2019-2020 where said school
46 continues to operate in SY 2020-2021 and the student
47 has:

- 2.1.2.1 Not enrolled in any public or private basic education school for SY 2020-2021.
- 2.1.2.2 Transferred to a public basic education school for SY 2020-2021.
- 2.1.2.3 Enrolled in a private basic education school for SY 2020-2021.

2.1.3 For payment of tuition in SY 2020-2021 to a private school operating in SY 2020-2021:

- 2.1.3.1 Elementary
- 2.1.3.2 Secondary

2.2 **Eligibility.** To qualify, a student must satisfy all the following requirements:

2.2.1 Student, in relation to Item Nos. III.5 and VI.2.1, must fall under any of the following situations:

2.2.1.1 Not enrolled in any public or private basic education school for SY 2020-2021 but enrolled in a private basic education school for SY 2019-2020.

2.2.1.2 Transferred to a public basic education school for SY 2020-2021.

2.2.1.3 Enrolled in a private basic education school for SY 2020-2021.

2.2.2 Student must have an unpaid tuition in SY 2019-2020 or SY 2020-2021.

2.2.3 Student must belong to a family which is now facing financial difficulties brought about by work stoppage and closure of establishments due to the CQ.

2.2.4 Student must belong to a family which is not part of the *Listahanan* of the DSWD.

2.2.5 Student must not be covered by or a present beneficiary of the ESC Program and the SHS VP of DepEd, as provided in RA Nos. 8545 and 10533, respectively.

2.2.6 Student must belong to a low-income household who:

2.2.6.1 does not live in a gated condominium, community, and subdivision; *Provided that*, if the student is

1 living in a gated condominium, community, or
2 subdivision which may be considered as a
3 resettlement area, or socialized housing
4 community as defined under RA No. 7279,
5 otherwise known as the “Urban Development and
6 Housing Act of 1992,” such student may be eligible
7 under this BBE;

8
9 2.2.6.2 does not have a four-wheel vehicle, except Public
10 Utility Vehicles (PUVs) granted with franchise by
11 the Land Transportation Franchising and
12 Regulatory Board (LTFRB); or

13
14 2.2.6.3 does not have a family member working in
15 government (national or local) under an
16 employment contract, whether occupying a
17 plantilla position or under a service contract.

18
19 2.2.7 For purposes of this IG, DepEd may be guided by the most
20 current reports, issuances, publications or guidelines issued
21 by the Philippine Statistics Authority (PSA) or the National
22 Economic Development Authority (NEDA), including the
23 Philippine Institute for Development Studies (PIDS) as an
24 attached agency of NEDA, on determining the monthly
25 income to be considered as a low-income household. ¹

26 27 2.3 **Documentary Requirements**

28
29 2.3.1 The parent/guardian or the student with the consent of
30 the parent/guardian shall submit a self-certification²
31 (Annex “C”, Part 1), stating the following:

32
33 2.3.1.1 The parent/guardian lost employment due to
34 work stoppage or closure of establishment.

35 2.3.1.2 The family is not included under the
36 *Listahanan* of the DSWD.

37 2.3.1.3 The student is not a grantee of the ESC
38 program or the SHS VP of DepEd.
39

¹ One publication that may serve as a guide in determining the monthly income of low-income households is the Discussion Paper Series No. 2020-22, titled “Poverty, the Middle Class, and Income Distribution amid COVID-19,” issued on August 2020 (Revised September 2020) by the Philippine Institute for Development Studies (PIDS) of NEDA. A table titled “*Income Groups in the (Per Capita) Income Distribution, Income Thresholds and Sizes of Income Groups in 2018*” indicates that a monthly income of less than Php 10,957.00 and a monthly income within the Php10,957.00 - Php21,914 range fall under the categories “Poor” and “Low-income class (but not poor)” respectively. (Source: <https://pidswebs.pids.gov.ph/CDN/PUBLICATIONS/pidsdps2022.pdf>)

² This SELF-CERTIFICATION form and all other forms attached to this IG under annexes “A” to “E” shall be considered as public and/or official documents. As such, willfully, unlawfully, and knowingly making untruthful statements or falsehoods upon material matters required by this form in connection with the application of students for subsidies and allowances under Section 4(n) of Republic Act No. 11494 may make the applicants liable to prosecution for falsification of documents or use of falsified documents under Article 172 of the Revised Penal Code.

1 2.3.2 The parent/guardian or the student with the consent of
2 the parent/guardian shall also submit a separate self-
3 certification (Annex "C", Part 2)³, stating that the student
4 belongs to a household which:

5
6 2.3.2.1 does not live in a gated condominium,
7 community, and subdivision; or is living in a
8 gated condominium, community, or
9 subdivision which may be considered as a
10 resettlement area, or socialized housing
11 community as defined under RA No. 7279,
12 otherwise known as the *Urban Development*
13 *and Housing Act of 1992*;

14
15 2.3.2.2 does not have a four-wheel vehicle, or has a
16 four-wheel vehicle which is considered a Public
17 Utility Vehicle (PUV) granted with franchise by
18 the Land Transportation Franchising and
19 Regulatory Board (LTFRB); and

20
21 2.3.2.3 does not have a family member working in
22 government (national or local) under an
23 employment contract, whether occupying a
24 plantilla position or under service contract.

