



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

DEPED QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	OCT 03 2024
By:	ctw y.29
Ref. No.	DM 821-24

02 October 2024

**DIVISION MEMORANDUM**  
DM No. 821, s. 2024

**APPLICATION FOR JOINT DELIVERY VOUCHER PROGRAM (JDVP) FOR SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL-LIVELIHOOD SPECIALIZATION FOR SCHOOL YEAR 2024-2025**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Education Program Specialists  
Division Planning Officer  
Public Schools District Supervisors  
School Heads of Public Senior High Schools with TVL Offerings  
Prospective JDVP-TVL Partners  
All Others Concerned

1. In anticipation of the forthcoming implementation of the **Joint Delivery Voucher Program (JDVP) for Senior High School Technical-Vocational-Livelihood Specialization for the School Year 2024 – 2025**, the Office, through the CID-IMS-SHS, encourages prospective participating public Senior High Schools under DepEd Quezon and prospective JDVP-TVL Partners to adhere to **Department Order No. 6, s. 2023** titled “Guidelines on the Implementation of the Joint Delivery Voucher Program (JDVP) for Senior High School Technical-Vocational Specializations for School Year 2022 – 2023” and **Department Memorandum No. 017, s. 2024** titled “Updates on the Implementation of the Joint Delivery Voucher Program for Senior High School Technical-Vocational Specializations”. This adherence aims to facilitate the timely preparation of documentary requirements for JDVP application to prevent submission delays to the Regional Office and ensure the accuracy of JDVP documents.
2. Consistent with Department Order No. 6, s. 2023 and Department Memorandum No. 017, 2024, interested private SHSs, non-DepEd public SHSs, and TESDA-accredited

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private TVIs are invited to submit a hardcopy of their letter of intent along with the necessary documentary requirements (refer to the attached checklist of requirements for application) not later than **October 11, 2024**.

3. Public Senior High Schools intending to participate in the program must submit a hardcopy of their letter of intent along with the required documentary requirements (refer to the attached checklist of requirements for application) not later than **October 11, 2024**.
4. Additionally, school-applicants are instructed to submit an **editable soft copy of JDVP Templates 11 and 14**, along with the **Excel File** (for SDO Master Copy), **via Google Drive**. This submission should be completed and uploaded to the **JDVP** group chats by **October 11, 2024**. Public Senior High School applicants should **refrain from completing the columns for Voucher Codes and JDVP-TVL Partners** in the provided templates.
5. The screening of applicants for both JDVP TVL Partners and JDVP recipient-schools will be conducted by the **Division Special Committee on the Implementation of JDVP** on **October 14-15, 2024**.
6. Immediate dissemination of this Memorandum is requested to ensure prompt awareness and action among concerned stakeholders.

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

cid-ims-jam10/02/2024

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Enclosure No. 1 to DM No. 821, s. 2024

**CHECKLIST OF REQUIREMENTS FOR PUBLIC SHS-APPLICANTS TO PARTICIPATE IN THE JDVP FOR SCHOOL YEAR 2024-2025**

Name of School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 JDVP Focal Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Schools District: \_\_\_\_\_ PSDS: \_\_\_\_\_

Requirements	MOVs
1. Letter of Intent to Participate in the JDVP	Letter of Intent Signed by the School Head
2. List of TVL Specialized Subject/s to be Handled by the JDVP-TVL Partner (Note: This subject/s should be offered in the Second Semester of the SY 2024 – 2025.)	Class Program with Signature of School Authorities Showing the Specialized Subject/s to be Handled by the JDVP-TVL Partner
3. Appropriate Learning Environment Required of the Specialization	Description of Appropriate Learning Environment Required of the Specialized Subject to be Handled by the JDVP-TVL Partner
4. List of Resources Needed for TVL Specialized Subject Under the JDVP	List of Resources to be Provided by the JDVP-TVL Partner that are Needed for the Completion of the Specialized Subject/s
5. List of Proposed JDVP Beneficiaries Per Specialized Subject	Completed JDVP Templates 11 and 14, along with the Excel file for the SDO Master Copy, must be submitted in both <u>hard copy</u> and <u>soft copy</u> (via Google Drive) by <b>October 11, 2024.</b>
6. List of Specialized Subject/s for National Assessment	List of Specialized Subject/s for Assessment (NC II)
7. The school has been offering the SHS-TVL for the <b>past four to five years.</b>	Regional Office Issued Permit to Offer the SHS-TVL for Inclusion in the JDVP, including the <b>Result of Re-Application of TVL Offering/s</b>
8. The school has been ascertained to have inadequate facilities, equipment, tools and teachers for the TVL specialization for the past two or three years.	PSDS Inspection Report on School Inadequacies in Terms of Facilities, Equipment, Tools and Teachers and Their Descriptions ( <b>Note: Include MOVs.</b> )

Note: Compile all documentary requirements using one long sized folder. Use ear tags to easily locate the documents.

