



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

May 21, 2024

REGIONAL MEMORANDUM

CLMD-2024- 572

**SUBMISSION OF BILLING STATEMENTS FOR THE JOINT DELIVERY
 VOUCHER PROGRAM (JDVP) IMPLEMENTATION
 FOR THE SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents } Baybay City Division
 } Biliran Division
 } Calbayog City Division
 } Catbalogan City Division
 } Eastern Samar Division
 } Leyte Division
 } Northern Samar Division
 } Ormoc City Division
 } Samar Division
 } Tacloban City Division

1. This Office, through the Curriculum and Learning Management Division (CLDM), announces the Submission of Billing Statements for the Joint Delivery Voucher Program (JDVP) Implementation for the School Year 2023-2024 starting May 27, 2024 to June 28, 2024.
2. Enclosed are the following:
 - a. Distribution of Voucher Codes to the Allocated Slots Per Division and Per School for School Year 2023-2024 as Validated by the Government Assistance and Subsidies Service, and
 - b. Procedure in the Submission of the JDVP Billing Statements for School Year 2023-2024 Implementation
3. Immediate dissemination of and compliance with this Memorandum are desired.

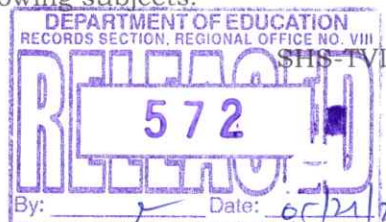

EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosures: as stated
 References: OUF-2024-0153, DO No. 006, s. 2023, RM-CLMD-2024-382,
 RM-CLMD-2024-441

To be indicated in the Perpetual Index under the following subjects:

BILLING STATEMENTS JDVP

CLMD-ESF



Enclosure 1 to Regional Memorandum CLMD-2024- **572**

**DISTRIBUTION OF VOUCHER CODES TO THE ALLOCATED SLOTS PER
DIVISION AND PER SCHOOL FOR SCHOOL YEAR 2023-2024
AS VALIDATED BY GOVERNMENT ASSISTANCE
AND SUBSIDIES SERVICE**

Division / School	Number of Beneficiaries	Voucher Code
Baybay City	324	
Baybay City Senior High School	215	00001 - 00215
Caridad National High School	35	00261 - 00295
Ciabu National High School	45	00216 - 00260
Pomponan National High School	29	00296 - 00324
Biliran	365	
Almeria National High School	40	00325 - 00364
Biliran National Agricultural HS	33	00365 - 00397
Bool National High School	25	00398 - 00422
Cabucgayan National School of Arts and Trades	40	00423 - 00462
Kawayan National High School	20	00463 - 00482
Maripipi National Vocational School	20	00483 - 00502
Naval National High School	35	00503 - 00537
Naval Night High School	50	00538 - 00587
Naval School of Fisheries	50	00588 - 00637
Tabunan National High School	17	00638 - 00654
Tucdao National High School	35	00655 - 00689
Calbayog City	200	
Bagacay Integrated School	34	00690 - 00723
Pilar National Agricultural High School	50	00840 - 00889
Rafael Lentejas Memorial School of Fisheries	116	00724 - 00839
Catbalogan City	641	
Catbalogan City Agro-Industrial School	22	01509 - 01530
Catbalogan National Comprehensive High School	110	00890 - 00999
Guinsorongan National High School	112	01000 - 01111
Pangdan National High School	23	01112 - 01134
Samar National School	172	01337 - 01508
Silanga National High School	202	01135 - 01336
Eastern Samar	246	
Can-avid National High School	51	01531 - 01581
Dolores National High School	85	01582 - 01666

General MacArthur National Agricultural School	55	01695 - 01749
Samar National Pilot Opportunity School of Agriculture	28	01667 - 01694
Southern Samar National Comprehensive High School	27	01750 - 01776
Leyte	1100	
Burauen Comprehensive National High School	68	01777 - 01844
Calingcaguig National High School	11	01845 - 01855
Carigara National High School	82	01856 - 01937
Dulag National High School	119	01938 - 02056
Granja Kalinawan National High School	43	02057 - 02099
Gregorio C. Catenza National High School	107	02100 - 02206
Lim-ao National High School	37	02207 - 02243
Lomonon National High School	31	02244 - 02274
Mayorga National High School	69	02275 - 02343
Palo National High School	122	02344 - 02465
Palompon National High School	27	02466 - 02492
Rizal National High School	53	02493 - 02545
Sta. Cruz National High School	15	02546 - 02560
Sta. Fe Stand Alone Senior High School	136	02561 - 02696
Sta. Mesa National High School	78	02697 - 02774
Tolosa Stand-Alone Senior High School	60	02775 - 02834
Villaba National High School (LNCAST)	42	02835 - 02876
Northern Samar	218	
Allen National High School	39	02877 - 02915
Las Navas National High School	32	03063 - 03094
Mondragon Agro-Industrial High School	23	03040 - 03062
San Isidro Agro-Industrial School	20	02916 - 02935
San Isidro National High School	84	02936 - 03019
Victoria Stand Alone Senior High School	20	03020 - 03039
Ormoc City	648	
Cabintan National High School	11	03732 - 03742
Genaro B. Lureñana National High School	37	03624 - 03660
Linao National High School	61	03095 - 03155
Margen National High School	22	03200 - 03221
Matica-a National High School	44	03156 - 03199
Ormoc City Night High School	71	03661 - 03731
Ormoc City Senior High School	250	03222 - 03471
Valencia National High School	152	03472 - 03623

