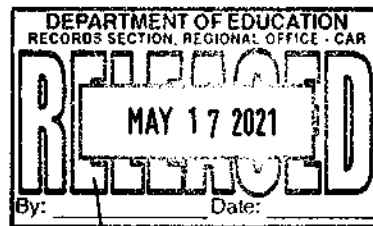




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



May 14, 2021

**REGIONAL MEMORANDUM**

No. 195.2021

**REITERATION OF DEPARTMENT MEMORANDUM NO. 020, s. 2021**

To: Assistant Regional Director  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
Heads of State/Local Universities and Colleges Offering Basic Education  
All others concerned

1. This is to announce the Call for Application for Tuition Fee Subsidies and Allowances By Qualified Public and Private Basic Education Students Under Section 4 (n) of Republic Act No. 11494, Otherwise Known as Bayanihan To Recover As One Act.
2. Program milestones, timelines and/or material dates in connection with the implementation of the provision for tuition fee subsidies for qualified private and public school students and allowances for qualified private school students under the BBE Program with PEAC, and allowances for qualified public school students under the BBE Program are enclosed in DM 20, s. 2021.
3. Further, attached is the implementing guidelines of RA 11494 for your reference.
4. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 1318 (local 1201)** or email us at: **quad.depedcar@gmail.com**.
5. Immediate dissemination of this memorandum is desired.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director

QAD/MAB/051421



Address: Wangal, La Trinidad, Benguet  
Telephone No.: (074) 422-1318  
Email: car@deped.gov.ph



ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15



Republic of the Philippines  
**Department of Education**

16 APR 2021

DepEd MEMORANDUM  
No. **020**, s. 2021

**ANNOUNCING A CALL FOR APPLICATION FOR TUITION FEE SUBSIDIES AND ALLOWANCES  
BY QUALIFIED PUBLIC AND PRIVATE BASIC EDUCATION STUDENTS UNDER  
SECTION 4(n) of REPUBLIC ACT NO. 11494, OTHERWISE KNOWN  
AS BAYANIHAN TO RECOVER AS ONE ACT**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
State/Local Universities and Colleges Offering Basic Education Heads  
All Others Concerned

1. Republic Act (RA) No. 11494, otherwise known as the *Bayanihan to Recover as One Act*, or the *Bayanihan 2 Act*, was promulgated on September 11, 2020 in cognizance of the adverse impact of the COVID-19 Pandemic to the Philippine economy and society. 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.

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

3. This Memorandum aims, among others, to provide information about the various program milestones and activities to implement Section 4(n) of the *Bayanihan 2 Act* and timelines and material dates in connection with events and activities that detail the procedures and processes related to the *Bayanihan 2 Act* for the provision of allowances and for the purpose of applying the subsidies for unpaid tuition in School Year (SY) 2019-2020 or for payment of tuition fee for SY 2020-2021 of qualified students in private and public basic education schools whose families are now facing financial difficulties brought about by work stoppage and closure of establishments due to the CQ, and who are not part of or covered by the *Listahan* of the DSWD, ESC, or the SHS VP.

4. The Private Education Assistance Committee (PEAC) has the experience and proven track record in rendering assistance to DepEd in the implementation of the Government Assistance to Students and Teachers in Private Education (GASTPE) Program. Consistent with Section 4(n) of the *Bayanihan 2 Act*, which provides that **“education subsidies granted under this subsection shall be released directly to private tertiary education institutions or private basic education schools, respectively, for the purpose of applying the subsidy for unpaid tuition in SY 2019-2020 or for payment of tuition fee for SY 2020-2021”**, and that such provision of subsidies shall be released **“in a manner similar to the TES, ESC, and SHS VP”** – DepEd desires to carry out the BBE Program in a manner similar to how the present GASTPE Program is being implemented. Accordingly, DepEd entered into a Memorandum of Agreement (MOA) with PEAC for the implementation of the provision of education subsidies and allowances for students, consistent with the *Bayanihan 2 for Basic Education (BBE) Program Implementing Guidelines (IG)*.

