



DepEd – DIVISION OF QUEZON

Sitio Fari, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

August 16, 2019

DIVISION MEMORANDUM

DM No. 215, s. 2019

CALL FOR APPLICATION FOR THE INTERESTED PRIVATE SENIOR HIGH SCHOOLS (SHSs), NON-DEPED SHSs, and TESDA-ACCREDITED PRIVATE TECHNICAL-VOCATIONAL INSTITUTIONS (TVIs) ON THE IMPLEMENTATION OF THE JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL-LIVELIHOOD SPECIALIZATIONS (JDVP-TVL) FOR SCHOOL YEAR 2019-2020

To: **Administrators and Personnel of the Private Senior High Schools (SHSs), Non-DepEd SHSs, and TESDA Accredited Private TVIs**

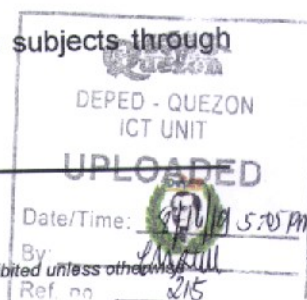
1. This Office calls for the application of the interested private senior high schools (SHSs), non-DepEd SHSs, and TESDA-accredited TVIs on the implementation of the JDVP-TVL for SY 2019-2020. This is in line with the issuance of DepEd Order No. 19, s. 2019 on the guidelines of implementation of JDVP-TVL for this school year.
2. The JDVP-TVL is intended for Grade 12 learners enrolled in public SHSs under TVL track who will be allowed to take their TVL specialization subjects in eligible private or non-DepEd public SHSs and private TVIs for SY 2019-2020. This program provides a tuition fee assistance through a form of voucher that will cover the training costs for 320 hours per learner in any or combination of one to four NC-based specializations. The voucher program shall also include the miscellaneous expenses, workshop consumables for the completion of the training, and the assessment fee.
3. Further, the JDVP-TVL aims to:
 - 3.1. Enable the learners to complete their respective TVL specialization subjects through the JDVP-TVL partners;

DEPEDQUEZON-TM-SDS-04-009-001

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- 3.2. Provide an appropriate learning environment required of the specialization; and,
- 3.3. Address delays in the provision of the necessary resources for TVL specialization.
4. The following learning institutions are encouraged to apply for the implementation of JDVP-TVL:
 - 4.1. private SHSs;
 - 4.2. non-DepEd SHSs; and,
 - 4.3. TESDA-accredited TVIs.
5. As spelled out in DepEd Order No. 19, s. 2019, the following are the basic requirements for the application for the JDVP-TVL:

No	Document/s	For Private SHSs and Non-DepEd Public SHSs	For Private TVIs
1	Application Letter	Letter of intent addressed to the Schools Division Superintendent of DepEd Quezon	Letter of intent addressed to the Schools Division Superintendent of DepEd Quezon
2	Certificate of true copy of registration/ recognition documents	Certified true copy of the provisional permit to offer SHS-TVL issued by DepEd	Certified true copy of the TESDA Accreditation for the TVI and its programs
3	Board Resolution indicating the intention to participate in JDVP-TVL for SY 2019-2020	Basic Requirements <ul style="list-style-type: none"> Compliance to SHS-TVL Curriculum and Learning Standards Absorptive capacity of 25 learners per class Pedagogical requirements in SHS-TVL Policies on Assessment and Rating System (DepEd Order No. 8, s. 2015) 	Basic Requirements <ul style="list-style-type: none"> Compliance to SHS-TVL Curriculum and Learning Standards Absorptive capacity of 25 learners per class Pedagogical requirements in SHS-TVL Policies on Assessment and Rating System (DepEd Order No. 8, s. 2015)

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		<p><i>Preferable details for inclusion</i></p> <ul style="list-style-type: none"> Highly upholds and exercises the mandated child protection policy Utmost assurance of the security and safety of the learner-beneficiaries during the training or their stay in the JDVP-TVL partner-training institutions Strict implementation of no top-up fee policy and/or any fee collection during the conduct of training and assessment 	<p><i>Preferable details for inclusion</i></p> <ul style="list-style-type: none"> Highly upholds and exercises the mandated child protection policy Utmost assurance of the security and safety of the learner-beneficiaries during the training or their stay in the JDVP-TVL partner-training institutions Strict implementation of no top-up fee policy and/or any fee collection during the conduct of training and assessment
4	<p>Attestation that the applicant partner is within the eight-kilometer radius from the public SHS of DepEd Quezon</p>	<p>Attestation of the JDVP-TVL partner on the distance of their location to SHS-beneficiaries</p>	<p>Attestation of the JDVP-TVL partner on the distance of their location to SHS-beneficiaries</p>
<p><i>In case that the potential JDVP-TVL partner is located beyond the 8-km radius, any of the following provisions should be met and should be included in the board resolution and attestation:</i></p>			
a	<p>Mobile TVL Laboratory Provision of training through Mobile TVL laboratories</p>	<p>Electricity expenses of the training to be borne by the JDVP-TVL partner</p>	<p>Electricity expenses of the training to be borne by the JDVP-TVL partner</p>
b	<p>JDVP-Partner In-house Training (Stay-In) Provision of free dormitories for the learner-beneficiaries during the conduct of training</p>	<ul style="list-style-type: none"> If there are no available mobile TVL lab, provision of training may be done in the place of the JDVP-TVL partner Provision of shuttle service for the transportation of the learners (school to training site and vice versa) 	<ul style="list-style-type: none"> If there are no available mobile TVL lab, provision of training may be done in the place of the JDVP-TVL partner Provision of shuttle service for the transportation of the learners (school to training site and vice versa)