25
26 **2.4 Payment Process**

27
28 The BBE Participating Private School shall have the following
29 responsibilities:

30
31 2.4.1 Consolidate and validate the submitted applications with
32 the corresponding self-certification, and submit to the
33 PEAC for evaluation and processing

34
35 2.4.1.1 Certificate of Enrollment indicating the
36 following:

37
38 2.4.1.1.1 unpaid tuition amount;

39 2.4.1.1.2 Learner Reference Number
40 (LRN); and

41 2.4.1.1.3 that the student is not a
42 grantee of the ESC program
43 or the SHS VP

44
45 2.4.2 Creation of Accounts and Billing Statements and
46 Submission of Billing Statement Package by the BBE
47 Participating Schools
48

³ *ibid.*, p. 9.

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- 2.4.2.1 School Registration in the BBES
 - 2.4.2.1.1 Access
 - <https://www.bbe.peac.org.ph> and click “Register”
 - 2.4.2.1.2 Provide the school’s DepEd ID number.
 - 2.4.2.1.3 Fill out the rest of the registration form.
 - 2.4.2.1.4 Check the official school email account for the login
- 2.4.2.2 Creation and submission of Billing Statements
 - 2.4.2.2.1 Access
 - <https://www.bbe.peac.org.ph> and click “Log In”
 - 2.4.2.2.2 Log in using the PEAC-issued credentials
 - 2.4.2.2.3 Encode the K-12 beneficiaries and provide the following student data:
 - Learner Reference Number
 - Full name
 - Date of birth
 - Gender
 - Date of first attendance
 - 2.4.2.2.4 Encode the school’s bank account details (the account must be under the name of the school)
 - 2.4.2.2.5 After encoding all the recipients, click “Create a Billing Statement”
 - 2.4.2.2.6 Download and print the billing statement and have it signed by the School Principal
 - 2.4.2.2.7 Upload the following documents:
 - Signed billing statement
 - Consolidated Statements of Account of the students, duly signed by

- the Registrar and School Principal
- Updated STI1 or IMI1, as of November 2020 or later
- Click “Submit the Billing Statement Package”

2.4.2.3 Monitoring of the release of subsidies

Monitoring of subsidy releases shall be through the school’s BBES account.

2.4.3 Processing of Billing Statement

2.4.3.1 PEAC NS shall prepare the billing statement packages and submit these along with the List of BBE Participating Schools for payment to DepEd-PMO within five (5) working days after the last day of application, for review and validation of supporting documents.

2.4.3.2 The PMO shall submit to the Budget Division within five (5) working days from receipt of the billing statements from PEAC, together with the payrolls/disbursement vouchers, ORS and other supporting documents for proper obligation of the claims.

2.4.3.3 Payment of subsidy shall be directly deposited to the to the Bank Accounts of the BBE Participating Schools thru LDDAP-ADA. DepEd can secure copy of the disbursement reports from the Cash Division for recording and monitoring purposes.

2.4.3.4 If for some reasons, the unpaid tuition declared by the BBE Participating Schools has been fully or partially settled by some means other than through this BBE Program, any excess tuition subsidy received must be refunded to DepEd within thirty (30) days from the receipt of such subsidy without need for any formal demand, following the existing accounting and auditing rules and regulations.

1 **3. Allowances**

2
3 3.1 **Eligibility.** To qualify, a student must satisfy all the following
4 requirements:

5
6 3.1.1 Student must be enrolled in a DepEd authorized private or
7 public basic education school. In case of public basic
8 education students, those enrolled in DepEd’s identified Last
9 Mile Schools shall be prioritized.

10
11 3.1.2 Student must belong to a family which is now facing financial
12 difficulties brought about by work stoppage and closure of
13 establishments due to the CQ.

14
15 3.1.3 Student must belong to a family which is not part of the
16 *Listahanan* of the DSWD.

17
18 3.1.4 Student must not be covered by or a present beneficiary of the
19 ESC Program and the SHS VP of DepEd, as provided in RA
20 Nos. 8545, and 10533, respectively.

21
22 3.1.5 Student must belong to a low-income household who:

23
24 3.1.5.1 does not live in a gated condominium, community,
25 and subdivision; or that the student is living in a
26 gated condominium, community, or subdivision
27 which may be considered as a resettlement area, or
28 socialized housing community as defined under RA
29 No. 7279, otherwise known as the “Urban
30 Development and Housing Act of 1992;”

31
32 3.1.5.2 does not have a four-wheel vehicle, or that the
33 student has a four-wheel vehicle which is considered
34 a Public Utility Vehicle (PUV) granted with franchise
35 by the Land Transportation Franchising and
36 Regulatory Board (LTFRB); and

37
38 3.1.5.3 does not have a family member working in
39 government (national or local) under an employment
40 contract, whether occupying a plantilla position or
41 under a service contract.

42
43 **3.2 Documentary Requirements**

44
45 3.2.1 The parent/guardian or the student with the consent
46 of the parent/guardian shall submit a self-
47 certification (Annex “C”, Part 1), stating the following:

48
49 3.2.1.1 The parent/guardian lost employment due to
50 work stoppage or closure of establishment.

1 3.2.1.2 The family is not included under the
2 *Listahanan* of the DSWD.

3 3.2.1.3 The student is not a grantee of the ESC
4 program or the SHS VP of DepEd.