5. The following enclosures are hereby issued in connection with this call for application for tuition fee subsidies and allowances by qualified public and private basic education students under Section 4(n) of RA No. 11494, otherwise known as *Bayanihan To Recover As One Act*

Enclosure 1 - **Program Milestones** (in connection with the implementation of Section 4(n) of *Bayanihan to Recover As One Act*),

Enclosure 2 - **Timelines and/or Material Dates** (in connection with the implementation of the provision for tuition fee subsidies for qualified private and public school students and allowances for qualified private school students under the BBE Program with PEAC), and

Enclosure 3 - **Timelines and/or Material Dates** (in connection with the implementation of the provision for allowances for qualified public school students under the BBE Program).

6. The program milestones as enumerated in Enclosure No. 1 includes, among others, the major activities carried out by DepEd to operationalize the *Bayanihan to Recover as One Act* in basic education. Meanwhile, the timelines and/or material dates in connection with the implementation of the BBE Program provided under Enclosure Nos. 2 and 3, to the extent applicable, update the timelines and/or other relevant provisions in the BBE-IG.

7. Immediate dissemination of this Memorandum is directed.



  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.: As stated

Reference: Office Memorandum (OM-OSEC-2020-009) dated October 2, 2020

To be indicated in the Perpetual Index under the following subjects:

FEES

OFFICIALS

PROGRAM

STUDENTS

**Program Milestones**  
(in connection with the implementation of  
Section 4(n) of *Bayanihan to Recover As One Act*)

<b>Program Milestones</b>	<b>Date</b>
Enactment of Republic Act (RA) No. 11494, otherwise known as the "Bayanihan to Recover as One Act," or the "Bayanihan 2 Act"	September 2020
Issuance of a memorandum dated October 23, 2020 by the Office of the Executive Secretary containing the Implementing Guidelines of RA No. 11494	October 2020
Issuance of a DepEd Office Memorandum (OM-OSEC-2020-009) dated October 2, 2020 identifying/designating ExeCom members to serve as BBE Program focal persons	
Coordination with CHED and TESDA with respect to the disaggregation of the amount intended for basic and tertiary education on the provision of cash assistance to teaching and non-teaching personnel under the Bayanihan 2 Act	October - November 2020
Uploading of the Memorandum issued by the Executive Secretary dated October 23, 2020 containing the Implementing Guidelines of RA No. 11494 in the Official Gazette	November 2020
Development, consultation with stakeholders, and finalization of the DepEd Implementing Guidelines of Section 4 (n) of RA No. 11494 in relation to the Bayanihan 2 for Basic Education (BBE) Program	November-December 2020
Formulation of implementation strategies of the BBE Program	
Coordination with DBM by DepEd Finance to secure funding for the BBE Program	
Updating of relevant databases (e.g., list of Last Mile Schools, private schools that ceased operations in SY 2019-2020 and SY 2020-2021, GASTPE and SHS VP participating schools)	January - March 2021
Preparation/drafting of Memorandum of Agreement (MOA) between DepEd and PEAC; negotiation/finalization of terms and conditions	
Setting up of a DepEd Project Management Office (PMO) for the implementation of the BBE Program	
Engagement of various DepEd Offices and stakeholders in relation to the implementation of the BBE Program	
Conduct of internal meetings to agree on program strategies/mechanics	
Preparations/arrangements on the downloading of BBE Program funds to SDOs	April 2021
Finalization/signing of MOA between DepEd and PEAC	

**Timelines and/or Material Dates**

(in connection with the implementation of the provision for tuition fee subsidies for qualified private and public school students and allowances for qualified private school students under the BBE Program with PEAC)

Week	Students/Parents/ Guardians	Schools	PEAC	DepEd	Date
0	Attend orientation	Attend orientation and BBES walkthrough	Conduct orientation on the guidelines and walkthrough of the system		April 19, 2021
				Conduct advocacy and information dissemination campaign (with the assistance of PEAC)	April 19-25, 2021
1	<p>Students under <b>Priority 1</b> to submit applications for subsidy to their own schools</p> <p><b>Priority 1:</b> Students with arrears in SY 2019-2020 in private schools that ceased operations in SY 2020-2021</p> <ol style="list-style-type: none"> <li>1. Not enrolled in any public or private basic education school for SY 2020-2021</li> <li>2. Transferred to a public basic education school for SY 2020-2021</li> <li>3. Enrolled in a private basic education school for SY 2020-2021</li> </ol>	<p>Register/create an account in the BBES</p> <p>Receive and validate application documents from students under <b>Priority 1</b></p> <p>Encode and upload documents of eligible applicants for subsidy under <b>Priority 1</b> in the BBES</p>	<p>Validate applications submitted by the schools</p> <p><b>(Priority 1)</b></p>		April 26-30, 2021