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c	JDVP-Partner In-house Training (Live-out) Provision of accident insurance coverage for the learner-beneficiaries to be borne by the JDVP-TVL partner	Provision of insurance which includes the travel time from DepEd public SHS to the location where the JDVP-TVL Partner is situated and vice versa, class duration, and stay at the JDVP-TVL partner	Provision of insurance which includes the travel time from DepEd public SHS to the location where the JDVP-TVL Partner is situated and vice versa, class duration, and stay at the JDVP-TVL partner
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- Submit the requirements for application through the Records Section of this Office with subject title "JDVP-TVL 2019-2020 Application of (Name of School/TVI)". The **deadline for submission of complete documents shall be only until August 22, 2019** until 12:00NN only (Thursday). This is to provide appropriate time for processing and consolidation that shall be submitted on the following week during the scheduled national orientation for JDVP-TVL coordinators.
- Moreover, the interested JDVP-TVL applicants are advised also to **send a soft copy in PDF format, in one single file/ document only**, of their application documents (Application Form, Application Letter, Certificates of Provisional Permit or TESDA Accreditation, Board Resolution, and Attestation), at **sdo.quezon.cidshs@gmail.com** with subject "JDVP-TVL Application SY 2019-2020 of Name of School" (e.g. JDVP-TVL Application SY 2019-2020 of Halimbawa Technical Institute). Use your school name as file name of the PDF document (e.g. Halimbawa Technical Institute JDVP Application).
- The editable copy of the Application Form (Annex 1) can be downloaded in this link: **<https://tinyurl.com/JDVPAF1>**
- Once the application is received and processed by the Office through its focal person, an email notification shall be sent to your official email account listed in the Application Form for JDVP-TVL Partner.





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10. There shall be an ocular inspection and validation after the review process of the application documents. It shall be scheduled depending on the availability of the Division JDVP-TVL Inspection and Validation Team.
11. Issuance of the Certificate of Eligibility to the JDVP-TVL partner shall be awarded once the application documents are conformed and completed and no issues found during the inspection and validation visits.
12. Application Form for JDVP-TVL Partner (Annex 1 of DO 19, s. 2019) can be found in Annex 1 of this Memorandum.
13. Interested applicants who have already submitted their requirements last school year need to resubmit their application documents following the requirements and details spelled out in this Memorandum. Application for JDVP-TVL should be for SY 2019-2020.
14. Should there be queries regarding the application process, you may contact **Mr. Rejulios M. Villenes**, Division Coordinator for Senior High School (SHS) and Technology and Livelihood Education (TLE) and JDVP Focal Person, at **sdo.quezon.cidshs@gmail.com** or at **042 784-0366 (local 110)**. Interested applicants may also visit the Curriculum Implementation Division (CID) Office of this division for technical assistance.
15. Immediate dissemination and strict compliance to this Memorandum is earnestly desired.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

cid-ims/rmv/08/16/2019

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**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP-TVL)**

**APPLICATION FORM FOR JDVP-TVL PARTNER
SY 2019-2020**

Region:	
Division:	
School Name:	
School ID (if applicable):	
School Address:	
	<i>(Number/Block/Street)</i>
	<i>(Subdivision/Village/Brgy.)</i>
City or Municipality:	
Province:	
Contact Number/s:	
Email:	
TESDA Accreditation Number	
No. of Kilometers to the nearest and accessible Public DepEd SHS:	
TVL Specializations/Training Offered	

Attach the following documents:

1. For private SHS/non-DepEd public SHS, certified true copy of the Provisional Permit to offer SHS-TVL issued by DepEd;
2. For private TVL, certified true copy of TESDA accreditation;
3. For both, Board Resolution indicating the intention to participate and to comply with SHS-TVL Curriculum Learning Standards, including absorptive capacity of 25 learners per class, Pedagogical Requirements, and Policies on Assessment and Rating System based on DepEd Order No. 8, s. 2015; and
4. For both, attestation that there is a maximum four-kilometer distance between the listed qualified DepEd public SHS and the applicant partner.

ATTESTATION

I certify that my answers are true and complete to the best of my knowledge.

I am aware that the information supplied in this document shall be retained by DepEd on a database and shall be processed in compliance with the Data Protection Act of 2012.

I consent that the information herein may be used for reports both internally and to the Department of Education.

**School Head/
Authorized Representative**

Date Signed



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Annex 2. Application Checklist

Application for JDVP-TVL SY 2019-2020

	1. Application Form
	2. Application Letter
	3. Certificate of True Copy of Provisional Permit or TESDA Accreditation
	4. Board Resolution
	5. Attestation

This should be attached to the application folder.





