



Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Quality Management System for Adjudication of Pension Claims  
ISO 9001:2008 Certified



27 November 2015

**MEMORANDUM**

**ALL OFFICIALS AND EMPLOYEES CONCERNED**  
Divisions

**SUBJECT: Policy/Guideline on the Payment of School Bills in Favor of Currently Enrolled Student-ward**

To address the current state of student-wards' requesting for reimbursement of payment made for their school bill, hereby amended is Memorandum dated 22 September 2005, to include for payment, currently enrolled student-wards subject to the following conditions and requirements:

1. Student-ward has paid in full and is cleared of all school accountabilities for the semester/period;
2. Student-ward or his/her guardian submits a copy of School Registration Form, Certificate of Enrollment duly signed by the School Registrar/School Accountant, Letter Request for Reimbursement, Original Official Receipts with a Certificate of full payment issued by the school showing the amount of school fees paid, specified terms covered by such payment and the corresponding official receipt number in order to effect reimbursement of expenses up to a maximum of P36,000.00 a year per student-ward.
3. Reimbursement of school fees from prior year of the current academic year is allowed;
4. Reimbursement from suspended term due to failed subject/s will not be allowed.

This consideration will uphold the purpose of the PVAO Educational Benefit Program which is to provide veterans and their descendants with an educational benefit administration that is responsive to their needs.

This policy shall take effect immediately.

  
**LTGEN. ERNESTO G. CAROLINA AFP (RET)**  
PVAO Administrator



Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Veterans Compound  
Camp General Emilio Aguinaldo  
Quezon City

## **PVAO'S Partner Colleges/Universities in the Implementation of the Educational Benefit Program**

- ADAMSON UNIVERSITY – ERMITA, MANILA
- ASSUMPTION COLLEGE – MAKATI
- CENTRAL COLLEGES OF THE PHILIPPINES – QUEZON CITY
- CENTRO ESCOLAR UNIVERSITY – MENDIOLA, MANILA
- LYCEUM OF THE PHILIPPINES INC. – INTRAMUROS, MANILA
- NEW ERA UNIVERSITY – QUEZON CITY
- TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES – QUEZON CITY
- UNIVERSITY OF THE EAST – SAMPALOC, MANILA
- UNIVERSITY OF THE PHILIPPINES – DILIMAN, QUEZON CITY
- UNIVERSITY OF STO. TOMAS – ESPANA, MANILA
- JOSE RIZAL UNIVERSITY – MANDALUYONG
- ATENEO DE NAGA UNIVERSITY – NAGA, CAMARINES SUR
- CENTRAL LUZON STATE UNIVERSITY – MUÑOZ, NUEVA ECIJA
- DIVINE WORD COLLEGE OF LEGAZPI – LEGAZPI CITY, ALBAY
- DOMINICAN COLLEGE OF TARLAC – CAPAS, TARLAC
- LAGUNA STATE POLYTECHNIC UNIVERSITY – STA. CRUZ, LAGUNA
- SILLIMAN UNIVERSITY – DUMAGUETE, NEGROS ORIENTAL
- VIRGEN MILAGROSA UNIVERSITY FOUNDATION – SAN CARLOS CITY, PANGASINAN
- XAVIER UNIVERSITY – ATENEO DE CAGAYAN
- HOLY CROSS OF DAVAO COLLEGE – DAVAO CITY, DAVAO DEL SUR
- ATENEO DE DAVAO UNIVERSITY – DAVAO CITY, DAVAO DEL SUR

**Serbisyo sa Beterano, Serbisyo sa Bayan**

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