



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 474 s. 2025

**PROGRAM MONITORING AND COMPLIANCE OF THE SENIOR HIGH SCHOOL  
 VOUCHER PROGRAM PARTICIPATING PRIVATE SCHOOLS**

To: Schools Division Superintendents  
 Chiefs of Functional Divisions  
 Head, ORD-Legal Unit  
 All Others Concerned

1. Relative to DepEd Order No. 020, s. 2023, titled *Guidelines on the Implementation of the Senior High School Voucher Program*, the Regional Task Force for Private School Matters shall oversee the monitoring of Senior High Schools participating in the Voucher Program within the region.
2. The planned monitoring schedule shall take place during the last week of September, after the posting of the application results in the QVA Account Panel, and during the last week of November, after submission to the DepEd Central Office for payment. This monitoring activity aims to strengthen internal control to address possible refunds due to excess payment resulting from inadvertent errors, dropouts in the first semester, and transfers to another school before the end of the first semester. Also, to track the real-time monitoring system of grantees' enrollment and attendance.
3. In view of the foregoing, the monitoring of the Voucher Program participating Senior High Schools shall validate the following documents:
  - a. Class records
  - b. DepEd School Form 1, 2, and 4
  - c. Photocopy of PSA Certified Birth Certificate
  - d. VPB Folder
  - e. Orientation Attendance Sheet
4. The Regional and SDO Task Forces for Private School Matters, as contained in Regional Memoranda Nos. 701 and 284, s. 2024 (*copies attached*), shall conduct the aforementioned activity.
5. Monitoring shall be done through unannounced visits to SHS-VP participating SHSs. Additionally, the SDO monitors shall submit their monitoring report after seven working days.
6. For more information and/or clarification, please contact the Quality Assurance Division at telephone number (072) 682-2324 local 117 or Dr. Oliver F. Gutierrez, Education Program Supervisor / Regional Focal Person of Government



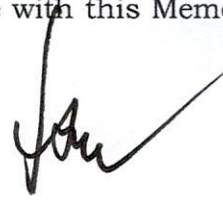
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Assistance and Subsidies (GAS) through email address at [qad.region1@deped.gov.ph](mailto:qad.region1@deped.gov.ph) or mobile number 09958921777.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV *d*

Encl.: None

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

COMMITTEE                      MONITORING  
EVALUATION                      GRANT

QAD/ofg/RM\_ProgramMonitoringComplianceSHSVP  
April 2, 2025