<b>Week</b>	<b>Students/Parents/ Guardians</b>	<b>Schools</b>	<b>PEAC</b>	<b>DepEd</b>	<b>Date</b>
2	<p>Students under <b>Priority 2</b> to submit applications for subsidy to their own schools</p> <p><b>Priority 2:</b> Students with arrears in SY 2019-2020 in private schools that are operating in SY 2020-2021</p> <ol style="list-style-type: none"> <li>1. Not enrolled in any public or private basic education school for SY 2020-2021</li> <li>2. Transferred to a public basic education school for SY 2020-2021</li> <li>3. Enrolled in a private basic education school for SY 2020-2021</li> </ol> <p>Submit applications to their schools</p>	Receive and validate application documents	<p>Validate applications submitted by the schools <b>(Priority 1)</b></p> <p>Submit list of applicants to DepEd <b>(Priority 1)</b></p>	Approve and announce qualified applicants <b>(Priority 1)</b>	May 3 - 7, 2021

Week	Students/Parents/ Guardians	Schools	PEAC	DepEd	Date
3		<p>Register/create an account in the BBES</p> <p>Receive and validate application documents from students under <b>Priority 2</b></p> <p>Encode and upload documents of eligible applicants for subsidy under <b>Priority 2</b> in the BBES</p> <p>Create and submit billing statements for qualified students under <b>Priority 1</b></p>	<p>Validate applications submitted by the schools (<b>Priority 2</b>)</p> <p>Process billing statements (<b>Priority 1</b>)</p>		May 10-14, 2021
4	<p>Private school students under <b>Priority 3</b> to submit applications for subsidy to their own schools</p> <p><b>Priority 3:</b> Private school students with arrears in SY 2020-2021 in private schools operating in SY 2020-2021</p> <p>Order of preference: 1. Elementary 2. Secondary</p> <p>Submit applications to their schools</p>	<p>Receive and validate application documents from students under <b>Priority 3</b></p> <p>Receive and validate application documents from students applying for <b>allowance</b></p> <p>Create and submit billing statements for qualified students under <b>Priority 1</b></p>	<p>Validate applications submitted by the schools (<b>Priority 3</b>)</p> <p>Submit list of applicants to DepEd (<b>Priority 2</b>)</p> <p>Process billing statements (<b>Priority 1</b>)</p>	Approve and announce qualified applicants ( <b>Priority 2</b> )	May 17-21, 2021

<b>Week</b>	<b>Students/Parents/ Guardians</b>	<b>Schools</b>	<b>PEAC</b>	<b>DepEd</b>	<b>Date</b>
4	Private school students applying for <b>allowance</b> to submit applications to their own schools				
5		<p>Register/create an account in the BBES, if there is no account yet</p> <p>Encode and upload documents of eligible applicants for subsidy under <b>Priority 3</b> in the BBES</p> <p>Encode and upload documents of eligible applicants for <b>allowance</b> in the BBES</p> <p>Create and submit billing statements for qualified students under <b>Priority 1 and 2</b></p>	<p>Validate applications submitted by the schools <b>(Priority 3)</b></p> <p>Process billing statements <b>(Priority 1 and 2)</b></p>	Process billing statements and payments	May 24 - 28, 2021