5
6 3.2.2 The parent/guardian or the student with the consent
7 of the parent/guardian shall also submit a separate
8 self-certification (Annex "C", Part 2), stating that the
9 student belongs to a household which:

10
11 3.2.2.1 does not live in a gated condominium,
12 community, and subdivision; or is living in a
13 gated condominium, community, or
14 subdivision which may be considered as a
15 resettlement area, or socialized housing
16 community as defined under RA No. 7279,
17 otherwise known as the Urban Development
18 and Housing Act of 1992;

19
20 3.2.2.2 does not have a four-wheel vehicle, or has a
21 four-wheel vehicle which is considered a
22 Public Utility Vehicle (PUV) granted with
23 franchise by the Land Transportation
24 Franchising and Regulatory Board (LTFRB);
25 and

26
27 3.2.2.3 does not have a family member working in
28 government (national or local) under an
29 employment contract, whether occupying a
30 plantilla position or under a service contract.

31 32 **3.3 Application and Payment Processes**

33 34 **3.3.1 Application Procedures**

35
36 3.3.1.1 Applications of public school students with complete
37 documentary requirements shall be submitted to
38 public basic education school. Public basic
39 education school shall submit to the SDO
40 concerned. Applications of private school students
41 with complete documentary requirements shall be
42 submitted to PEAC NS online (Annex "A").

43
44 3.3.1.2 Qualified private basic education students who do
45 not have access to the internet may visit and submit
46 the documents to the concerned PEAC NS or private
47 schools, subject to the observance of minimum
48 public health standards.
49

1 3.3.1.3 Qualified private basic education students shall
2 obtain the One-Time Pin (OTP) that shall serve as
3 reference in monitoring the status of the application.
4

5 3.3.1.4 Applications shall be evaluated by the concerned
6 SDO or PEAC NS within seven (7) working days from
7 receipt thereof. For purposes of validating
8 applications, DepEd shall provide PEAC access to
9 the Learner Information System (LIS) subject to the
10 provisions of RA No. 10173 (Data Privacy Act of
11 2012) and its IRR.
12

13 3.3.1.5 To ensure equitable distribution of limited funds,
14 each SDO shall be given an allocation/slot of
15 seventy-four (74) grantees of allowance. If there are
16 more than 74 qualified grantees, the SDO shall
17 select the first 74 names from the submitted list.
18

19 3.3.1.6 If there are less than 74 qualified grantees, the SDO
20 shall submit the remaining slots to DepEd- PMO.
21 DepEd-PMO shall allocate the unutilized slots to
22 SDOs with more than 74 qualified grantees.
23

24 3.3.1.7 The following documents shall be issued to the
25 applicant by the SDO or concerned PEAC NS within
26 three (3) working days after the lapse of the
27 evaluation period through electronic mail:
28

29 3.3.1.7.1 For approved application, a Notice of
30 Approval (NOA); and

31 3.3.1.7.2 For denied application, a Notice of
32 Denial (NOD).
33

34 3.3.1.8 Qualified students may sign and submit their
35 application for this BBE Program: *Provided that*,
36 they shall secure the consent of their
37 parents/guardians.
38

39 3.3.1.9 For the benefit of the qualified students, their
40 parents or guardians may apply on behalf of said
41 students and facilitate the processing of their
42 application for and receipt of allowances.
43

44 3.3.2 Component Specific Procedural Guidelines

45
46 Upon approval of the application by the SDO concerned or
47 PEAC NS, and upon receipt of the NOA by the beneficiary, the
48 following procedures shall be observed based on the program
49 applied for:
50

1 3.3.2.1 Disbursement of Allowance. For allowances of
2 qualified students in public schools, the DepEd-
3 SDO shall release the allowance to the student or
4 his/her parents/guardians' account within two (2)
5 weeks upon approval of the application.
6

7 For allowances of students in private schools, DepEd
8 shall disburse the funds directly to the private
9 school. The private school shall release the
10 allowance to the student or his/her
11 parents'/guardians' account within two (2) weeks
12 upon approval of the application.
13

14 3.3.2.2 Correction of Beneficiary Information. Discrepancies
15 in the beneficiary's information (i.e. name, contact
16 number, etc.) affecting the transfer of allowance
17 shall be reported by the beneficiaries by sending an
18 electronic mail (e-mail) to the SDO concerned or
19 PEAC NS's designated e-mail address for said
20 purpose.
21

22 3.3.3 Resubmission of Documents

23 In the event that the applicant submits wrong documents,
24 he/she shall be allowed to resubmit documents within five (5)
25 calendar days from the receipt of notification from the
26 concerned SDO or the PEAC NS.
27

28 3.3.4 Denial of Application

29 An application may be denied upon determination of any of the
30 following grounds:
31

32 3.3.4.1 Ineligibility of applicant;
33

34 3.3.4.2 Misrepresentation of facts in the application; and
35

36 3.3.4.3 Submission of falsified or tampered document.
37

38 3.3.5 Release of Allowances to Qualified Student Beneficiaries

39 For private basic education students, the release of allowances
40 shall be through the schools. The BBE Participating Schools
41 shall submit an accountability report to DepEd-PMO through
42 the PEAC on the actual amounts disbursed to students.
43

44 For public basic education students, the SDO shall release the
45 allowances through payroll or other existing payment
46 procedures of DepEd. Any unused amount shall be returned
47 to DepEd, copy furnished DepEd-PMO, for possible re-
48
49
50

1 allocation to other SDOs where many qualified student
2 beneficiaries exist.
3
4

