DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
008085
DATE: MAR 05 2026

REGIONAL MEMORANDUM
No. 299 s. 2026

REITERATION OF STRICT COMPLIANCE WITH DEPED ORDER NO. 020, S. 2023 AND STRENGTHENING OF MONITORING AND VALIDATION MECHANISMS FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM (SHS-VP) IN THE REGION

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

1. Relative to Regional Memorandum No. 474, s. 2025 and DepEd Order No. 020, s. 2023, titled *Guidelines on the Implementation of the Senior High School Voucher Program*, this Office hereby reiterates and enforces strict compliance with the prescribed monitoring, validation, and reporting requirements for all Senior High School Voucher Program (SHS-VP) participating Private Schools, School Year 2025-2026.

2. To ensure uniformity, transparency, and strengthened internal control mechanisms, all SDO Task Forces for Private School Matters are directed to utilize the SHS-VP Compliance Monitoring Tool (Annex A) during on-site and unannounced visits. The tool shall include, but not be limited to:

a. Student existence and attendance verification checklist.
b. Document validation (Class Records, School Forms 1, 2, and 4, PSA Birth Certificate, VPB Folder, Orientation Attendance Sheet).
c. Enrollment and billing reconciliation sheet; and
d. Compliance findings and recommended actions section.

3. The SDO Task Forces for Private School Matters shall submit a duly accomplished Standardized SHS-VP Monitoring and Compliance Report Template (*Annex B*) within seven (7) working days after each monitoring activity. The report must be signed by the Division Monitoring Team and approved by the Schools Division Superintendent (SDS). In addition, each SDS shall submit a Certificate of Compliance (Annex C) certifying that:

a. One hundred percent (100%) of SHS-VP participating private schools were monitored.
b. All required validation activities were conducted.

c. All submitted reports are complete, accurate, and supported by documentary evidence; and
d. Corrective measures were immediately instituted for any noted deficiencies.

4. To address identified gaps in monitoring capacity, Orientation for SDO Task Forces shall be conducted to strengthen competencies in fraud risk detection, standardized documentation procedures, reconciliation of enrollment and billing data, and the proper accomplishment of the Monitoring Tool and Reporting Template. The activity shall be held on March 24, 2026, from 8:00 A.M. to 4:00 P.M., via Microsoft Teams through this link: https://tinyurl.com/CapBforME-SHS-VP.

5. A scheduled reporting of monitoring results by the SDO Task Forces shall be conducted prior to the consolidation in the Regional Compliance Report. Incomplete or unsupported reports shall be returned to the concerned division/s for correction to ensure accuracy and reliability.

6. The Regional Task Force for Private School Matters shall consolidate all Division Reports and submit a Compliance Report to the Office of the Regional Director, Government Assistance and Subsidies Service Office, and Commission on Audit. Failure to comply with the provisions of this Memorandum shall require a written explanation duly signed by the Schools Division Superintendent.

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

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

For the Regional Director:

RHODA T. RAZON
Director III

Encl.: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEE MONITORING
EVALUATION GRANT

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QAD/ofg/RM_ReiterationStrictComplianceDO20s.2023
March 5, 2026

Annex A: *SHS-VP Compliance Monitoring Tool*

PRIVATE SCHOOLS SENIOR HIGH SCHOOL VOUCHER PROGRAM MONITORING AND COMPLIANCE

School Name: _____
School ID: _____
Division: _____
Date of Visit: _____
Monitoring Team Leader: _____

Part 1: School Profile

Category	Number of Enrollees		Number of Beneficiaries		Actual Number of Learners	
Male						
Female						
Total						

PART 2: Required Documents Validation

Instruction: Tick **Evident(E)** if complete, or **Not Evident (NE)** if incomplete. Record remarks in "**Findings/Observations**".

Required Document	E/NE	FINDINGS/ OBSERVATIONS
Class Records	[ ] E / [ ] NE	
SF1 (School Register)	[ ] E / [ ] NE	
SF2 (Daily Attendance)	[ ] E / [ ] NE	
SF4 (Monthly Learner Movement)	[ ] E / [ ] NE	
PSA Certified Birth Certificate	[ ] E / [ ] NE	
Voucher Program Beneficiaries (VPB) Folder	[ ] E / [ ] NE	
Orientation Attendance Sheet	[ ] E / [ ] NE	

Part 3. Interview Guide Questions

1. Please describe any challenges you have encountered in maintaining complete and accurate records for SHS Voucher Program beneficiaries.

   _____
   _____

2. What actions have been implemented to address the missing or inaccurate documents or data?

   _____
   _____

3. Based on your experience, what changes in policy or process would improve the documentation and compliance for the SHS Voucher Program?

_____

_____

_____

Prepared by:

OLIVER F. GUTIERREZ
EPS, Quality Assurance Division

Noted by:

OSCAR P. FLORES
Chief, Quality Assurance Division

Annex B: *Standardized SHS-VP Monitoring and Compliance Report Template*

https://tinyurl.com/StandardizedSHSVPTemplate

Annex C: *Certificate of Compliance*

CERTIFICATE OF COMPLIANCE

This is to certify that the Schools Division Office of_____, through its duly authorized monitoring and validation team, has fully complied with the prescribed monitoring and compliance requirements for the implementation of the Senior High School Voucher Program (SHS-VP) for the School Year_____.

Specifically, it is hereby certified that:

a. One hundred percent (100%) of SHS-VP participating private schools were monitored by the Division Monitoring Team in accordance with established guidelines and procedures.

b. All required validation activities were conducted, including document review, learner-level verification, and reconciliation of enrollment and billing records.

c. All submitted reports are complete, accurate, and supported by documentary evidence, duly verified and filed for reference; and

d. Corrective measures were immediately instituted for any noted deficiencies, and the schools concerned were provided with appropriate technical assistance to ensure compliance.

This certification is issued to affirm the Schools Division Office's commitment to transparency, accountability, and integrity in the implementation of the Senior High School Voucher Program.

Issued this ___ day of _____ 20___ at _____.

_____
Name of Schools Division Superintendent
Schools Division Superintendent
Schools Division Office of _____