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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

23 December 2024

DIVISION MEMORANDUM
DM No. 1099, s. 2024

DIVISION MONITORING OF JOINT DELIVERY VOUCHER PROGRAM (JDVP)
IMPLEMENTATION AND CHECKING OF DOCUMENTS

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 **Regional Unnumbered Memorandum** dated December 16, 2024, regarding the DO 54, s. 2022 and Joint Delivery Voucher Program (JDVP) Monitoring and Checking of JDVP Documents, this Office announces the conduct of a Division monitoring of JDVP implementation on **January 6-17, 2025**, and checking of JDVP documents on **March 3-7, 2025**.
2. This aims to ensure the smooth implementation of the JDVP for SHS-TVL following the existing guidelines of the Department of Education (DepEd) and provide technical assistance as may be deemed necessary.
3. Kindly see the **Enclosure** for the composition and assignment of the Division JDVP Monitoring and Evaluation Team (DJMET). The assigned DJMET shall communicate with the participating schools their specific schedule of monitoring.
4. All Public Schools District Supervisors shall conduct monitoring and evaluation of the JDVP implementation following the attached **prescribed tool (Annex 11)**.
5. The scanned copy of all JDVP Monitoring reports (pdf) shall be submitted through **tinyurl.com/JDVPMonitoringReports25** after the monitoring.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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6. Further, the soft copy of the consolidated JDVP Monitoring reports of each Monitoring Team shall be submitted in MS Word format (.docx) through **tinyurl.com/JDVPConsolidatedReports25** not later than **January 20, 2025**.
7. All concerns needing immediate attention shall be reported directly to the DJMET, in coordination with the Division JDVP Focal Person, for appropriate actions.
8. All related expenses to be incurred by the DJMET 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 

smemgd12/23/2024

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Enclosure to DM No. 1099 s. 2024

JDVP Division Monitoring and Evaluation Team (DMET)

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

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

PART II: PRE-IMPLEMENTATION

ACTIVITY	MODE OF VERIFICATION	YES	NO	Remarks
For Participating Public SH Schools				
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			
For JDVP TVL Partners				
1. Submitted application with complete documentary requirements	Annex 2			



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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		



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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
APPLICATION		
ORIENTATION		
TRAINING SCHEDULE		
TRAINING PROPER Learners' Participation a. Attendance b. Performance Trainers' Competencies Resources' Sufficiency		
MONITORING		
NC ASSESSMENT		
BILLING		
Other Concerns: _____		



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

Other Observations/Comments/Recommendations:

	Monitor:	Respondent (Participating School)	Respondent (JDVP Partner)
Signature			
Name:			
Position:			
Date:			