5 **VII. ALLOCATIONS AND SOURCE OF FUNDS**
6

7 1. Eligible students shall receive subsidy in the amount of Php5,000.00 or the
8 actual amount of the unpaid tuition fee, whichever is lower; or allowance in
9 the amount of Php3,000.00. The subsidies shall be paid directly by DepEd to
10 the BBE Participating Schools. The subsidies shall then be applied by the BBE
11 Participating Schools to the students' unpaid tuition in SY 2019-2020 or for
12 payment of tuition fee in SY 2020-2021. In the case of allowances, DepEd
13 shall release the amount directly to the student or his/her parent/guardian.
14

15 2. DepEd shall allocate and utilize funds as identified under Bayanihan 2 Act,
16 subject to the usual accounting, budgetary, and auditing rules and
17 regulations. The subsidy/allowance is available only to the extent of the fund
18 appropriation of Php300,000,000 for the BBE Program.
19

20 2.1 The amount of Php 50,000,000.00 shall be allocated for allowances
21 of private basic education students, and Php 200,000,000.00 for
22 tuition fee subsidies of private basic education students and public
23 basic education students who transferred from private schools and
24 who have unpaid tuition for SY 2019-2020.
25

26 Due to budgetary limitations, applications for subsidies shall be
27 prioritized over allowances and shall be processed and released in
28 accordance with the order of preference provided under Item VI.2.1.
29

30 2.2 The amount of Php 50,000,000.00 shall be allocated to 223 SDOs
31 which will cover 74 public basic education learners who will receive
32 Php 3,000.00 each.
33

34 2.3 DepEd may allot a reasonable amount for any cost to administer
35 this BBE Program that may be taken from this budget or other
36 budget appropriations of government subject to existing laws,
37 issuances of regulatory/oversight agencies such as the Commission
38 on Audit (COA), Department of Budget and Management (DBM), and
39 other relevant agencies' rules and regulations on the matter.
40

41 3. The sources of funds shall be consistent with the enumeration made under
42 Section 11 of the Bayanihan 2 Act. DepEd shall actively coordinate with the
43 DBM for the prompt release of the BBE funds.
44
45
46
47
48
49
50

1 **VIII. TIMELINES**

2

Activities	Responsible Offices	Schedule
1. Issuance of an advisory/memorandum announcing a call for application	DepEd	Within three (3) working days upon publication of this IG in DepEd website
2. Conduct information dissemination campaign	DepEd/PEAC	Within 14 calendar days upon the publication of this IG
<p>3. Subsidies</p> <p>Filing of application by students/parents/guardians with the BBE Participating School where they were enrolled in SY 2019-2020 through PEAC NS Online, in the case of students not enrolled in any public or private basic education school in SY 2020-2021.</p> <p>Filing of application by students/parents/guardians with the BBE Participating School where they were enrolled in SY 2019-2020, in the case of students who transferred to a public basic education school in SY 2020-2021.</p> <p>Filing of application by students/parents/guardians with the BBE Participating School where they were enrolled in SY 2019-2020 and there is an unpaid tuition/outstanding balance, in the case of students who enrolled in another BBE Participating School in SY 2020-2021.</p> <p>Filing of application by students/parents/guardians with the BBE Participating School where they are currently enrolled and there is an unpaid tuition/outstanding balance.</p> <p>Allowances</p> <p>Filing of application by students/parents/guardians with the BBE Participating Schools or with the public school where they are currently enrolled.</p>	<p>Private and public basic education school</p> <p>DepEd-SDO</p> <p>Parent/Guardian</p>	<p>21 calendar days from the last date of DepEd/PEAC's info dissemination campaign</p>
4. Assess and evaluate completeness of the application documents; identification and recommendation of qualified grantees	DepEd-PMO, concerned SDO, and PEAC NS	Within 14 working days from last day of application

Activities	Responsible Offices	Schedule
5. Approval of BBE applicants: 5.1 For school subsidies and allowances of private basic education students 5.2 For allowances of public basic education students	OUPHROD and DepEd-PMO Concerned SDO	Within 5 working days Within 7 working days
6. Announcement of Bayanihan 2 grantees	DepEd/PEAC	Within 1 day upon release of subsidies and allowances
7. Processing/submission of billing statement	BBE Participating Schools	Within 14 calendar days from the announcement Bayanihan 2 grantees
8. Processing/submission of billing statement packages along with the List of BBE Participating Schools to DepEd-PMO	PEAC NS	Within 15-21 calendar days
9. Processing and evaluation of billing statement packages submitted by PEAC NS	DepEd-PMO and Finance Service-Budget, Accounting and Cash Divisions	Within 5 working days upon receipt of the billing statement packages
10. Release of grant to BBE Participating Schools		14 calendar days
11. Application of subsidy to students' unpaid tuition for SY 2019-2020 or current tuition fee for SY 2020-2021	PEAC and BBE Participating Schools	Within three (3) working days upon receipt of the grant
12. Release of allowances to private basic education students	BBE Participating Schools	Within 5 working days
13. BBE Participating Schools reports to PEAC re actual implementation of tuition subsidies and allowances	BBE Participating Schools	Within 5 working days
14. PEAC submits accountability reports to DepEd through DepEd-PMO	PEAC NS	Within 5 working days
15. Prepare and submit-accountability reports to ExeCom and Mancom	DepEd-PMO, OUPHROD and OULAPP	Within seven (7) calendar days upon release of grants to qualified public basic education students and BBE participating schools

1 **IX. MONITORING AND EVALUATION**

2
3 1. **Monitoring**

4
5 1.1 To ensure that program objectives are met and beneficiaries are assisted
6 under BBE, DepEd and PEAC shall prepare and submit necessary
7 monitoring reports (i.e. updated list of BBE Participating Schools,
8 approved beneficiaries, and program implementation issues
9 encountered).