Republic of the Philippines
Department of Education

14 AUG 2019

DepEd ORDER
No. **019**, s. 2019

**GUIDELINES ON THE IMPLEMENTATION OF THE JOINT DELIVERY VOUCHER
PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL-LIVELIHOOD
SPECIALIZATIONS FOR SCHOOL YEAR 2019-2020**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd), issues the enclosed **Guidelines on the Implementation of the Joint Delivery Voucher Program for Senior High School Technical-Vocational-Livelihood (JDVP-TVL) Specializations for School Year (SY) 2019-2020**. This is pursuant to pertinent provisions of Republic Act (RA) No. 10533 or the Enhanced Basic Education Act of 2013 and RA 11260 or the General Appropriations Act (GAA) for Fiscal Year 2019.
2. These guidelines shall be effective immediately and shall remain in force and in effect for the duration of the program for SY 2019-2020.
3. For more information, please contact the **Office of the Director IV, Bureau of Curriculum Development**, 3rd Floor Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bcd.jdvp@deped.gov.ph or at telephone nos. (02) 636-5096, (02) 633-7267, or (02) 636-5172.
4. Immediate dissemination of and strict compliance with this Order is directed.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: DepEd Order Nos.: 33 and 53, s. 2018
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS
POLICY
SCHOOL

SENIOR HIGH SCHOOL
TECHNICAL EDUCATION
VOCATIONAL EDUCATION

(Enclosure to DepEd Order No. **019** s. 2019)

**GUIDELINES ON THE IMPLEMENTATION OF THE JOINT DELIVERY VOUCHER PROGRAM
FOR THE SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL-LIVELIHOOD
SPECIALIZATIONS (JDVP-TVL) FOR SCHOOL YEAR 2019-2020**

I. RATIONALE

1. Republic Act (RA) No. 10533 or the "Enhanced Basic Education Act of 2013" recognizes the constitutional mandate of the State to "establish, maintain and support a complete adequate and integrated system of education relevant to the needs of the people, the country and society-at-large."
2. RA 10533 thus directs the State to "create a functional basic education system that will develop productive and responsible citizens equipped with the essential competencies, skills and values for both lifelong learning and employment." To achieve this, the state is further instructed to "broaden the goals of high school education for college preparation, vocational and technical career opportunities as well as creative arts, sports and entrepreneurial employment in a rapidly changing and increasingly globalized environment."
3. Pursuant to these mandates, among the hallmarks of the K to 12 Basic Education Program is the Senior High School (SHS), which provides for a Technical-Vocational-Livelihood (TVL) Track along with three other Senior High School Tracks, namely: Academic Track, Sports Track, and Arts & Design Track. The TVL Track has four strands: Agri-Fishery Arts (AFA), Home Economics (HE), Information and Communication Technology (ICT), and Industrial Arts (IA) that offer various specializations.
4. In RA 10533, it is provided in the transitory provisions that the Department of Education (DepEd), Commission of Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Technical Vocational Institutions (TVIs), and Higher Education Institutions (HEIs) shall coordinate closely with one another to implement strategies to ensure that the academic, physical, financial and human resource capabilities not only of HEIs, but also of TVIs, are utilized and not adversely affected." In conjunction, there is a need to address transitory shortage in workshops, tools, equipment and teachers for the TVL Track in DepEd public Senior High Schools (SHSs).
5. RA 10533, Section 10. Expansion of E-GASTPE Beneficiaries also stated that the benefits accorded by Republic Act. No. 8545, or the "Expanded Government Assistance to Students and Teachers in Private Education Act", shall be extended to qualified students enrolled under the enhanced basic education. The DepEd shall engage the services of private education institutions and non-DepEd schools offering senior high school through the programs under Republic Act 8545 and other financial arrangements formulated by the DepEd and the Department of Budget and Management (DBM) based on the principles of public-private partnership.
6. Operating on this premise, the Joint Delivery Voucher Program for Senior High School Technical Vocational and Livelihood Specializations (JDVP-TVL) promotes partnerships between DepEd and qualified institutions as stipulated in RA 10533, and acknowledges the complementary roles of public and private educational institutions as stated in RA 8545 or the "Expanded Government Assistance to Students and Teachers in Private

Education Act." Under this law, the invaluable contribution that the private schools have made and will make to education and the complementary roles of public and private educational institutions are recognized towards the fulfillment of the mandate of the State to promote and make quality education accessible to all Filipino citizens. The State then undertook to provide mechanisms to maximize the use of existing resources of private education.

7. The said general mechanism under the E-GASTPE law was made more specific by the FY 2019 GAA by appropriating funds for JDVP-TVL intended to enable select DepEd public SHS students taking Technical Vocational and Livelihood Track to take their TVL subjects in private or non-DepEd public SHS subject to these guidelines. In addition, pursuant to Section 24 (Participating Schools), Rule VI (E-GASTPE Beneficiaries and Other Financing Arrangements with Private Educational Institutions and non-DepEd Public Schools) of RA 11260, the providers are expanded to include private TVIs, subject to the issuance of these guidelines.
8. This JDVP-TVL is designed to optimize TVL learning by allowing SHS students enrolled in public schools to avail of vouchers and take their TVL specializations in eligible partner institutions from either private or non-DepEd public SHSs, as well as TVIs, offering their desired specializations.