Samar	2103	
Almagro National High School	15	03743 - 03757
Basey National High School	150	03758 - 03907
Birawan National High School	15	03908 - 03922
Buenavista National High School	16	03923 - 03938
Burgos Integrated School	53	03939 - 03991
Calapi National High School	72	03992 - 04063
Calbiga National High School	145	04064 - 04208
Daram National High School	75	04209 - 04283
Hinabangan National High School	73	04284 - 04356
Hinangutdan National High School	28	04357 - 04384
Igot National High School	22	04385 - 04406
Jiabong National High School	132	04407 - 04538
Lamingao National High School	10	04539 - 04548
Lawaan National High School	8	04549 - 04556
Marabut National High School	10	04557 - 04566
Matuguinao National High School	15	04567 - 04581
Motiong National High School	85	04582 - 04666
Old San Agustin National High School	44	04667 - 04710
Osmeña National High School	54	04711 - 04764
Pagsanghan National High School	29	04765 - 04793
Pinabacdao National High School	20	04794 - 04813
Ramon T. Diaz National High School	117	04814 - 04930
San Jorge National High School	17	04931 - 04947
San Jose De Buan National High School	65	04948 - 05012
San Sebastian National High School	45	05013 - 05057
Simeon Ocdol National High School	54	05058 - 05111
Sta. Margarita National High School	68	05112 - 05179
Sta. Rita National High School	80	05180 - 05259
Sto. Niño National High School	75	05260 - 05334
Tagapul-An National High School	20	05335 - 05354
Talalora National High School	66	05355 - 05420
Tarangnan National High School	37	05421 - 05457
Tominamos Integrated School	105	05458 - 05562
Villareal National High School	80	05563 - 05642
Wright National High School	175	05643 - 05817
Zumarraga National High School	28	05818 - 05845

Tacloban City	911	
Leyte National High School	308	05846 - 06153
Northern Tacloban City National High School	178	06507 - 06684
Sagkahan National High School	133	06154 - 06286
San Jose National High School	135	06372 - 06506
Scandinavian National High School	42	06287 - 06328
Sto. Niño Senior High School	39	06718 - 06756
Tacloban National Agricultural School	33	06685 - 06717
V&G National High School	43	06329 - 06371
Grand Total	6756	

PROCEDURE IN THE SUBMISSION OF THE JDVP BILLING STATEMENTS FOR SCHOOL YEAR 2023-2024 IMPLEMENTATION

Step 1 The following partner institutions shall access the link <https://tinyurl.com/JDVP-Partners> and provide the required fields to process the submission of the billing statements:





1. AB Tech Multi-Skills Training Center, Inc.
2. Antonia Vargas Salino School Foundation, Inc.
3. Asian Development Foundation College, Inc.
4. Balay ni Tatay Farm Resort
5. Balicuatro College of Arts and Trades
6. Christ the King College
7. Cortijo Del Valle Agricultural Farm
8. Dulag Polytechnic Institute, Inc.
9. Franciscan College of the Immaculate Conception
10. Godoy Organic Land and Diversification Farm
11. In Phase Eco-Farm
12. J.E. Mondejar Computer College, Inc.
13. La Milagrosa Academy
14. Ladrera's Integrated Farm
15. Paraiso de Ismael Integrated Farm School
16. Perpetual Help Technical Training Institute, Inc.
17. Primona Holy Infant Academy, Inc.
18. Sacred Heart Institute for Transformative Education Foundation, Inc.
19. Saint Anthony de Padua Integrated Skills Development, Inc.
20. Samar Guardian Skilled Worker Assessment Training Center
21. San Salvador Training and Assessment Center, Inc.
22. SDMF Skills Development for Maintenance and Fabrication and Technical Services
23. Softea
24. SOS Childrens Village -Hermann Gmeiner Technical Vocational Training Center
25. St. Aloysius Institute of Technology
26. St. Isidore De Labrador Technical School
27. St. Therese Educational Foundation of Tacloban, Inc.
28. STI College of Ormoc
29. Tacloban Central Institute Of Technical Studies, Inc.
30. Tacloban Institute of Electronics
31. Tan Ting Bing Memorial Colleges Foundation, Inc.
32. Tempesto Rice Farm
33. Thaddeus Integrated Farm
34. Villaconzoilo Farm School
35. Western Leyte College

Step 2 A link in uploading the required annexes will be sent through email.