<b>Week</b>	<b>Students/Parents/ Guardians</b>	<b>Schools</b>	<b>PEAC</b>	<b>DepEd</b>	<b>Date</b>
6		Create and submit billing statements ( <b>Priority 1, 2</b> )	Validate applications submitted by the schools ( <b>Priority 3</b> )  Submit list of applicants to DepEd ( <b>Priority 3</b> )  Process billing statements ( <b>Priority 1 and 2</b> )	Approve and announce qualified applicants ( <b>Priority 3 and allowance</b> )  Process billing statements and payments	May 31 - June 4, 2021
7, 8		Create and submit billing statements for qualified students under <b>Priority 3</b>  Create and submit billing statements for qualified students who applied for <b>allowance</b>	Process billing statements ( <b>Priority 3 and allowance</b> )	Process billing statements and payments ( <b>Priority 3 and allowance</b> )	June 7 - 18, 2021
9, 10		Upload official receipts and proof of acknowledgment of receipt of the subsidy and allowances by the beneficiaries in the BBES	Send report to DepEd		June 21 - 30, 2021

<b>Week</b>	<b>Students/Parents/ Guardians</b>	<b>Schools</b>	<b>PEAC</b>	<b>DepEd</b>	<b>Date</b>
11,12		Submit accountability reports re: actual implementation of the provision of tuition subsidies and allowances (such as amount of unpaid tuition that has been settled through BBE Program, number of student-beneficiaries, problems encountered and actions taken to resolve matters, and continuing challenges and recommendations, if any, to improve similar program implementation in the future)	Submit a report on its project implementation experience, including continuing challenges and recommendations, if any, to improve similar program implementation in the future (and other relevant reports that DepEd may require and are not covered by the previous report submitted under weeks 9 and 10)	Initiate preparatory activities for program evaluation by an independent party and/or by relevant units within DepEd	July 5-16, 2021
13,14			<p>Furnish/share with DepEd copies of IP assets generated under the BBE Program that are in the possession of PEAC which may include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• the BBES, which shall include all its individual components, such as, but not</li> </ul>		July 19-30, 2021

Week	Students/Parents/ Guardians	Schools	PEAC	DepEd	Date
			<p>limited to, the source codes, admin panel, the online portal, and documents used and generated by the BBES; and</p> <ul style="list-style-type: none"><li>• materials used in the implementation of the BBES, which shall include BBES training programs, learning modules, tutorial videos, evaluation materials, and orientation materials</li></ul>		
15-18	Participate in the independent program evaluation activities to be conducted				August 2-31, 2021
		Undertake activities related to project closure			

(Enclosure No. 3 to DepEd Memorandum No. **020**, s. 2021)

**Timelines and/or Material Dates**

(in connection with the implementation of the provision for allowances for qualified public school students under the BBE Program)

<b>Week</b>	<b>Students/Parents/Guardians</b>	<b>Schools</b>	<b>SDO's</b>	<b>DepEd</b>	<b>Date</b>
1	Attend Orientation				April 19, 2021
2	Application of the public school students to public schools			Processing the downloading of Public School Allowance (Php 50 million) to SDOs	April 26-30, 2021
3	Application of the public school students to public schools	Evaluation of the application received			May 3-7, 2021
4	Application of the public school students to public schools	Evaluation of the application received	SDOs to consolidate the received application from schools		May 10-14, 2021
5			SDOs to finalize the list and send to PMO	PMO to receive the list from SDOs	May 17-21, 2021
6				PMO to resend the list to the SDOs as the final list of grantees	May 24-28, 2021
7-9			SDOs to process the payments to the qualified public school grantees		May 31-June 18, 2021

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  
40  
41 **II. SCOPE AND APPLICATION**

