

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

February 16, 2026

DIVISION MEMORANDUM

No. 271 s. 2026

**IMPLEMENTATION, MONITORING, AND EVALUATION OF THE JOINT
DELIVERY VOUCHER PROGRAM (JDVP) FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
Chief, SGOD & CID
Public Schools District Supervisors
Public Secondary School Heads
JDVP Focal Persons
All Others Concerned

1. Pursuant to DepEd policies on the implementation of the Joint Delivery Voucher Program (JDVP) for Senior High School Technical-Vocational-Livelihood (TVL) Specializations, this Office shall conduct a systematic monitoring and evaluation of participating schools and their partner Technical-Vocational Institutions (TVIs).
2. The monitoring and evaluation activity aims to:
 - a. Determine compliance of participating schools and TVI partners with JDVP guidelines;
 - b. Validate enrolment data and adherence to the prescribed learner-trainer ratio (25:1);
 - c. Review completeness and authenticity of documentary requirements submitted to the Schools Division Office (SDO);
 - d. Assess the adequacy, safety, and appropriateness of training venues, including physical facilities, tools, equipment, and learning resources;
 - e. Evaluate the training process, including instructional delivery, learner engagement, safety practices, and assessment procedures;
 - f. Identify issues, gaps, and areas for improvement; and
 - g. Recommend appropriate technical assistance, corrective measures, and follow-up actions.
3. The activity shall cover all public secondary schools implementing JDVP, all accredited JDVP partner TVIs, Learner beneficiaries under TVL specializations, Training venues utilized for JDVP implementation and actual conduct of training sessions, where applicable.
4. The areas for monitoring are outlined in Annex A, while the M&E tool is provided in Annex B.



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5. The monitoring shall be conducted by the SGOD – School Management Monitoring and Evaluation (SMME), the Division JDVP Focal Person, and a CID Representative, and other offices, based on their respective specializations, to wit:

- a. Romel G. Petajen, Chief Education Supervisor, CID (Lead)
- b. Maria Rita SR. Tablate, SEPS (SMME)
- b. Amelia B. Cabrera, EPS ,JDVP Focal Person
- c. Nino Gerad C. Ceneta , EPS SHS Focal
- d. Allan M. Benoyo, School Principal, Caramoran School of Fisheries
- e. Aileen T. Tabilog, School Principal, Antipolo NHS
- f. Ava Doreen T. Mahilum, Head Teacher, Catanduanes NHS


6. Monitoring visits shall be conducted from February 19, 2026, to February 20, 2026. The schedule of visits per school and TVI and Required Documents during Monitoring are provided in the enclosure.

7. The Monitoring Team shall submit a consolidated monitoring report, including findings, analysis, compliance rating, and recommendations, within five (5) working days after each monitoring activity.

8. Expenses relative to the conduct of monitoring activities such as transportation, supplies, printing of tools, and other incidental expenses shall be charged against available local funds, subject to usual accounting and auditing rules and regulations.

9. Immediate and strict compliance with this Memorandum is directed.

By Authority of the OIC – Schools Division Superintendent:


EVA S. TOLENTINO
Administrative Officer V



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Annex A

AREAS FOR MONITORING

A. Program Compliance

- Enrolment validation
- Learner-trainer ratio compliance
- MOA implementation
- Billing and financial documentation

B. Documentary Requirements

- TESDA Accreditation / Provisional Permit
- Letter of Intent
- Board Resolution
- Application Form (Annex 1)
- Proof of distance from school
- Trainers' credentials

C. Training Venue Set-Up

- Adequacy of space relative to number of learners
- Ventilation, lighting, and sanitation
- Availability and functionality of tools and equipment
- Compliance with safety standards (fire extinguisher, first aid kit, emergency exits)
- Proper storage of tools and materials
- Presence of safety signages and use of personal protective equipment (PPE), when applicable