II. SCOPE AND COVERAGE

9. The JDVP-TVL Guidelines cover Grade 12 students enrolled in DepEd public SHSs under the TVL track who will be allowed to take their TVL specialization subjects in eligible private or non-DepEd public SHSs and private TVIs for School Year 2019-2020. This shall guide concerned offices in the Central Office, Regional Office, Schools Division Office and schools in the program implementation.
10. Subsequent to the implementation of the JDVP-TVL in **SY 2019-2020**, these guidelines shall be updated and enhanced for the succeeding school year based on the monitoring and evaluation data.

III. POLICY STATEMENT

11. The DepEd hereby issues the Guidelines on the Implementation of the JDVP-TVL whose primary objective is to enhance the capability of DepEd SHSs to implement the TVL track through partnerships with institutions that are equipped with necessary resources (teachers, workshops, tools and equipment) to carry out the program. Specifically, the JDVP-TVL aims to:
 - a. enable the learners to complete their respective TVL specialization subjects through the JDVP-TVL Partners;
 - b. provide an appropriate learning environment required of the specialization; and
 - c. address delays in the provision of the necessary resources for TVL Specializations.
12. The JDVP-TVL is consistent with Republic Act 8545, both in terms of policy and form of assistance. Under this law, the invaluable contribution that the private schools have made and will make to education and the complementary roles of public and private educational institutions are recognized towards the fulfillment of the mandate of the State to promote and make quality education accessible to all Filipino citizens. The State

then undertook to provide mechanisms to maximize the use of existing resources of private education.

IV. PROCEDURES

A. Brief Description of the Program

13. The JDVP-TVL is tuition fee assistance to Grade 12 students in DepEd public SHSs, which have been identified as having inadequate facilities, equipment, tools and teachers with regard to the implementation of TVL specializations.
14. The tuition fee assistance shall be in the form of JDVP-TVL voucher given to learner-beneficiaries to enable them to cross-enroll for the completion of TVL specializations in eligible private SHSs, non-DepEd public SHSs, or private TVIs (JDVP-TVL Partners).
15. The JDVP-TVL voucher amount shall be paid by DepEd upon its validation of billing statements submitted by JDVP-TVL Partners based on training services rendered for learner-beneficiaries.
16. Payment will be made directly to the JDVP-TVL Partners and not through the learner-beneficiaries.

B. Learner-Beneficiaries

17. The beneficiaries are the Grade 12 students enrolled in the TVL Track in identified DepEd public SHSs for SY 2019-2020. The said DepEd public SHSs must be assessed and selected by their respective Schools Division Offices (SDOs) and Regional Offices (ROs) based on the following criteria:
 - a. have been offering SHS-TVL since SY 2016-2017;
 - b. have been ascertained to have inadequate facilities, equipment, tools and teachers for any TVL specialization since SY 2016-2017; and
 - c. are located in areas where there are accessible private SHSs, non-DepEd public SHSs, or private TVIs, which can provide further instructions and training to learners to complete their needed TVL competencies and skills.
18. The consolidated list of qualified SHSs shall be prepared by the Bureau of Curriculum Development (BCD) through a series of validation with the concerned Schools Division Offices (SDOs) and ROs.

C. Amount and Coverage of Vouchers

19. A JDVP-TVL voucher shall be granted to the beneficiaries in the qualified public SHSs in the amount of ***Twelve Thousand five Hundred Fifty Pesos (Php 12,550.00)*** per learner-beneficiary.
20. The JDVP-TVL voucher shall cover the training costs for 320 hours per learner in any one or combination of one to four specializations taking into consideration TESDA Circular No. 12, s 2017 and the TVL Specialization already taken. This shall cover tuition and miscellaneous expenses (e.g. consumables for the workshop) for the TVL training needed to complete the applicable specializations for Grade 12 and subsidy for the assessment fee.

21. The voucher subsidy for the assessment fee in the amount of Php 550.00 shall be limited to one National Certification (NC). The learner-beneficiary shall take the NC of his or her choice in any Assessment Center which must be conducted before the end of the school year.
22. The JDVP-TVL Partners shall coordinate and make the necessary arrangements with the Assessment Center regarding the schedule of assessment which must be considered not later than the end of the school year.
23. The total amount that may be assessed by the JDVP-TVL Partners per learner-beneficiary shall be based on the average training cost under HE, AFA, IA, ICT and the amount of the Assessment Center (AC) fee which shall not exceed Php 550.00.

D. JDVP-TVL Partners

24. Interested private SHSs, non-DepEd public SHSs, and TESDA-accredited private TVIs shall write a letter of intent to participate in the program to the SDO where they are located and shall copy furnish the respective RO the following week after the national orientation. The letter of intent shall use the attached application form template found in **Annex 1**, which shall be submitted along with the following documents:

Potential JDVP-TVL Partners	Requirements
For Private SHS/Non-DepEd Public SHS	<ul style="list-style-type: none"> • Certified true copy of the Provisional Permit to offer SHS-TVL issued by DepEd • Board Resolution indicating the intention to participate and to comply with SHS-TVL Curriculum Learning Standards, including absorptive capacity of 25 learners per class, Pedagogical Requirements, and Policies on Assessment and Rating System based on DepEd Order No. 8, s. 2015 • Attestation that the applicant partner is within the eight-kilometer radius from the listed qualified DepEd public SHS.