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**CHECKLIST OF REQUIREMENTS FOR PROSPECTIVE JDVP-TVL (PRIVATE SHS/NON-DEPED PUBLIC SHS) PARTNERS OF DEPED QUEZON FOR SCHOOL YEAR 2024-2025**

Name of JDVP Partner: \_\_\_\_\_ School ID/Gov't Permit: \_\_\_\_\_  
 Complete Address of the Institution: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 E-mail Address of the Institution: \_\_\_\_\_ No. of JDVP Trainers: \_\_\_\_\_  
 Head of the Institution: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 JDVP-TVL Partner Focal Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

<b>Requirements</b>	<b>MOVs</b>
1. Letter of Intent to Participate in the JDVP and Accomplished Annex 1	Letter of Intent Annex 1 – Application Form for JDVP – TVL Partner
2. Certified true copy of the provisional permit to offer SHS-TVL issued by DepEd	Certified true copy of the provisional permit to offer SHS – TVL issued by DepEd
3. Updated 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	Updated Board Resolution
4. Workable JDVP 40-Day Training Plan indicating the competencies to be delivered, strategies to be employed, specific date of delivery, human and material resources needed, success indicators, possible risks and mitigation measures	Updated Workable JDVP 40-Day Training Plan
5. List of Qualified JDVP Trainers indicating the trainers' full name (alphabetically arranged- Surname, First Name, Middle Initial), educational qualification including their NC or TM in any TVL Specialization with date of validity, length of teaching service	List of Qualified JDVP Trainers Categorized According to the SHS TVL-Subjects Covered by the Program; Certified True Copy of NC II/TM I
6. Acceptable Memorandum of Agreement between Your Institution and DepEd Quezon	Notarized Quality Assured Memorandum of Agreement (Note: To be accomplished once the application has been approved by the

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	Special Committee on JDVP Implementation for School Year 2024-2025.)
7. NC Assessment Results for SY 2023-2024, indicating the name of Senior High School partner, number of JDVP Beneficiaries, number of JDVP beneficiaries who completed the JDVP training, number of JDVP beneficiaries who took the NC Assessment, Number of JDVP Beneficiaries who Passed the NC Assessment, Number of JDVP Beneficiaries who did not Pass the NC Assessment, Number of JDVP Beneficiaries who Did Not Take the NC Assessment, Reason for not Taking the NC Assessment	Tabular Presentation of Data on NC Assessment Results for SY 2023-2024
8. Evaluation Report of JDVP Training Conducted in SY 2023-2024 highlighting the STRENGTHS, WEAKNESSES, and RECOMMENDATIONS	Evaluation Report of JDVP Training Conducted in SY 2023-2024 with Signature of the School Head of Public SHS and Head of JDVP TVL Partner

**Note: Compile all documentary requirements using one long sized folder. Use ear tags to easily locate the documents.**

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**CHECKLIST OF REQUIREMENTS FOR PROSPECTIVE JDVP-TVL (PRIVATE TVI)  
 PARTNERS OF DEPED QUEZON FOR SCHOOL YEAR 2024-2025**

Name of JDVP Partner: \_\_\_\_\_ School ID/Gov't Permit: \_\_\_\_\_  
 Complete Address of the Institution: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 E-mail Address of the Institution: \_\_\_\_\_ No. of JDVP Trainers: \_\_\_\_\_  
 Head of the Institution: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 JDVP-TVL Partner Focal Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Requirements	MOVs
1. Letter of Intent to Participate in the JDVP and Accomplished Annex 1	Letter of Intent Annex 1 – Application Form for JDVP – TVL Partner
2. Certified true copy of TESDA Accreditation	Certified true copy of TESDA Accreditation
3. Updated 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	Updated Board Resolution
4. Certificate of Recognition from TESDA that it has the capacity to deliver registered program with preferred flexible learning mode, as indicated in the updated Curriculum and Training Plan (TESDA Circular No. 62, s. 2020)	Certificate of TESDA Recognition
5. Workable JDVP 40-Day Training Plan indicating the competencies to be delivered, strategies to be employed, specific date of delivery, human and material resources needed, success indicators, possible risks and mitigation measures	Updated Workable JDVP 40-Day Training Plan
6. List of Qualified JDVP Trainers indicating the trainers' full name (alphabetically arranged- Surname, First Name, Middle Initial), educational qualification including their NC or TM in	List of Qualified JDVP Trainers Categorized According to the SHS TVL-Subjects Covered by the Program; Certified True Copy of NC II/TM I

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any TVL Specialization, length of teaching service	
7. Acceptable Memorandum of Agreement between Your Institution and DepEd Quezon	Notarized Acceptable Memorandum of Agreement
8. NC Assessment Results for SY 2023-2024, indicating the name of Senior High School partner, number of JDVP Beneficiaries, number of JDVP beneficiaries who completed the JDVP training, number of JDVP beneficiaries who took the NC Assessment, Number of JDVP Beneficiaries who Passed the NC Assessment, Number of JDVP Beneficiaries who did not Pass the NC Assessment, Number of JDVP Beneficiaries who Did Not Take the NC Assessment, Reason for not Taking the NC Assessment	Tabular Presentation of Data on NC Assessment Results for SY 2023-2024
9. Evaluation Report of JDVP Training Conducted in SY 2023-2024 highlighting the STRENGTHS, WEAKNESSES, and RECOMMENDATIONS	Evaluation Report of JDVP Training Conducted in SY 2023-2024 with Signature of School Head of Public SHS and Head of JDVP TVL Partner

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


Total Number of Learner-Beneficiaries for the entire school: \_\_\_\_\_

Prepared by:

Certified by:

**Focal Person of JDVP-TVL – School Level**  
*(Signature over Printed Name)*

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