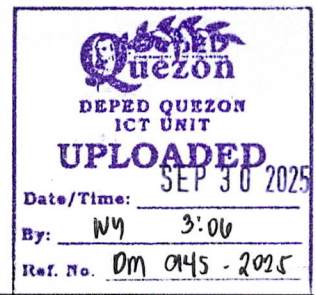




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 September 2025

DIVISION MEMORANDUM

DM No. 045, s. 2025

**APPLICATION FOR JOINT DELIVERY VOUCHER PROGRAM (JDVP) FOR SENIOR HIGH
SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists
Division Planning Officer
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 (TVL) Specializations for School Year 2025–2026, this Office announces the start of the submission of documents for prospective JDVP partners and public-school recipients. This initiative aims to facilitate the timely preparation and submission of documentary requirements for JDVP application, prevent delays in forwarding documents to the Regional Office, and ensure the accuracy and completeness of JDVP-related submissions.
2. Public Senior High Schools intending to participate in the program shall submit e-copies of their letter of intent along with the required documentary requirements (refer to the attached checklist of requirements for application) not later than October 7, 2025. School applicants are also instructed to submit editable soft copies of JDVP Templates 11 and 14 (Excel files). All documentary requirements shall be uploaded to: <https://tinyurl.com/JDVP2025Docs>.

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

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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3. All prospective JDVP partners - including Private Senior High Schools, non-DepEd public Senior High Schools, and TESDA-accredited private Technical-Vocational Institutions (TVIs) are invited to submit e-copies of their letter of intent along with the necessary documentary requirements (refer to the attached checklist of requirements for application) not later than October 7, 2025. The complete set of documentary requirements must be uploaded via the following link: <https://tinyurl.com/JDVP2025Partners>.
4. 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**.
5. For clarification and queries, contact CARMEN H. MACATUGOB, at carmen.macatugob@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

cid-ims-chm 09/22/2025

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Enclosure No. 1 to DM No. 945, s. 2025

**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-TVLP 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-TVLP 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-TVLP Partner
4. List of Resources Needed for TVL Specialized Subject Under the JDVP	List of Resources to be Provided by the JDVP-TVLP 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 October 11, 2024.
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-TVLP for the past four to five years.	Regional Office Issued Permit to Offer the SHS-TVLP for Inclusion in the JDVP, including the Result of Re-Application of TVLP Offering/s
8. The school has been ascertained to have inadequate facilities, equipment, tools and teachers for the TVLP 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 (Note: Include MOVs.)

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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: _____
 Complete Address of the Institution: _____
 E-mail Address of the Institution: _____
 Head of the Institution: _____
 JDVP-TVL Partner Focal Person: _____

School ID/Gov't Permit: _____
 Contact No.: _____
 No. of JDVP Trainers: _____
 Contact Number: _____
 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 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

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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: _____
Complete Address of the Institution: _____
E-mail Address of the Institution: _____
Head of the Institution: _____
JDVP-TVL Partner Focal Person: _____

School ID/Gov't Permit: _____
Contact No.: _____
No. of JDVP Trainers: _____
Contact Number: _____
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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