10
11 1.2 Consolidated reports may be made available, upon request of the Office of
12 the President, Congress, and other relevant stakeholders.

13
14 2. **Evaluation**

15
16 2.1 An evaluation of the BBE implementation shall be conducted three (3)
17 months after its commencement to determine the soundness of these
18 guidelines and effectiveness of implementation. Regular meetings shall be
19 conducted to discuss and resolve issues and problems arising from the
20 implementation as the need arises.

21
22 2.2 Sanctions, which may include filing of criminal actions in court, shall be
23 imposed on schools that shall be found violating these guidelines, RA No.
24 11494, and other pertinent laws.

25
26 2.3 The DepEd-PMO shall submit a report on the BBE program
27 implementation to the Secretary and Executive Committee (EXECOM).
28
29
30

31 **X. MISCELLANEOUS PROVISIONS**


32
33 1. **Equitable Distribution of Subsidies and Allowances.** The deadline for
34 application for subsidies and allowances shall be announced by DepEd and
35 strictly enforced. Received applications as of the cut-off date shall all be
36 processed in accordance with the order of preference of qualified students.
37 DepEd shall, ensure that the applications to be approved under this BBE
38 program shall be fair, objective and equitably distributed across all regions in
39 the country based on qualified or eligible students *vis-à-vis* the number of
40 applications.

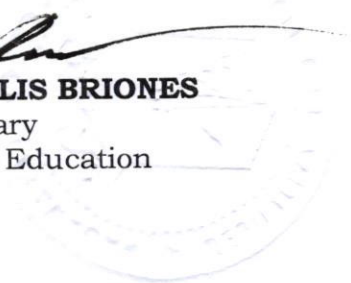
41
42 2. **Validation and Deduplication.** The subsidies or benefits received from
43 existing subsidy or benefit programs shall be taken into consideration in the
44 prioritization of beneficiaries who may be entitled to receive or the
45 computation of the amount of tuition fee subsidy and allowance to be received
46 under this BBE to prevent double dipping or unauthorized receipt of multiple
47 subsidies.
48

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- 3. **Separability Clause.** If any provision of this Implementing Guidelines is declared invalid or unconstitutional, the same shall not affect the validity and effectivity of the other provisions.
- 4. **Repealing Clause.** All orders, issuances, and rules and regulations or parts thereof which are contrary to and inconsistent with this Implementing Guidelines are hereby repealed, amended, or modified accordingly.
- 5. **Effectivity.** This Implementing Guidelines shall take effect immediately upon its issuance.

Done this 16th day of December 2020.


LEONOR MAGTOLIS BRIONES
Secretary
Department of Education



APPLICATION FOR SUBSIDY OR ALLOWANCE¹
(under Section 4(n) of RA 11494 otherwise known as the
"Bayanihan to Recover as One Act")

I. PRELIMINARY QUESTIONS TO DETERMINE STUDENT APPLICANT'S PRIORITY LEVEL AS A GRANTEE/BENEFICIARY

1. Choose type of grant: Subsidy (for unpaid tuition) Allowance
- If subsidy for unpaid tuition, amount of claim? Php _____
- School Year (SY) with unpaid tuition: Last School Year (SY 2019-2020)
 Current School Year (SY 2020-2021)
2. Information about the student applicant's **current** school **this** year (SY 2020-2021)
- Is the student applicant currently enrolled? Yes No
- If yes, name of school: _____
- Type of school: Public Private
- Current** Grade Level **this** School Year (SY 2020-2021): _____
3. Information about the student applicant's school **last** year (SY 2019-2020)
- Name of the student applicant's school **last** School Year (SY) **2019-2020**: _____
- Type of school: Public Private
- Last** School Year Grade Level (for SY 2019-2020): _____
- If you know, is the school of the student applicant **last** year still operational this School Year (SY 2020-2021)? Yes No Not sure

¹ This form and all other forms attached to this Implementing Guidelines (IG) under annexes "A" to "E" shall be considered as public and/or official documents. As such, willfully, unlawfully, and knowingly making untruthful statements or falsehoods upon material matters required by this form in connection with your application for subsidies and allowances under Section 4(n) of Republic Act No. 11494 may make you liable to prosecution for falsification of documents or use of falsified documents under Article 172 of the Revised Penal Code.

II. ABOUT THE STUDENT APPLICANT

Learner Reference Number (LRN)

Last Name

First Name

Middle Name

Suffix (i.e., Jr., III)

Date of Birth

Place of Birth

Nationality

Filipino Others (Specify)

Gender

Male Female

**III. ADDRESS/CONTACT AND OTHER DETAILS OF THE STUDENT APPLICANT
TO DETERMINE ELIGIBILITY**

Street Address

Barangay/District

Municipality/City

Province

Zip Code

Mobile/Landline No.

