



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 35
Series of 2016

**SUBJECT: GUIDELINES FOR OPERATION OF SENIOR HIGH SCHOOL (SHS)
IN STATE UNIVERSITIES AND COLLEGES AND LOCAL
UNIVERSITIES AND COLLEGES**

Pursuant to the pertinent provisions of Republic Act 10533 or the Enhanced Basic Education Act of 2013, and consistent with the policies earlier promulgated by the Commission, setting the parameters for engagement in Senior High School (SHS) of State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) through CHED Memorandum Order Nos. 32 and 33, series of 2015, and consistent with DepEd Order No. 46, series of 2015, *Detailed Guidelines on the Implementations of the Senior High School (SHS) Voucher Program*, as well as DepEd Order No. 1, series of 2016, *Clarifications on the Senior High School Voucher Program and Partnerships with Public and Private SHS Providers*, the Commission hereby issues guidelines for the implementation of Grades 11 and 12 of SHS beginning School Year (SY) 2016--2017 in all SUCs and LUCs.

**Article I
Statement of Policies and Principles**

1. Republic Act 10533 provides that "DepEd shall engage in partnerships with HEIs for the utilization of the latter's human and physical resources." The transition to the K to 12 system, which will result in low enrollment in said HEIs from SY 2016--2017 to SY 2020--2021, provides the impetus for SUCs and LUCs to support K to 12 implementation by providing SHS in areas where such supply is insufficient, and in the interest of utilizing available manpower and infrastructure from said schools.
2. Given the unique context of said SHS operations in SUCs and LUCs during the K to 12 Transition, especially for those without existing laboratory schools, there is a need to harmonize policies in relation to SHS implementation with relevant DepEd policies on one hand, and with relevant policies relating to operations of SUCs and LUCs, as governed by the Commission on the other.
3. The Commission hereby issues the Guidelines for Operation of Senior High School in SUCs and LUCs, during the K to 12 Transition. The guidelines herein set forth shall define the procedures, policies, and regulations for said public HEIs in their operations.



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Article II Operation of Senior High School Program

1. Student Eligibility for Enrollment

In the interest of ensuring accessibility and diversity of SHS options for incoming enrollees, SUCs and LUCs may accept both Qualified Voucher Recipients (QVRs) and non-Qualified Voucher Recipients (non-QVRs), or students without vouchers. Non-QVRs shall be charged the full amount of the total allowable school costs.

2. Cap on Student Enrollment

Pursuant to the provisions of CMO No. 32 and 33, s. 2016, a cap shall be maintained on student enrollment for SHS in SUCs and LUCs. The cap on student enrollment shall depend on the type of SUCs and LUCs offering SHS, thus:

- Type 1: SUCs and LUCs without laboratory schools and will be offering SHS with a cap based on student enrolment as determined by CHED and DepEd (consistent with CMOs 32 and 33, s. 2015). These include those given authority to become Early Adopter Schools, and those who will commence provision in June 2016.
- Type 2: SUCs with Laboratory Schools with a cap of not more than 1,000 students in their laboratory classes for the K to 12 Transition Period, after which they shall be allowed to maintain not more than 750 students, permanently adding Grades 11 and 12 to their laboratory school, with one (1) teacher for every 25 students. For SUCs and LUCs with more than one laboratory schools, this cap shall apply to each laboratory school (i.e. not more than 1,000 students per laboratory school during the transition period)
- Type 3: SUCs with both a laboratory school and a new SHS - In some instances, an SUC with an existing laboratory school may also decide to open a new SHS Program, where, as long as: (1) there is still remaining need in their respective localities and (2) their application is duly endorsed by the Commission to DepEd and is approved by the same, they may accept students above their 1,000 cap as a laboratory school, Provided, that the number of students above the 1,000 cap, should not be more than their average freshman enrolment in the college programs related to the SHS track or strand, and should not exceed their average freshman enrolment as a whole (similar to Type 1).

Note that for SUCs with more than one laboratory schools, this cap shall apply to each laboratory school (i.e. not more than 1,000 students per laboratory school during the transition period).

