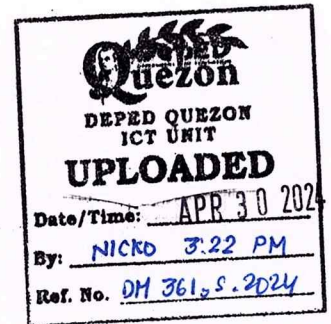




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 April 2024

DIVISION MEMORANDUM

DM No. 361, s. 2024

MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE JOINT DELIVERY VOUCHER PROGRAM (JDVP) FOR SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) SPECIALIZATIONS FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendents
Division Chiefs
Division JDVP Committee
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. In line with **DepEd Memorandum No. 017, s. 2024** (Updates on the Implementation of the Joint Delivery Voucher Program (JDVP) for Senior High School Technical-Vocational-Livelihood (SHS-TVL) Specializations for School Year (SY) 2023-2024), this Office will conduct a monitoring and evaluation of the implementation of the JDVP for SHS-TVL Specializations for SY 2023-2024 from **April to May 2024**.
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 JDVP Division Monitoring and Evaluation Team (DMET). The assigned JDVP DMET shall communicate with the participating schools regarding their specific schedule of monitoring and evaluation.
4. All Public Schools District Supervisors shall conduct monitoring and evaluation of the JDVP following the attached **prescribed tool (Annex 11)**.

DEPEDQUEZON-TM-SDS-04-009-003



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5. The scanned copy of all JDVP M&E reports (in pdf) shall be submitted through **tinyurl.com/2024JDVPteamreport** five days after the conduct of the Monitoring and Evaluation.
6. All concerns needing immediate attention shall be reported directly to the DMET, in coordination with the Division JDVP Focal Person, for appropriate actions.
7. All related expenses to be incurred by the DMET and PSDSs in the conduct of the monitoring and evaluation 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.
8. For wide dissemination and information of all concerned.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

f. 16

smemgd4/29/2024

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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 2023-2024**

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
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			
2. Attended Division	Certificate of			



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

Orientation on the conduct of Joint Delivery Voucher Program	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		
2. The JDVP Partner guided and assisted the	Assessment		



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

learner-beneficiaries as regards to their choice of NC and Assessment Centre	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:			