1. Does the student applicant and/or the student applicant's family live in a gated condominium, community, or subdivision? Yes No

2. If yes, does the student applicant and/or the student applicant's family live in a gated condominium, community, or subdivision considered as a resettlement area, or socialized housing community as defined under RA No. 7279, otherwise known as the "Urban Development and Housing Act of 1992?" Yes No

3. Does the student applicant and/or the student applicant's family own a four-wheel vehicle that is not considered a Public Utility Vehicles (PUVs) granted with franchise by the Land Transportation Franchising and Regulatory Board (LTFRB)? Yes No

IV. ABOUT MEMBERS OF THE FAMILY HOUSEHOLD LIVING WITH THE STUDENT APPLICANT

First Name	Middle Name	Last Name	Relationship
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Note: Use back page if more than seven family members

1. Did the student applicant's parent/guardian lose employment brought about by work stoppage or closure of establishment due to the Community Quarantine? Yes No
2. Is the student applicant's family included under the *Listahanan* of the Department of Social Welfare and Development (DSWD)? Yes No
3. Does the student applicant have a family member working in government (national or local) under an employment contract, whether occupying a plantilla position or under a service contract? Yes No

V. ABOUT THE SCHOOL OF THE STUDENT APPLICANT

Name of School last year (SY 2019-2020)		School Type <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary
Province	City/Municipality	Barangay/District
Name of School this year (SY 2020-2021)		School Type <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary
Province	City/Municipality	Barangay/District

Is the student applicant a grantee of the Education Service Contracting (ESC) Program or the Senior High School Voucher Program (SHS VP) of the Department of Education (DepEd)? Yes No

VI. ATTESTATION

Documents attached to this application

- **PARENT/GUARDIAN'S CONSENT** (to the filing of Application to Receive Subsidies or Allowances under Section 4(n) of RA 11494 otherwise known as the "Bayanihan to Recover as One Act") - Annex B, Form 2 (This is a REQUIRED document for student applicants who are below 18 years old at the time of the submission of this application.)
- **SELF-CERTIFICATION** (in connection with the Application for Subsidy or Allowance under Section 4(n) of RA 11494 otherwise known as the "Bayanihan to Recover as One Act") - Annex C, Form 3
- **DATA PRIVACY NOTICE** (in compliance with the provisions of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" in relation to the Application for Subsidy or Allowance under Section 4(n) of RA 11494 otherwise known as the "Bayanihan to Recover as One Act") - Annex D, Form 4
- **CONSENT TO THE USE OF PERSONAL/SENSITIVE PERSONAL INFORMATION BY THE DEPED AND PEAC** (in connection with the processing of application under Section 4(n) of RA 11494 otherwise known as the "Bayanihan to Recover as One Act") - Annex E, Form 5

I/We certify that my/our answers are true and correct to the best of my/our knowledge.

I/We are aware that the information supplied in this form will be retained by DepEd on a database and will be processed in compliance with Republic Act (RA) No. 10173, otherwise known as the "Data Privacy Act of 2012."

I/We consent that the information herein may be used, processed, recorded, organized, stored, updated, modified, consolidated, shared, outsourced, blocked, and erased by the Department of Education (DepEd) and the Private Education Assistance Committee (PEAC) in relation to my/our application and in the preparation of reports by the Department of Education and/or the Private Education Assistance Committee (PEAC) in connection with the Bayanihan 2 Act Basic Education Program (BBE Program) under Section 4(n) of RA 11494 otherwise known as the "Bayanihan to Recover as One Act."

Signature of Student Applicant over printed name	Date
Signature of Parent/Guardian over printed name	Date

PARENT/GUARDIAN'S CONSENT¹
(to the filing of Application to Receive Subsidies or Allowances under Section 4(n)
of RA 11494 otherwise known as the "Bayanihan to Recover as One Act")

I _____, parent/legal guardian of
(Name of Parent or Guardian)

_____ with Learner's Reference Number (LRN) _____ do hereby
(Name of Child/qualified Student beneficiary)

give my consent to the filing of application for the grant of subsidy or allowance in favor of my said child
under Section 4(n) of RA No. 11494 otherwise known as the "Bayanihan to Recover as One Act."

(Signature over printed name of the Parent/Guardian)

(Relationship to Student Applicant)

Date signed : _____

¹ This is a REQUIRED form or document for student applicants who are below 18 years old at the time of the submission of the application. Consistent with RA 10173 or the Data Privacy Act of 2012, all responses to this form shall be treated with strict confidentiality and shall be processed or used for the purpose of determining the eligibility of the applicant for subsidy or allowance under Section 4(n) of RA 11494.

This form and all other forms attached to this Implementing Guidelines (IG) under annexes "A" to "E" shall be considered as public and/or official documents. As such, willfully, unlawfully, and knowingly making untruthful statements or falsehoods upon material matters required by this form in connection with your application for subsidies and allowances under Section 4(n) of Republic Act No. 11494 may make you liable to prosecution for falsification of documents or use of falsified documents under Article 172 of the Revised Penal Code.

SELF-CERTIFICATION¹
(in connection with the Application for Subsidy or Allowance under
Section 4(n) of RA 11494 otherwise known as the "Bayanihan to Recover
as One Act")

PART 1

I, _____ with the consent of my
(name of Student Applicant)
parent/guardian _____ do hereby
(name of Parent/Guardian),
certify, the following:

- 1) my parent/guardian lost employment due to work stoppage or closure of establishment;
- 2) my family is not included under the Listahanan of the Department of Social Welfare and Development (DSWD); and
- 3) I am not a grantee of the Education Service Contracting (ESC) program or the Senior High School Voucher Program (SHS VP) of the Department of Education (DepEd).