3. Total Allowable School Costs

Pursuant to the constitutional mandate to provide all Filipino learners with free basic education in public elementary and secondary schools, there is an urgent need to minimize, if not eliminate financial constraints among parents/guardians for SHS. Thus, in the determination of the corresponding tuition and other fees (collectively, "total school costs") to be charged by the SUCs and LUCs, the following shall be followed:

1. The amount of total school costs that to be charged shall be the same for all students, regardless if the students are QVRs or non-QVRs.
2. The total school costs to be charged by the SUCs and LUCs for SHS shall be equivalent to the voucher amount taking into consideration the total school costs regularly charged by the SUCs and LUCs for their laboratory schools, if any, or in the absence of laboratory schools, for their freshman college students.



For the avoidance of doubt, the proposed tuition fee scheme forwarded by the SUCs and LUCs to the DepEd as part of their application for SHS permit shall not be deemed final unless the same complied with the conditions indicated above.

3. SUCs and LUCs shall maximise the use of its existing resources and leverage available manpower in order to defray the costs of SHS operations. Further, SUCs may tap its own funds to support said operations, in accordance with pertinent rules and regulations of the Department of Budget and Management (DBM) on reallocation, as included under the Special Provision of the budget of State Universities and Colleges as provided under the General Appropriations Act (GAA) of 2016.
4. Consistent with CHED Memorandum Order Nos. 32 and 33, Series of 2015, SUCs and LUCs are hereby prohibited from charging top-up fees beyond the amount reflected in the vouchers of students, through the expansion of the Government Assistance to Students and Teachers in Private Education (GASTPE) for Grades 11 and 12, as provided under DepEd Order Nos. 11 and 46, Series of 2015.
5. Further, consistent with DepEd Order No. 41, Series of 2012¹ as amended by DepEd Order No. 66, Series of 2012,² as well as any further amendments thereto, SUCs may allow the collection of voluntary school contributions (VSCs) provided that the same must be properly justified and approved by their respective governing boards. *Provided further*, that in no case shall non-payment of voluntary school contributions or membership fees be made a basis for non-admission, non-promotion or non-issuance of clearance to a student by the school concerned.
6. **PTA Contribution.** The PTAs are enjoined to refrain from setting exorbitant amounts for voluntary school contributions. In consideration of the many expenses that parents incur in sending their children to school, the PTAs are encouraged to minimize the amount of contributions for graduation ceremonies and extra-curricular activities, and minimize requests for in-kind contributions. Further:
 - The contributions to the PTA shall be on a per member basis, regardless of the number of children that the member has enrolled in the school
 - The PTAs are encouraged to open and maintain a bank account to manage its collections and budget
7. **School Uniforms.** The wearing of uniforms shall not be required in SHS in SUCs and LUCs. As such, SUCs and LUCs requiring uniforms shall include payment for the same in the total school cost to be charged to the students, equivalent to the voucher amount. However, laboratory schools with existing uniforms may continue using these uniforms, if they so desire, in order to avoid incurring costs for new attire.
8. **Identification Cards.** ID cards shall be provided to the students at no cost on their part.
9. Non-compliance with the provisions of this Order shall be a ground for filing of appropriate charges as the case may be.

¹ Revised Guidelines on the Opening of Classes.

² Amendments in DepEd Order No. 41, s. 2012 (Revised Guidelines on the Opening of Classes).



3. Academic Term

SUCs and LUCs with existing trimestral academic terms in their college offerings may also follow the trimestral academic term for their SHS offering, subject to the following conditions:

1. Notwithstanding the use of trimestral academic term in SHS, SHS shall not be shortened to less than two (2) years.
2. The subjects for Grade XI shall be divided among the three trimesters in year 1 and the subjects for Grade XII shall be divided among the three trimesters in year 2.
3. Notwithstanding the variance in academic term, the total school costs to be charged by the SUCs and LUCs shall still conform to the guidelines indicated above.

