



Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



07 January 2026

**DIVISION MEMORANDUM**

DM No. 0025, s. 2026

**DIVISION MONITORING OF JOINT DELIVERY VOUCHER PROGRAM (JDVP)  
IMPLEMENTATION FOR SCHOOL YEAR 2025-2026**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division Special Committee on JDVP Implementation  
Public Schools District Supervisors  
School Heads of JDVP Participating Public Senior High Schools  
All Others Concerned

1. Pursuant to the Unnumbered Regional Memorandum re: **Monitoring and Checking of Documents of the Joint Delivery Voucher Program (JDVP)** dated October 15, 2025, this Office hereby announces the conduct of **Division Monitoring of the JDVP Implementation for School Year 2025–2026**, to be conducted from **January 12 to 23, 2026**.
2. The activity aims to ensure the smooth and effective implementation of the JDVP for Senior High School–Technical–Vocational–Livelihood (SHS–TVL) in accordance with existing Department of Education (DepEd) guidelines, and to provide appropriate technical assistance to participating schools, as may be necessary.
3. The composition and specific assignments of the **Division JDVP Monitoring and Evaluation Team (DJMET)** are provided in the Enclosure. The assigned DJMET members shall coordinate directly with the participating schools regarding their respective monitoring schedules.
4. All Public Schools District Supervisors (PSDSs) shall conduct monitoring and evaluation of the JDVP implementation using the prescribed monitoring tool (Annex 11), which is attached hereto.
5. Scanned copies of all accomplished JDVP Monitoring Reports, in portable document format (PDF), shall be submitted through [tinyurl.com/JDVPMonitoringReports26](https://tinyurl.com/JDVPMonitoringReports26) immediately after the conduct of the monitoring activity.
6. Furthermore, the soft copy of the **consolidated JDVP Monitoring Reports** of each Monitoring Team shall be submitted in Microsoft Word format (.docx) through [tinyurl.com/JDVPConsolidatedReports26](https://tinyurl.com/JDVPConsolidatedReports26), not later than **January 26, 2026**.

DEPEDQUEZON-TM-SDS-04-009-003



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7. Any concerns or issues requiring immediate attention shall be reported directly to the DJMET, in coordination with the Division JDVP Focal Person, for appropriate and timely action.
8. All related expenses to be incurred by the DMET and PSDSs in the conduct of the JDVP monitoring activity shall be charged against the Division MOOE, while that of school heads shall be charged to their respective school MOOE, subject to existing COA rules and regulations.
9. For wide dissemination and information of all concerned.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

smemgd01/07/2026

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Enclosure to DM No. 0235, s. 2026

**JDVP Division Monitoring and Evaluation Team (DMET)**

<b>Congressional District 1</b>	<b>Congressional District 2</b>
<p><b>Team Lead:</b> EPS Maria Dylin S. Garcia</p> <p><b>Members:</b></p> <ul style="list-style-type: none"><li>▪ EPS Jay Alfaro</li><li>▪ EPS Carmen Macatugob</li><li>▪ SEPS Michelle G. Duma</li><li>▪ PSDSs (1st Congressional Dist.)</li></ul>	<p><b>Team Lead:</b> EPS Fernando T. Seño</p> <p><b>Members:</b></p> <ul style="list-style-type: none"><li>▪ EPS Abner L. Pureza</li><li>▪ SEPS Regina V. Marino</li><li>▪ EPS-II Carla Jobelle J. Culajara</li><li>▪ PSDSs (2nd Congressional Dist.)</li></ul>
<b>Congressional District 3</b>	<b>Congressional District 4</b>
<p><b>Team Lead:</b> EPS Carmela Ezcel Orogo</p> <p><b>Members:</b></p> <ul style="list-style-type: none"><li>▪ EPS Asuncion C. Ila</li><li>▪ EPS Jaime Zara Jr.</li><li>▪ SEPS Paul Clifford N. Marquez</li><li>▪ PSDSs (3rd Congressional Dist.)</li></ul>	<p><b>Team Lead:</b> EPS Jee-Ann O. Borines</p> <p><b>Members:</b></p> <ul style="list-style-type: none"><li>▪ EPS Joseph E. Jarasa</li><li>▪ EPS Joan Alejaida R. Mauhay</li><li>▪ EPS Raul R. Agaran</li><li>▪ PSDSs (4th Congressional Dist.)</li></ul>

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

**JDVP Monitoring and Evaluation Tool**  
**School Year \_\_\_\_\_**

**Division:** Quezon Province

**Name of School:** \_\_\_\_\_

**Name of School Head:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Name of School JDVP Focal Person:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Total Number of Learner Beneficiaries:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Name of JDVP Partner:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Training Venue:** \_\_\_\_\_