PART 2

I further certify that I belong to a low-income household that does not:

- 1) live in a gated condominium, community, and subdivision; OR, if living in a gated condominium, community, or subdivision, it may be considered as a resettlement area, or socialized housing community as defined under RA No. 7279, otherwise known as the "Urban Development and Housing Act of 1992";
- 2) have a four-wheel vehicle, except Public Utility Vehicles (PUVs) granted with franchise by the Land Transportation Franchising and Regulatory Board (LTFRB); and
- 3) have a family member working in government (national or local) under an employment contract, whether occupying a plantilla position or under a service contract.

Issued this ___ day of _____, 2021 at _____, Philippines.

(Signature of Student Applicant over printed name)

(Signature of Parent/Guardian over printed name)

DATA PRIVACY NOTICE ¹

(in compliance with the provisions of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" in relation to the Application for Subsidy or Allowance under Section 4(n) of RA 11494 otherwise known as the "Bayanihan to Recover as One Act")

1. Service Description

Republic Act No. 11494 (RA 11494), otherwise known as the "Bayanihan to Recover as One Act", or the Bayanihan 2 Act, provides for COVID-19 response and recovery interventions, such as mechanisms to further reduce the impact of COVID-19 on the socio-economic well-being of Filipinos through the provision of assistance, subsidies, allowances, and other forms of socio-economic relief.

Section 4(n) of the Bayanihan 2 Act mandates the provision of subsidies and allowances to qualified students in private and public elementary and secondary education whose families are now facing financial difficulties brought about by work stoppage and closure of establishments due to the Community Quarantine (CQ), and neither part of the Listahanan of the Department of Social Welfare and Development (DSWD), nor covered under the Education Service Contracting (ESC) Program, or the Senior High School Voucher Program (SHS VP) as provided in RA Nos. 8545 and 10533, respectively.

The Private Education Assistance Committee (PEAC) has been contracted by the Department of Education (DepEd) to facilitate the distribution of the subsidies to qualified students in Baynihan 2 for Basic Education (BBE) Participating Schools and allowances to qualified students in private basic education students.

2. PEAC as Personal Information Processor

In carrying out the implementation and management of the BBE applications, PEAC acts as a Personal Information Processor as defined under RA 10173, otherwise known as the Data Privacy Act (DPA) of 2012. Thus, under Sec. 3(i) of the DPA, Personal Information Processor (PIP) refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

3. Personal/Sensitive Personal Information Collected

DepEd/PEAC collects the following information or details from applicants under annexes "A", "B", "C", and "E":

3.1. Annex "A", Form 1 (APPLICATION FOR SUBSIDY OR ALLOWANCE)

- 3.1.1. Preliminary Questions to Determine Priority Level of Student Applicant
- 3.1.2. About the Student Applicant
- 3.1.3. Address/Contact and other Details to Determine the Eligibility of the Student Applicant
- 3.1.4. About Members of Family Household living with the Student Applicant
- 3.1.5. About the School of the Student Applicant

3.2. Annex "B", Form 2 (PARENT/GUARDIAN'S CONSENT)

- 3.2.1. Name of Parent or Guardian
- 3.2.2. Relationship of signatory to Student Applicant
- 3.2.3. Name of Child/Qualified Student Beneficiary
- 3.2.4. Learner's Reference Number (LRN)

3.3. Annex "C", Form 3 (SELF-CERTIFICATION)

- 3.3.1 Name of Student Applicant
- 3.3.2 Name of Parent or Guardian and relationship of signatory to Student Applicant

¹ This form and all other forms attached to this Implementing Guidelines (IG) under annexes "A" to "E" shall be considered as public and/or official documents. As such, willfully, unlawfully, and knowingly making untruthful statements or falsehoods upon material matters required by this form in connection with your application for subsidies and allowances under Section 4(n) of Republic Act No. 11494 may make you liable to prosecution for falsification of documents or use of falsified documents under Article 172 of the Revised Penal Code.

3.4. Annex "E", Form 5 (CONSENT TO THE USE OF PERSONAL/SENSITIVE PERSONAL INFORMATION)

3.4.1 Name of Parent or Guardian and relationship of signatory to Student Applicant

3.4.2 Name of Student Applicant

All personal/sensitive personal information and documents requested above are required for a complete submission and evaluation of an application.

4. Use

The collected personal/sensitive personal information shall be utilized, among others, in the evaluation of the application to determine who can be prioritized for acceptance, eligibility and/or in connection with any report, research or study that may be conducted by DepEd and/or PEAC in relation to the implementation of the BBE Program. Contact information is collected for the purpose of communicating with the applicant should the need arise, e.g., clarifications on the submitted information and/or documents.

5. Protection Measures and Access to Personal/Sensitive Personal Information

DepEd and PEAC shall implement reasonable and appropriate measures to protect the security of personal/sensitive personal information consistent with Chapters V, VI, and VII of the DPA. Only authorized DepEd/PEAC personnel have access to the application forms submitted. Encoding of manual applications is done only in the DepEd/PEAC office, using office-issued computers. Electronic transmittal of encoded manual applications is done using only the official DepEd/PEAC email addresses. Print-outs containing data are limited and is transmitted only by authorized DepEd/PEAC personnel. All applications submitted, together with the supporting documents, will be securely processed and stored in DepEd/PEAC's cloud servers. Data will be kept in the servers for a period of six (6) years. At the end of the above retention period, hard copies shall be disposed through shredding, while digital files shall be disposed of through the use of secure digital technology.