42  
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

#### IV. POLICY STATEMENT

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

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

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

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

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

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

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

## **V. ROLES AND RESPONSIBILITIES**

### **1. Department of Education (DepEd)**

- 1.1 DepEd, as the institutional owner and regulator of the BBE under RA No. 11494, shall establish a Program Management Office (DepEd-PMO), under the control and supervision of the Office of the Undersecretary for Finance. DepEd shall formulate implementation policies and guidelines, and through the DepEd-PMO, process and ensure the prompt release of the entitlements of qualified students (and through BBE Participating Schools if applicable); and oversee and evaluate the implementation of the BBE.
- 1.2 DepEd shall engage the services of PEAC for the implementation of allowances and subsidies for qualified students in private basic education schools with unpaid tuition in SY 2019-2020 or for payment of tuition fee for SY 2020-2021.
- 1.3 The DepEd-PMO shall perform the following functions:
  - 1.3.1 to receive, review and validate the billing statements and supporting attachments in connection with the BBE Program application and transmit or forward to the Office of the Undersecretary for Planning and Human Resources and Organizational Development for approval;
  - 1.3.2 to prepare and submit the payrolls/disbursement vouchers and Obligation Request Status (ORS) to Finance Service-Budget within five (5) working days upon receipt of billing statement packages and list of BBE Participating Schools.
  - 1.3.3 to monitor, review and recommend appropriate courses of actions for the proper implementation of the BBE Program by all relevant DepEd offices and PEAC and ensure that all laws and rules and regulations relevant to this program are followed or complied with;
  - 1.3.4 to work with PEAC in updating and managing the BBES, 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

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

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

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

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

PEAC shall perform the following functions:

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

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

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

3. **Parents/Guardians of Qualified Students and/or Qualified Students with the Consent of their Parents/Guardians**

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

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

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

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

## **VI. PROGRAM IMPLEMENTATION**

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

### **2. Subsidies**

#### **2.1 Prioritization of Student-Beneficiaries**

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

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

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

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

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

2.1.2 For payment of tuition arrears of a student enrolled in a private school in SY 2019-2020 where said school continues to operate in SY 2020-2021 and the student 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.<sup>1</sup>

## 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-certification<sup>2</sup>  
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

---

<sup>1</sup> 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>)

<sup>2</sup> 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, wilfully, 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)<sup>3</sup>, 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

---

<sup>3</sup> *ibid* . p 9

- 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 ST11 or IM11, 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  
24 In the event that the applicant submits wrong documents,  
25 he/she shall be allowed to resubmit documents within five (5)  
26 calendar days from the receipt of notification from the  
27 concerned SDO or the PEAC NS.

28  
29 3.3.4 Denial of Application

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

33 3.3.4.1 Ineligibility of applicant;

34  
35 3.3.4.2 Misrepresentation of facts in the application; and

36  
37 3.3.4.3 Submission of falsified or tampered document.

38  
39 3.3.5 Release of Allowances to Qualified Student Beneficiaries

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

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

allocation to other SDOs where many qualified student beneficiaries exist.

## **VII. ALLOCATIONS AND SOURCE OF FUNDS**

1. Eligible students shall receive subsidy in the amount of Php5,000.00 or the actual amount of the unpaid tuition fee, whichever is lower; or allowance in the amount of Php3,000.00. The subsidies shall be paid directly by DepEd to the BBE Participating Schools. The subsidies shall then be applied by the BBE Participating Schools to the students' unpaid tuition in SY 2019-2020 or for payment of tuition fee in SY 2020-2021. In the case of allowances, DepEd shall release the amount directly to the student or his/her parent/guardian.
2. DepEd shall allocate and utilize funds as identified under Bayanihan 2 Act, subject to the usual accounting, budgetary, and auditing rules and regulations. The subsidy/allowance is available only to the extent of the fund appropriation of Php300,000,000 for the BBE Program.
  - 2.1 The amount of Php 50,000,000.00 shall be allocated for allowances of private basic education students, and Php 200,000,000.00 for tuition fee subsidies of private basic education students and public basic education students who transferred from private schools and who have unpaid tuition for SY 2019-2020.

Due to budgetary limitations, applications for subsidies shall be prioritized over allowances and shall be processed and released in accordance with the order of preference provided under Item VI.2.1.
  - 2.2 The amount of Php 50,000,000.00 shall be allocated to 223 SDOs which will cover 74 public basic education learners who will receive Php 3,000.00 each.
  - 2.3 DepEd may allot a reasonable amount for any cost to administer this BBE Program that may be taken from this budget or other budget appropriations of government subject to existing laws, issuances of regulatory/oversight agencies such as the Commission on Audit (COA), Department of Budget and Management (DBM), and other relevant agencies' rules and regulations on the matter.
3. The sources of funds shall be consistent with the enumeration made under Section 11 of the Bayanihan 2 Act. DepEd shall actively coordinate with the DBM for the prompt release of the BBE funds.

