



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 603, s. 2024

SUBMISSION OF JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD (JDVP-SHS TVL) BILLING STATEMENTS FOR SCHOOL YEAR 2023-2024

To: Schools Division Superintendents

1. In reference to DepEd Memorandum No. 17, s. 2024 titled Updates on the Implementation of the Joint Delivery Voucher Program for Senior High School Technical Vocational Livelihood Specialization and DepEd Order No.006, s. 2023 titled Guidelines on the Implementation of the Joint Delivery Voucher Program for Senior High School Technical Vocational Livelihood (JDVP-SHS TVL) for School Year 2021-2022, please submit the billing statements with the following attachments listed below:

For the JDVP-SHS TVL Partners

- a. Four (4) folders containing each of the following: original copies of Form 1 and Annexes 9 and 10 signed by the concerned authorities with STI 1, IMI 1, and bank certification;
- b. One (1) folder containing the copies of attendance sheet of learner – beneficiaries covering the 320 hours duration of training and education, and one (1) copy each of Annexes 1, 2, 3, 4, 5, and 6;
- c. One (1) folder for the Narrative Report with Means of Verifications using Annex 7;
- d. One (1) flash drive for the scanned copies of Form 1 and Annexes 9 and 10 with signatures of the SDS and ARD Rhoda T. Razon as the Authorized Representative of the Region;
- e. One (1) flash drive for the scanned copies of Annexes 1,2,3,4,5,6, and 7
- f. All annexes shall be printed in legal-size coupon bands, fastened in long brown folders with the following details in front of every folder.
 - Name of the Division
 - Name of the Senior High School
 - Name of the Partner School
 - Specialization
 - Number of Learner-Beneficiaries
 - Total Amount of Training Fee
 - Total Amount of Assessment Fee
 - Total Amount of Training and Assessment Fee

For the Division JDVP-SHS TVL Focal Person

- a. One (1) folder for the Division Consolidated Report on the Monitoring and Evaluation (Annex 11)

b. One (1) folder for the Division Consolidated Narrative Report on the implementation of the JDVP-SHS TVL (Annex 7)

c. Summary of JDVP-SHS TVL Billing Statements using the template below:

Division	Senior High School	JDVP-SHS TVL Partner	Specialization	Number of Learner-Beneficiaries	Total Amount of Training Fee	Total Amount of Assessment Fee	Total Amount of Training and Assessment Fee

d. Consolidated Assessment Results of JDVP using the template below:

Division	SHS	Name of JDVP Partner	Specialization	No. of Learner-Beneficiaries	No. of Passer	Number of Non-Passer	Number of Learner-Beneficiaries who did not take the Assessment	Number of Learner-Beneficiaries who were not included in the assessment

e. Transmittal letter of the SDS with the List of Learner-Beneficiaries and checklist of the submitted attachments.

- Please send the hard copies to the Office of the Regional Director, Flores Street, Catbangen, San Fernando City, La Union on or before June 10, 2024.
- For information, guidance, and compliance.



TOLENTINO G. AQUINO
Director IV

Encl: Template
Reference: DO No. 006, s. 2023 and DM No. 17, s. 2024
To be included in the Perpetual Index
Under the following subjects

SENIOR HIGH SCHOOL
JDVP-SHS TVL

CLMD/jra/RM_SubmissionofJDVPBillingStatementsforSY2023-2024
May 29, 2024