Every student has the right to ask for a copy of any personal/sensitive personal information that DepEd and PEAC may hold about him/her, as well as to ask for it to be corrected if he/she thinks it is erroneous. To do so, and for any other matters relating to the processing of personal data, he/she may contact the proper DepEd Office through the Office of the Undersecretary for Legislative Affairs, External Partnerships and Project Management Service/ Office of the DepEd Data Privacy Officer at tonisito.umali@deped.gov.ph and/or the PEAC Data Privacy Unit at data.privacy@peac.org.ph.

6. Disposal of Personal/Sensitive Personal Information

All personal/sensitive personal information shall be retained or maintained, destroyed, discarded or disposed in a secure manner that would prevent further processing, unauthorized access or disclosure, to any party or the public, or prejudice the interests of the data subjects consistent with Sec. 19., Rule IV of the Implementing Rules and Regulations (IRR) of the DPA.

7. Principles of Transparency, Legitimate purpose and Proportionality

The processing of information must adhere to the principles of transparency, legitimate purpose and proportionality in the collection, retention, storage and disclosure of personal/sensitive personal information consistent with Sec. 11 and other relevant provisions of the DPA.

8. Office of the DepEd Data Privacy Officer/PEAC Data Privacy Unit

To attend to your concern immediately, please state in your communication the following:

- 1. Full Name : _____
- 2. LRN : _____
- 3. School Name : _____
- 4. School ID : _____
- 5. Data Privacy concern : _____

Please address your concerns to:

**OFFICE OF THE DEPED DATA PRIVACY OFFICER/
OFFICE OF THE UNDERSECRETARY FOR LEGISLATIVE AFFAIRS, EXTERNAL PARTNERSHIPS AND
PROJECT MANAGEMENT SERVICE**
DepEd Central Office, Meralco Ave., Pasig City, 1600
Telephone/ Fax Number: +6328 633 1940
Email Address: tonisito.umali@deped.gov.ph
jeremay.cervancia@deped.gov.ph

or

PRIVATE EDUCATION ASSISTANCE COMMITTEE (PEAC)-DATA PRIVACY UNIT
Units 2505-2507 25th Floor Philippine AXA Life Centre
1286 Sen. Gil Puyat Avenue corner Tindalo St., Makati City
Telephone Number: (02) 840 6000.
Email Address: data.privacy@peac.org.ph

I/We acknowledge that I/we have read and understood this DATA PRIVACY NOTICE in compliance with the provisions of the DPA in relation to our application for subsidy or allowance under Section 4(n) of RA No. 11494

(Signature of Student Applicant over printed name)

(Signature of Parent/Guardian over printed name)

(Relationship to Student Applicant)

Date signed: _____

Date signed: _____

**CONSENT TO THE USE OF PERSONAL/SENSITIVE PERSONAL INFORMATION
BY THE DEPED AND PEAC ¹
(in connection with the processing of application under Section 4(n) of RA 11494 otherwise
known as the "Bayanihan to Recover as One Act")**

1. Consistent with Section 19, Rule IV of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10173, otherwise known as the "Data Privacy Act (DPA) of 2012" and other relevant provision of said IRR, by providing the details requested in this Form, I/we hereby freely, willfully and voluntarily give my full consent to the collection, holding, processing, use, recording, organization, storage, updating, modification, retrieval, consultation, consolidation, sharing, outsourcing, blocking, erasure and destruction (collectively referred to as "Use") by the Department of Education (DepEd) and the Private Education Assistance Committee (PEAC), their officers, representatives, personnel and any third party they authorize and such authorized third party's officers, employees, representatives, personnel and any third party they authorize and such authorized third party's officers, employees, representatives and personnel of any or all sensitive, personal and privileged information I/we disclosed to the DepEd and PEAC under Annexes A, B, C, and D to which this consent form is attached and any other sensitive, personal and privileged information that I/we may provide, for purposes of determining my eligibility and/or in connection with any report, research or study that may be conducted.
2. I/We hereby certify that all information provided by me/us under Annexes A, B, C, and D are all true and correct. I/We authorize DepEd and/or PEAC to verify any and all of this information. I/We expressly waive any and all statutory or regulatory provisions of confidentiality of such information if applicable. I/We hereby release DepEd and/or PEAC from any liability whatsoever, including but not limited to, liability under DPA, for the "Use" of the information for the foregoing purposes, and any liability in connection with or arising from any activity that may occur or result therefrom.

(Signature of Student Applicant over printed name)

(Signature of Parent/Guardian over printed name)

(Relationship to Student Applicant)

Date signed: _____

Date signed: _____

¹ This form and all other forms attached to this Implementing Guidelines (IG) under annexes "A" to "E" shall be considered as public and/or official documents. As such, willfully, unlawfully, and knowingly making untruthful statements or falsehoods upon material matters required by this form in connection with your application for subsidies and allowances under Section 4(n) of Republic Act No. 11494 may make you liable to prosecution for falsification of documents or use of falsified documents under Article 172 of the Revised Penal Code.