



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

14 December 2020

**DIVISION MEMORANDUM**  
DM No. 396, s. 2020

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

**To: OIC-Assistant Schools Division Superintendents, SGOD Chief, CID Chief, Education Program Supervisors and Specialists, Public Schools District Supervisors, Concerned Secondary School Heads, JDVP Coordinators, Partner-TVIs and All Others Concerned**

1. In consonance with the provisions of DepEd Order No. 035, s. 2020 or the Joint Delivery Voucher Program (JDVP) for Senior High School - Technical Vocational Livelihood Specializations, the Schools Division Office, and School Heads shall monitor and evaluate the implementation of the program from the beginning until its completion.
2. In addition, the SDOs shall validate and monitor the 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 Bureau of Curriculum Delivery specific measures to improve implementation guidelines for succeeding school years.
3. In this regard, the Schools Governance and Operations Division and the Curriculum and Implementation Division will be conducting monitoring of the schools with Joint Delivery Voucher

DEPEDQUEZON-TM-SDS-04-009-003



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ICT UNIT  
DEPED QUEZON

Date/Time: 12/15/2020

By: Rommel

Ref. No: DM 396. S. 2020



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Program and their partner Technical Vocational Institutions on December 16-23, 2020 and on January 4-8, 2021.

4. The Annex 11 or the Monitoring and Evaluation Tool for Joint Delivery Voucher Program (JDVP) for Senior High School will be used for this purpose.
5. This undertaking should strictly adhere and observe the IATF and LGU guidelines on safety and health protocols.
6. Immediate and widest dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA, JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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

**Monitoring and Evaluation Tool  
School Year 2020-2021**

Division: \_\_\_\_\_  
 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: \_\_\_\_\_

Direction: Fill in the required data with accuracy.

**PART I. QUALIFICATIONS**

**A. PARTICIPATING SCHOOL**

INDICATOR	YES	NO
1. The School offers Technical Vocational Livelihood Track since 2016		
2. The School has been ascertained to have inadequate facilities, equipment, tools and teachers for an 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		
c. Must provide Free Transportation with Insurance coverage		
d. Application Form ( Annex 1)		

**PART II: PRE IMPLEMENTATION**

ACTIVITY	MODE OF VERIFICATION	YES	NO
<b>For Participating Schools</b>			
1. Secured copy of the DepEd Order ____, series of ____.	DepEd Order ____, series of ____.		



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
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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 Partners</b>			
1. Submitted application with complete documentary requirements	Annex 2		
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			



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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 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 Annexes 8A and 8B 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		



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<b>BILLING</b>		
Other Concern: _____		

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