Article III

Implementation of SHS Voucher Program

1. Use of Voucher Payments

The voucher payments shall be used in accordance with the directive of the respective governing boards of the SUCs and LUCs, subject to the provisions of Republic Act No. 8292 or the "Higher Education Modernization Act of 1997."

2. Voucher Reporting for Accounting and Auditing Purposes

For purposes of accounting for the voucher amounts, the SUCs and LUCs shall book the same as part of their fiduciary fund, to be treated as income.

3. Academic Term in the SHS Voucher Management System

SUCs and LUCs offering SHS that have QVRs are required to process their payments through the SHS Voucher Management System (SHS VMS). The SHS VMS is an online information system for schools that are participating in the SHS VP.³

Since the system is designed for a semestral academic term, the SUCs and LUCs offering trimestral SHS shall necessarily adjust their reporting accordingly in order to conform to the requirements and limitations of the VMS system particularly in terms of registration for QVRs, updating of QVRs, and creating billing statements. Thus, notwithstanding the trimestral academic term for SHS being followed by these SUCs and LUCs, reporting for VMS purposes shall still be done on a semestral basis.

Article V

Program Compliance

1. References

In the implementation of the SHS and the SHS Voucher Program, SUCs and LUCs shall be guided by the following DepEd and CHED Memorandum Orders, and any amendments thereto.

CHED Memorandum Order No. 32, s. 2015	Guidelines for Senior High School (SHS) Program Implementation of State Universities and Colleges. ⁴
CHED Memorandum Order No. 33, s. 2015	Guidelines for Senior High School (SHS) Program Implementation of Local Universities and Colleges. ⁵

³ DepEd Order No. 46, s. 2015.

⁴ <http://www.ched.gov.ph/wp-content/uploads/2015/11/CHED-Memorandum-Order-No.-32.pdf>.

⁵ <http://www.ched.gov.ph/wp-content/uploads/2015/11/CHED-Memorandum-Order-No.-33.pdf>.



DepEd Order No. 34, Series of 2016	Senior High School Enrolment of Learners in Private Schools, Higher Education Institution, State Universities and Colleges and Local Universities and Colleges in the Learner Information System for Beginning of School Year 2016-2017 ⁶
DepEd Order No. 18, Series of 2016	Policies and Guidelines on the Implementation of the Government Assistance to Students and Teachers in Private Education (GASTPE) Program Effective School Year 2016-2017 ⁷
DepEd Order No. 1, Series of 2016	Clarifications on the Senior High School (SHS) Voucher Program and Partnerships with Public and Private SHS Providers ⁸
DepEd Order No. 46, Series of 2015	Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program ⁹
DepEd Order No. 11, Series of 2015	Policy Guidelines on the Implementation of the Senior High School Voucher Program under the Government Assistance to Students and Teachers in Private Education (GASTPE) Program ¹⁰

1. Sanctions

For violations in relation to the SHS Voucher Program, the penalties for Program Violations and Sanctions as indicated in DepEd Order No. 46, s. 2015 shall be without prejudice to administrative and criminal charges as may be filed against the school and/or its responsible officers under existing laws. Further, CHED may bar the institution from participating in or benefiting from other programs of the Commission in relation to the K to 12 Transition Program.

2. Rules of Interpretation

The provisions of these Guidelines shall be interpreted in accordance with CMO Nos. 32 and 33, series of 2015 and DepEd issuances on senior high school and any amendments thereto.

This order shall take effect immediately. All concerned State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) are instructed to follow the guidelines accordingly.

Issued this 09th day of June 2016.



Patricia B. Licuanan, Ph.D.
Chairperson



⁶ <http://www.deped.gov.ph/orders/do-34-s-2016>.

⁷ <http://www.deped.gov.ph/orders/do-18-s-2016>.

⁸ <http://www.deped.gov.ph/orders/do-1-s-2016>.

⁹ <http://www.deped.gov.ph/orders/do-46-s-2015>.

¹⁰ <http://www.deped.gov.ph/orders/do-11-s-2015>.