D. Training Process

- Availability of session plans or lesson guides
- Alignment of instruction with approved curriculum
- Demonstration and supervised hands-on activities
- Learner participation and engagement
- Observance of occupational safety and health standards
- Conduct of performance-based assessment
- Documentation of learner progress and training hours



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Required Documents During Monitoring

Participating schools and TVIs shall prepare the following:

For Schools:

- List of JDVP learner-beneficiaries
- Enrolment data per specialization
- MOA with TVI
- Billing statements and supporting documents
- Attendance sheets and class program

For TVIs:

- Certified True Copy of Provisional Permit to Offer SHS/TESDA Accreditation
- Letter of Intent
- Board Resolution
- Application Form (Annex 1)
- Proof of distance from the participating school
- Trainers' credentials
- Inventory of tools, equipment, and facilities
- Session plans and learner assessment records



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ANNEX B

JDVP MONITORING AND EVALUATION TOOL

I. GENERAL INFORMATION

School: _____ School ID: _____
 TVL Specialization: _____ JDVP Partner (TVI): _____
 Training Venue: _____ No. of Learners: _____
 No. of Trainers: _____ Date Monitored: _____
 Monitoring Team: _____

II. PROGRAM COMPLIANCE

Indicator	Compliant	Not Compliant	Remarks
MOA between School and TVI	<input type="checkbox"/>	<input type="checkbox"/>	
Learner-Trainer Ratio (25:1)	<input type="checkbox"/>	<input type="checkbox"/>	
Enrolment Validated	<input type="checkbox"/>	<input type="checkbox"/>	
Billing Documents Complete	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance Records Updated	<input type="checkbox"/>	<input type="checkbox"/>	

III. DOCUMENTARY REQUIREMENTS (TVI)

Requirement	Available	Not Available	Remarks
TESDA Accreditation / Provisional Permit	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Intent	<input type="checkbox"/>	<input type="checkbox"/>	
Board Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Application Form (Annex 1)	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Distance	<input type="checkbox"/>	<input type="checkbox"/>	
Trainers' Credentials	<input type="checkbox"/>	<input type="checkbox"/>	

IV. TRAINING VENUE SET-UP

A. Physical Facilities

Indicator	Yes	No	Remarks
Adequate space for learners	<input type="checkbox"/>	<input type="checkbox"/>	
Proper ventilation and lighting	<input type="checkbox"/>	<input type="checkbox"/>	
Functional electrical/water system	<input type="checkbox"/>	<input type="checkbox"/>	



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Indicator	Yes	No	Remarks
Fire extinguisher available	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kit available	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exits accessible	<input type="checkbox"/>	<input type="checkbox"/>	
Safety signages posted	<input type="checkbox"/>	<input type="checkbox"/>	

B. Tools and Equipment

Indicator	Adequate	Inadequate	Remarks
Sufficient tools per learner	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment functional	<input type="checkbox"/>	<input type="checkbox"/>	
PPE available and used	<input type="checkbox"/>	<input type="checkbox"/>	
Inventory list available	<input type="checkbox"/>	<input type="checkbox"/>	

V. TRAINING PROCESS OBSERVATION

Indicator	Observed	Not Observed	Remarks
Session plan available	<input type="checkbox"/>	<input type="checkbox"/>	
Curriculum followed	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstration conducted	<input type="checkbox"/>	<input type="checkbox"/>	
Hands-on training provided	<input type="checkbox"/>	<input type="checkbox"/>	
Trainer actively supervises	<input type="checkbox"/>	<input type="checkbox"/>	
Learners engaged	<input type="checkbox"/>	<input type="checkbox"/>	
Performance-based assessment conducted	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback provided to learners	<input type="checkbox"/>	<input type="checkbox"/>	

VI. FINDINGS AND ANALYSIS

VII. ISSUES AND CONCERNS



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VIII. RECOMMENDATIONS

Prepared by: _____

Reviewed by: _____

Date: _____



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