## VIII. TIMELINES

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><b>3. Subsidies</b></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><b>Allowances</b></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>	21 calendar days from the last date of DepEd/PEAC's info dissemination campaign
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

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

## **IX. MONITORING AND EVALUATION**

### **1. Monitoring**

- 1.1 To ensure that program objectives are met and beneficiaries are assisted under BBE, DepEd and PEAC shall prepare and submit necessary monitoring reports (i.e. updated list of BBE Participating Schools, approved beneficiaries, and program implementation issues encountered).
- 1.2 Consolidated reports may be made available, upon request of the Office of the President, Congress, and other relevant stakeholders.

### **2. Evaluation**

- 2.1 An evaluation of the BBE implementation shall be conducted three (3) months after its commencement to determine the soundness of these guidelines and effectiveness of implementation. Regular meetings shall be conducted to discuss and resolve issues and problems arising from the implementation as the need arises.
- 2.2 Sanctions, which may include filing of criminal actions in court, shall be imposed on schools that shall be found violating these guidelines, RA No. 11494, and other pertinent laws.
- 2.3 The DepEd-PMO shall submit a report on the BBE program implementation to the Secretary and Executive Committee (EXECOM).


## **X. MISCELLANEOUS PROVISIONS**

1. **Equitable Distribution of Subsidies and Allowances.** The deadline for application for subsidies and allowances shall be announced by DepEd and strictly enforced. Received applications as of the cut-off date shall all be processed in accordance with the order of preference of qualified students. DepEd shall, ensure that the applications to be approved under this BBE program shall be fair, objective and equitably distributed across all regions in the country based on qualified or eligible students *vis-à-vis* the number of applications.
2. **Validation and Deduplication.** The subsidies or benefits received from existing subsidy or benefit programs shall be taken into consideration in the prioritization of beneficiaries who may be entitled to receive or the computation of the amount of tuition fee subsidy and allowance to be received under this BBE to prevent double dipping or unauthorized receipt of multiple subsidies.



- 1 3. **Separability Clause.** If any provision of this Implementing Guidelines is  
2 declared invalid or unconstitutional, the same shall not affect the validity and  
3 effectivity of the other provisions.  
4  
5 4. **Repealing Clause.** All orders, issuances, and rules and regulations or parts  
6 thereof which are contrary to and inconsistent with this Implementing  
7 Guidelines are hereby repealed, amended, or modified accordingly.  
8  
9 5. **Effectivity.** This Implementing Guidelines shall take effect immediately upon  
10 its issuance.  
11

12 Done this 16th day of December 2020.  
13  
14

15  
16  
17   
18  
19 **LEONOR MAGTOLIS BRIONES**  
20 Secretary  
21 Department of Education  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

**APPLICATION FOR SUBSIDY OR ALLOWANCE<sup>1</sup>**  
**(under Section 4(n) of RA 11494 otherwise known as the**  
**"Bayanihan to Recover as One Act")**

**1. PROVIDE ANY INFORMATION TO DETERMINE STUDENT APPLICANT'S PRIORITY LEVEL AS A GRANTED 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

<sup>1</sup> 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.

**STUDENT'S SUBSIDIZED 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

**STREET ADDRESS, CONTACT AND HOME TELEPHONE OF THE STUDENT APPLICANT  
AND SUBSIDIZED APPLICANT**

**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

- 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
- Is the student applicant's family included under the *Listahanan* of the Department of Social Welfare and Development (DSWD)? ☐ Yes ☐ No
- 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 <b>last</b> 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 <b>this</b> 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

**DECLARATION**

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 CONSENT<sup>1</sup>**

**(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 : \_\_\_\_\_

<sup>1</sup> 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-CERTIFICATION<sup>1</sup>**  
**(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 <sup>1</sup>**  
**(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 Listahan 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

---

<sup>1</sup> 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](mailto:tonisito.umali@deped.gov.ph) and/or the PEAC Data Privacy Unit at [data.privacy@peac.org.ph](mailto: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](mailto:tonisito.umali@deped.gov.ph)  
[jeremay.cervancia@deped.gov.ph](mailto: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](mailto: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 <sup>1</sup>**  
**(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: \_\_\_\_\_

<sup>1</sup> 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.