**Direction:** Fill in the required data with accuracy.

**PART I. QUALIFICATIONS**

**A. PARTICIPATING SCHOOL**

INDICATOR	YES	NO
1. The School offers a Technical Vocational Livelihood Track since 2016		
2. The School has been ascertained to have inadequate facilities, equipment, tools, and teachers for a TVL Specialization since 2016		
3. The school is located in areas where there are accessible Private SHSs, Non-DepEd Public SHS or Private TVIs		

**B. JDVP PARTNERS**

INDICATOR	YES	NO
1. The JDVP Partner offers Technical Vocational Livelihood Track since 2016		
2. The JDVP Partner submitted the following documentary requirement upon application		
a. Certified True Copy of Provisional Permit to Offer SHS/ TESDA Accreditation		
b. Letter of Intent		
c. Board Resolution		
d. Application Form (Annex 1)		
3. The JDVP Partner must be within the 8-kilometer radius. If not:		
a. Must provide Mobile TVL Laboratories		
b. Must provide Free Dormitories		



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

c. Must provide Free Transportation with Insurance coverage		
d. Application Form (Annex 1)		

**PART II: PRE-IMPLEMENTATION**

ACTIVITY	MODE OF VERIFICATION	YES	NO	Remarks
<b>For Participating Public SH Schools</b>				
1. Secured copy of the DepEd Order 40, series of 2021 and Department Memorandum No. 017, s. 2024	DepEd Order 40, series of 2021 Department Memorandum No. 017, series of 2024			
2. Attended Division Orientation on the conduct of Joint Delivery Voucher Program	Certificate of Appearance			
3. Conducted an orientation to the learner beneficiaries with their respective parents in the school level	Narrative Report (Program, Attendance, Photos)			
4. Crafted flexible education and training schedule	Training Schedule			
5. Secured parental consent	Compiled Parental Consent			
6. Assigned School JDVP-TVL Focal Person	Designation			
7. Assigned teacher to regularly confer with the trainer	Designation			
8. Submitted the Annex 3A to the SDO	Receiving Copy of Annex 3A			
9. Provided Annex 4 to the JDVP Partner(s)	Receiving Copy of Annex 4			
10. Forwarded Annex 5 to the SDO	Receiving Copy of Annex 5			
11. Submitted Annexes 11 and 14 to the SDO and provided copy to the JDVP Partner	Receiving Copy of Annexes 11 and 14			
<b>For JDVP TVL Partners</b>				
1. Submitted application with complete documentary requirements	Annex 2			



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

2. Attended Division Orientation on the conduct of Joint Delivery Voucher Program	Certificate of Appearance			
3. Received a copy of the List of Learner Beneficiaries	Annex 11			
4. Furnished a copy of the training schedule	Training Schedule			
5. Assigned trainers per school per specialization	Designation			
6. Conducted orientation prior to the training proper	Narrative Report			

**PART III: IMPLEMENTATION PROPER**

ACTIVITY	MODE OF VERIFICATION	YES	NO
1. Monitored the delivery of the training	Monitoring Plan		
2. Checked attendance	Attendance Sheets		
3. Reported the improvement of learners beneficiaries	Report Card		

**AVAILABILITY OF RESOURCES**

INDICATOR	Available?		Remarks
	Yes	No	
1. Sufficient Tools and Equipment a. 1:1 Ratio b. Updated Tools c. Complete Consumables d. Met the Set Standard			
2. Competent Trainer a. 25:1 Learner: Trainer Ratio b. Management Skill			
3. Safety Precautionary Measure a. Poster/ Signage b. Protective Gear			
4. Students' Participation a. Complete Attendance b. Present JDVP Focal Person			

**PART IV: POST IMPLEMENTATION**

ACTIVITY	MODE OF VERIFICATION	YES	NO
1. The JDVP Partner prepared Annex 6	Annex 6		



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
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2. The JDVP Partner guided and assisted the learner-beneficiaries as regards to their choice of NC and Assessment Centre	Assessment Result		
3. The JDVP Partner completed Annex 7	Annex 7		
4. The JDVP Partner submitted JDVP Form 1 (Annexes 8A and 8B before) with accurate data	Annexes 8A and 8B		
5. The JDVP Partner secured Annex 9	Annex 9		

**PART V: INPUT ASSESSMENT**

AREA OF CONCERN	BEST PRACTICE	PROBLEMS MET
<b>APPLICATION</b>		
<b>ORIENTATION</b>		
<b>TRAINING SCHEDULE</b>		
<b>TRAINING PROPER</b> Learners' Participation a. Attendance b. Performance Trainers' Competencies Resources' Sufficiency		
<b>MONITORING</b>		
<b>NC ASSESSMENT</b>		
<b>BILLING</b>		
<b>Other Concerns:</b> _____		



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
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**Other Observations/Comments/Recommendations:**

	<b>Monitor:</b>	<b>Respondent (Participating School)</b>	<b>Respondent (JDVP Partner)</b>
<b>Signature</b>			
<b>Name:</b>			
<b>Position:</b>			
<b>Date:</b>			