For Private TVI	<ul style="list-style-type: none"> • Certified true copy of TESDA accreditation • Board Resolution indicating the intention to participate and to comply with SHS-TVL Curriculum Learning Standards, including absorptive capacity of 25 learners per class, Pedagogical Requirements, and Policies on Assessment and Rating System based on DepEd Order No. 8, s. 2015 • Attestation that the applicant partner is within the eight-kilometer radius from the listed qualified DepEd public SHS.
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25. Potential JDVP-TVL Partners located beyond the eight-kilometer radius from the listed qualified DepEd public SHS may be considered by the SDO provided that they meet any of the following provisions:

- Availability of Mobile TVL Laboratories provided that the cost of electricity is to be borne by the JDVP-TVL Partners;
- Availability of free dormitories for the learner-beneficiaries during the conduct of education and training if the distance does not fall in the 8-kilometer radius;
- Accident insurance coverage for the learner-beneficiaries to be borne by the JDVP-TVL Partners which includes the time of travel from the DepEd Public SHS to the location where the JDVP-TVL Partner is situated and vice versa, class duration and stay at the JDVP-TVL Partner.

26. Within five working days from receipt of the application, the SDO shall assess the application, conduct ocular inspection and validation, and, if warranted, issue a Certificate of Eligibility to the JDVP-TVL Partner using the attached template found in **Annex 2**.

27. The SDO shall email a list of eligible application to the RO and BCD after the one-week assessment of applicants.

E. JDVP-TVL Voucher Issuance, Utilization and Implementation

28. The Participating School shall prepare the list of identified learner-beneficiaries using template provided in the memorandum for the implementation of the program. Such list shall be submitted to the SDOs for validation purposes. The validated list of learner-beneficiaries shall be consolidated by the ROs to be forwarded to BCD. The participating DepEd public SHSs shall prepare a list of students to be excluded from the program due to reasons (e.g. drop-out, transferring to another school) using the template found in **Annex 3A**. Upon submission, the SDO shall validate the enrollment status of the learner-beneficiaries and shall then consolidate and submit the data to the BCD, copy-furnish the

RO using **Annex 3B**, together with the written justification letter on the exclusion from the program signed by the Schools Division Superintendent.

29. Based on the validated lists and for purposes of tracking the number of learner-beneficiaries and the actual cost of specialization, the BCD shall assign a set of unique control numbers of the **JDVP-TVL voucher** to the RO. The RO shall then assign these unique control numbers to each learner-beneficiary. The control numbers assigned by the RO will then be distributed through SDOs. The voucher codes are non-transferable from one learner-beneficiary to another.
30. For any replacement(s) and/or alteration(s) on the master list, the DepEd SHSs must coordinate with the SDO and RO for approval. Once the request is approved, the RO shall send the revalidated master list to the BCD. The replacement(s)/ alteration(s) should not exceed two revisions. If exceeded from two revisions, the succeeding revision shall be subjected for approval in the Central Office, together with a written justification letter signed by the Schools Division Superintendent (SDS) and recommendation by the Regional Director (RD).
31. A certification indicating the least mastered competencies and skills of the learner-beneficiaries found in **Annex 4** shall be prepared by the TVL teacher and duly noted by the School Head. It will serve as a reference of the JDVP-TVL Partner on the training needed to be done to the learner-beneficiaries. This shall then be issued to the learner-beneficiaries.
32. The SDO shall furnish the list of JDVP-TVL Partners to the qualified DepEd public SHSs through email or hard copy.
33. The RO shall issue the voucher, found in **Annex 5**, to the qualified learner-beneficiaries through the SDO. The voucher entitles the learner-beneficiary to take 320 hours in any one or a combination of 1 to 4 specializations. The learner-beneficiaries are prohibited to transfer from one JDVP-TVL Partner to another during the implementation of the program.
34. The SDO shall conduct an orientation on the guidelines to the participating JDVP-TVL Partners and participating DepEd public SHSs. The SDO shall inform these schools of the schedule of orientations and shall keep a copy of the orientation program and attendance sheet as evidence of the activity. Copies of **Annex 4** shall be disseminated during the orientation.
35. The DepEd Public Senior High School Head shall:
 - a. Conduct an orientation with the learner-beneficiaries and their parents, teachers, representatives of the parents' and teachers' association, and the JDVP-TVL trainers on the Guidelines and Curriculum Guide, which indicates the learning standards, pedagogies, education and training class schedule, formative and summative assessment, reporting mechanism of learner's rating and monitoring arrangement of their respective learner's attendance and participation, and other assistance needed by the teacher/trainer to ensure maximum learning. S/He shall also keep a copy of the orientation program and attendance sheet as evidence of the conducted activity;

- b. Secure parents' consent for all the learner-beneficiaries;
- c. Arrange an education and training schedule with the JDVP-TVL Partner that is convenient and responsive to the needs of the learner-beneficiaries, which shall not exceed eight hours daily; and
- d. Assign a teacher-coordinator (TVL Teacher) to regularly confer with the trainer of the JDVP-TVL Partners on the implementation of the agreements discussed during the orientation and monitor the attendance and participation of the learner-beneficiaries.

36. The JDVP-TVL Partners shall:

- a. Attend the orientation that will be conducted by the SDO and partner school;
- b. Receive a copy of the list of learner-beneficiaries during the SDO orientation;
- c. Prepare the education and training schedule with the DepEd public SHS;
- d. Assign trainers and trainer-coordinator for the program;
- e. Orient the learner-beneficiaries on school rules and expectations, including care and safety in handling equipment and tools;
- f. Provide the needed education and training of the learner-beneficiary for a maximum of **three hundred twenty (320)** hours or a minimum of **elghty (80)** hours per TVL Specialization;
- g. Email to the BCD, copy furnished the DepEd public SHSs, SDO and RO, the list of the enrolled learner-beneficiaries with the specializations and NC each learner-beneficiary will take, including the AC venue within a week after the start of education and training;
- h. Monitor the delivery of the education and training by the assigned trainers and participation of the learner-beneficiaries;
- i. Submit the rating of the learner-beneficiaries covering the period of education and training;
- j. Exercise due diligence to ensure the protection and safety of the learners and beneficiaries;
- k. Guide and assist the learner-beneficiaries as regards their choice of NC and AC;
- l. Pay the cost of the AC fee chargeable against the voucher; and
- m. Submit to the concerned public school heads and schools division offices through the JDVP-TVL coordinators, copy furnished the BCD through email address: bcd.jdvp@deped.gov.ph, the end-of-activity reports, certified true and correct by an authorized representative, a week after the conduct of assessment.

37. The Reports provided in paragraph 36 (m) shall contain the following;

- a. Validated list of JDVP-TVL learner-beneficiaries who are registered in their school and the status of completion of education and training (i.e., completed, dropped from the rolls as of [date] and reason, etc.);
- b. Summary of learners' competencies and equivalent ratings of the learner-beneficiaries per specialization per DepEd public SHS (**Annex 6**);
- c. Summary of Assessment Results certified correct by authorized official of the Assessment Center, including the Registry of Workers Assessed and Certified (RWAC);

- d. Summary of the learner-beneficiaries' daily attendance in the education and training; and
- e. Narrative report using the template in **Annex 7**.

F. FINANCIAL ARRANGEMENTS

38. The BCD through the Budget Division, Accounting Division and Finance Service shall download appropriate program funds to the respective regions to cover expenses for the SDO-led and school-led orientation.
39. The JDVP-TVL Partners shall be paid through the **List of Due and Demandable Accounts Payable (LDDAP)-ADA** by the Central Office based on the validated billing statements using the templates in **Annex 8A, 8B, 9 and 10**.

Procedure	Unit-in-Charge	Estimated Processing Time
a. The JDVP Partner shall accomplish four (4) original billing statements and secure from the SDO a certification of submission of all end-of program reports.	JDVP Partner SDO	2 weeks
b. A week after the submission of pertinent documents by the JDVP-TVL Partners, the SDO shall submit to the RO the summary of the JDVP-TVL payments with the four (4) original billing statements and the corresponding SDO-issued certification for the JDVP-TVL Partners.	SDO RO	2 weeks
c. Upon review of the documents, the RO shall submit to the BCD the regional summary of the JDVP-TVL payment with the four (4) original billing statements and the SDO-issued certification.	RO CO- BCD	2 weeks
d. The BCD shall review the submission of the RO and, if found in order, forward the	BCD, Budget Division, Accounting Division,	4-6 weeks

same to the Office of the Undersecretary for Finance – Accounting and Disbursements for payment to the JDVP-TVL partner.	Disbursements Office of the Undersecretary for Curriculum and Instruction and Finance	
e. All other costs, except for the FGDs/post-conference to be conducted by the BCD, shall be charged against local funds subject to the usual accounting and auditing procedures.	BCD RO SDO Eligible Public SHS Budget Division Finance Service	2 weeks

40. The **hard copies of the Annexes 8A, 8B, 9 and 10** signed by the concerned authorities shall be submitted to the Office of the Director of the BCD, while the **scanned copies with signatures of the SDS and RD shall be sent to bcd.jdvp@deped.gov.ph** a week after the conduct of assessment.

41. A JDVP-TVL Task Force shall be created that will be in-charge of key functions such as Project Operating Planning, Project Monitoring and Evaluation, and Project Operation Management.

V. MONITORING AND EVALUATION

42. The Central Office, through the BCD and JDVP Task Force shall provide technical assistance, such as orientation to the ROs and the SDOs, to ensure smooth implementation of the program. It shall also monitor and evaluate the program policy and the program implementation.

43. ROs and their SDOs shall validate and monitor selection of the participating DepEd public SHS-TVL, certification of JDVP-TVL Partners and the implementation arrangements including payment of vouchers. They shall also provide technical assistance such as orientation to school heads, teachers and staff of the participating schools, and shall recommend to the BCD specific measures to improve implementation guidelines for succeeding school years.



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP-TVL)**

**APPLICATION FORM FOR JDVP-TVL PARTNER
SY 2019-2020**

Region:	
Division:	
School Name:	
School ID (if applicable):	
School Address:	
	<i>(Number/Block/Street)</i>
	<i>(Subdivision/Village/Brgy.)</i>
City or Municipality:	
Province:	
Contact Number/s:	
Email:	
TESDA Accreditation Number	
No. of Kilometers to the nearest and accessible Public DepEd SHS:	
TVL Specializations/Training Offered	

Attach the following documents:

1. For private SHS/non-DepEd public SHS, certified true copy of the Provisional Permit to offer SHS-TVL issued by DepEd;
2. For private TVL, certified true copy of TESDA accreditation;
3. For both, Board Resolution indicating the intention to participate and to comply with SHS-TVL Curriculum Learning Standards, including absorptive capacity of 25 learners per class, Pedagogical Requirements, and Policies on Assessment and Rating System based on DepEd Order No. 8, s. 2015; and
4. For both, attestation that there is a maximum four-kilometer distance between the listed qualified DepEd public SHS and the applicant partner.

ATTESTATION

I certify that my answers are true and complete to the best of my knowledge.

I am aware that the information supplied in this document shall be retained by DepEd on a database and shall be processed in compliance with the Data Protection Act of 2012.

I consent that the information herein may be used for reports both internally and to the Department of Education.

**School Head/
Authorized Representative**

Date Signed



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP- TVL)**

CERTIFICATE OF ELIGIBILITY

This is to certify that

(Name of School)

(School ID / TESDA Accreditation Number)

is eligible to participate as a **JDVP-TVL Partner** in the
Joint Delivery Voucher Program for Senior High School Technical Vocational Livelihood Specializations
(JDVP-TVL)

for SY 2019-2020.

Issued this _____ of _____, 2019 at _____.

**Schools Division Superintendent/
Authorized Representative**



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP- TVL)**

**LIST OF LEARNERS EXCLUDED FROM THE PROGRAM
SY 2019-2020**

Region: _____
Division: _____

School: _____
School ID: _____
Contact Details: _____

LRN	Name of Learner	Reason for exclusion

Prepared by:

Certified by:

TVL Teacher
(Signature over Printed Name)

**School Head/
Authorized Representative**
(Signature over Printed Name)



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP- TVL)**

**CONSOLIDATED LIST OF NUMBER OF LEARNERS EXCLUDED
FROM THE PROGRAM SY 2019-2020**

Region: _____
Division: _____

Name of School	School ID	No. of Learners

PREPARED BY:

JDVP Focal Person- Division Level
Signature over Printed Name

CERTIFIED:

Schools Division Superintendent
(Signature over Printed Name)



Public Senior High School – TVL: _____

ID Number: _____

CERTIFICATION OF LEARNER'S MASTERY
This is to certify that
JUAN DELA CRUZ Grade, 11 – ST. JOHN, 1048559926

(Name of Student/Grade & Section/ LRN)

of
MAYOR RAMONA S. TRILLANA NATIONAL HIGH SCHOOL, 104855
 (Name of School / School ID)

has mastered the competencies in
TECHNICAL DRAFTING NC II

(TVL Specialization)

The learner's least mastered competencies shall be the focus of the education and training under the Joint Delivery Voucher Program – Technical Vocational Livelihood (JDVP-TVL) SY 2019-2020.

This certification is being issued for the tracking of his/her competencies

Certified by: _____

TVL Teacher

(Signature over printed name)

Date: _____

Noted: _____

Principal

(Signature over printed name)

Date: _____

LEARNING COMPETENCIES MASTERED

LO3. Lay-out electrical drawings and details
LO4. Submit complete drawings
LO 2. Draft mechanical details of conveyor system
LO3. Lay-out plumbing and sanitary drawings and details
LO2. Prepare and set-up tools and materials for drawing
LO3. Lay-out mechanical detailed drawing

LEAST MASTERED LEARNING COMPETENCIES

LO 1. Operate CAD software and computer hardware
LO 1. Draft electrical plans and layouts
LO 2. Draft mechanical details of conveyor system

Signature of the Voucher Holder: _____



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS
(JDVP -TVL)**

Voucher No. _____

Valid for School Year 2019 - 2020

JDVP -TVL VOUCHER CERTIFICATE

_____, LRN _____, is a Learner – Beneficiary of the Joint Delivery
(Name of Student)
Voucher Program for Senior High School Technical Vocational Livelihood Specializations
(JDVP- SHS TVL) for School Year 2019-2020

The Learner-Beneficiary is a bonafide student of _____
Public SHS

_____ of _____
School ID Municipality/City

*which is one of the qualified public Senior High Schools to participate in the JDVP-SHS TVL,
and therefore entitled to the benefits and privileges covered by JDVP-SHS TVL Voucher.*

This Certificate is issued on _____ at _____.

Regional Director/ Authorized Representative



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL AND
VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP- TVL)**

**SUMMARY OF LEARNER'S COMPETENCIES AND EQUIVALENT RATING
SY 2019-2020**

Region : _____

Division : _____

School Name : _____

School ID : _____

School Address : _____

LEARNER BENEFICIARIES	SPECIALIZATION	NC TO BE TAKEN	ASSESSMENT TAKEN

Prepared by:

Certified Correct:

Trainer

(Signature over Printed Name)

School Head/Representative

(Signature over Printed Name)

Validated by:

Schools Division Superintendent/
Authorized Representative

(Signature over Printed Name)



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL AND
VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP- TVL)**

**NARRATIVE REPORT
SY 2019-2020**

School Name : _____

School ID : _____

School Address : _____

Specialization/s Offered: _____

No. of Learner Beneficiaries per Specialization: _____

Assessment Center/ Provider: _____

Address: _____

Contact Details (email/mobile number) : _____

HIGHLIGHTS OF THE IMPLEMENTATION

- A. STRENGTHS OF THE PROGRAM/ POSITIVE EXPERIENCES/ COMMENTS**
- B. ISSUES, CHALLENGES AND RESOLUTIONS**
- C. LESSONS LEARNED/ INSIGHTS**

Prepared by:

JDVP-TVL Partner Coordinator
(Signature over Printed Name)

Certified by:

School Head/Authorized Representative
(Signature over Printed Name)

SUMMARY OF BILLING STATEMENT
SY 2019-2020

All supporting documents regarding this billing statement are with the Schools Division Offices.

Billing to: Department of Education

Billing to: Department of Education		Billing Statement No.	Date:
JDVP-TVL Partner School: _____			
JDVP-TVL School ID/TESDA Accreditation Number:		JDVP-TVL Partner School Contact Number:	
Region:		Division:	Municipality:
Assessment Center: _____		Gov't. Recognition No.:	Year Issued:

Total Grantees and Amount Due						
DepED Public SHS	No. of Grantees	No. of Specializations Trained under the JDVP-TVL Partner	Specialization Assessed	Training Cost	Assessment Cost	Total Amount
TOTAL AMOUNT :						

Public SHS School Head

Faculty Association President/Representative

JDVP-TVL Partner School Head

Note: Affix signature over printed name.



JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP - TVL)

Kindly deposit payment to the JDVP-TVL partner school's bank account; the details of which are as follows:

Account Name	:	_____
Bank Name	:	_____
Bank Account Number	:	_____
Branch	:	_____
Amount Due	:	_____

Requirement: Please attach an IM11 or ST11 printout signed by the bank's branch manager.

<p>Certified:</p> <p>_____</p> <p>Schools Division Superintendent</p>	<p>Endorsed for processing:</p> <p>_____</p> <p>DepEd Regional Director/Representative</p>	<p>Endorsed for payment:</p> <p>_____</p> <p>Director IV Bureau of Curriculum Development</p>
---	--	---

Note: Affix signature over printed name.

This Billing Statement also serves as the contract between DepEd and the private school or non-DepEd public SHS or TVI with regard to the latter's participation in accordance with the program guidelines issued for the school year stated above.

Instructions: Please accomplish and submit original 4 copies (1 copy to the Division, 1 copy to the Region and 2 copies to the Central Office)

Billing to:	Department of Education	Billing Statement No.	Date:
JDVP-TVL Partner School: _____			
JDVP-TVL School ID/TESDA Accreditation Number:	JDVP-TVL Partner School Contact Number:	Gov't. Recognition No.:	Year Issued:
Region:	Division:	Municipality:	
Assessment Center: _____			

Total Grantees and Amount Due							
DepED Public SHS	Name of Grantees	Voucher Number	No. of Specializations Trained under the JDVP-TVL Partner	Specialization Assessed	Training Cost	Assessment Cost	Total

IDVP-TVL Partner School Head

Note: Affix signature over printed name.



JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP - TVL)

Kindly deposit payment to the JDVP-TVL partner school's bank account; the details of which are as follows:

Account Name	:	_____
Bank Name	:	_____
Bank Account Number	:	_____
Branch	:	_____
Amount Due	:	_____

Requirement: Please attach an IM11 or ST11 printout signed by the bank's branch manager.

<p>Certified: _____</p> <p>Schools Division Superintendent</p>	<p>Endorsed for processing: _____</p> <p>DepEd Regional Director/Representative</p>	<p>Endorsed for payment: _____</p> <p>Director IV Bureau of Curriculum Development</p>
--	---	--

Note: Affix signature over printed name.



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP- TVL)**

School Year 2019-2020

CERTIFICATION

This is to certify that

(Name of JDVP-TVL Partner)

has submitted the complete year-end reports and billing statement in four (4) copies and such were found to be
in order

Issued this _____ of _____, 2019 at _____.

**Schools Division Superintendent/
Authorized Representative**

ANNEX 10



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION



Region : _____
Division : _____
School : _____
ID Code : _____

I _____ qualified JDVP-TVL recipient with Voucher No. _____ for SY 2019-2020 per D.O. No. _____ s, 2019, hereby authorize the following subject to the provision of the said D.O.:

- 1) (JDVP-TVL Partner), (ID Code) to collect from the Department of Education the assessed value/cost of my education and training provided by the cited institution, and
- 2) for the Department of Education to pay the cited institution the value of my voucher, representing the validated value/cost of my education and training provided by the cited institution.

Signature over Printed Name

LRN _____
Voucher No. _____

Certified

Signature over Printed Name
Class Adviser

Conforme:

Approved:

Signature Printed Name
Parent/Guardian

Signature over Printed Name
School Head