Step 3 Upload the scanned annexes in each folder: Annex 1, 2, (3A & 3B if necessary), 4, 6, 7, 9, 10, Implementation and Training Plan.

Note: If a JDVP partner is catering to more than one division, create a division folder (sub-folder) to each Annex Folder then another school folder (sub-folder to the division folder) to organize the uploading of documents.

Required for Uploading in OneDrive:

-  Annex 1 JDVP-TVL Application Form
-  Annex 10 Authorization by Students
-  Annex 11 Monitoring and Evaluation Tool
-  Annex 2 JDVP-TVL Cert. of Eligibility
-  Annex 3A JDVP-List of Excluded Learners
-  Annex 3B JDVP- Consolidated List
-  Annex 4 JDVP Certificate of Learners Mastery
-  Annex 5 JDVP-TVL Voucher Certificate
-  Annex 6 JDVP-TVL Summary of Learners Co...
-  Annex 7 JDVP-TVL Narrative
-  ANNEX 8 (FORM 1) Billing Statements
-  Annex 9 JDVP-TVL SDO Certification
-  Implementation & Training Plan

Note:

- Annexes 4 and 10 shall be scanned by the JDVP DepEd School recipient and both hard and soft copies shall be forwarded to their JDVP partner institutions for uploading in OneDrive.
- All partners that conducted National Certification (NC) Level II Assessment must accomplish and submit Annex 6 before May 31, 2024, to track the NC II passers of the program.
- Submission of the Division JDVP M&E Report with attach accomplished M&E Tool to all partner institutions in the respective division by the JDVP Focal Person on May 31, 2024.

Processing of Annex 5 – JDVP-TVL Voucher Certificates:

1. Prepare the Annex 5 or the JDVP-TVL Voucher Certificates of the learner-beneficiaries based on the Masterlist of the JDVP Learners SY 2023-2024.
2. Check from the DepEd Learner Information System (LIS) the registered name and the LRN of the learner. In case the

provided name in the Masterlist is not the registered name in the LIS, reflect the corrections in the Annex 5.

Note: In case of discrepancy of the learner's record, a justification letter address to the Schools Division Superintendent must be submitted by the DepEd school recipient. The livebirth of the learner must be attached in the justification letter. The Division JDVP Focal Person shall consolidate the learners record and verify it through this link: <https://tinyurl.com/JDVP-Verification>. Likewise, a justification letter from the Schools Division Superintendent shall be sent to the Regional Director as attachment of the Form 1 Billing Statements.

3. Include the unique voucher code number of each learner in the Annex 5.
4. Accomplish the Annex 5 Summary of each school recipient and attach the summary in the folder where all Annex 5 are placed.

Note: Submission of Annex 5 for the Regional Director's signature must be placed in 1 folder for each school recipient. Only 1 copy of the Annex 5 shall be submitted for approval. Since the document will be scanned and uploaded in OneDrive for digital access and convenience.


5. The Division Office through the JDVP Focal Person shall submit the Annex 5 with transmittal, reflecting the number of learner-beneficiaries with assigned voucher codes per school recipient.
6. Submit the Annex 5 to the Records Section of DepEd Regional Office.

Step 4

Process Form 1 Billing Statement (formerly Annex 8). Check the Masterlist and provide the necessary information in the Form 1.

Sample Accomplished Form 1 Billing Statement with 10 learner-beneficiaries / grantees:

Form 1



JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP - TVL)

BILLING STATEMENT
SY 2023-2024

This Billing Statement also serves as the contract between DepEd and the private school or non-DepEd public SHS or TVL with regard to the latter's participation in accordance with the program guidelines issued for the school year stated above.

All supporting documents regarding this billing statement are with the Schools Division Offices.


Instructions: Please accomplish and submit original 4 copies (1 copy to the Division, 1 copy to the Region and 2 copies to the Central Office)

Billing to: Department of Education		Billing Statement No.: 1	Date: 5-20-2024
JDVP-TVL Partner School: ESF Technology Training Institute			
JDVP-TVL School ID/TESDA Accreditation Number: 101010334455	JDVP-TVL Partner School Contact Number: 09345678923	Gov't Recognition No.:	Year Issued:
Region: VIII	Division: Sample	Municipality: Palo	
Assessment Center: _____			

Summary						
DepEd Public SHS	No. of Grantees	No. of Specializations Trained under the JDVP-TVL Partner	Specialization Assessed	Training Cost	Assessment Cost	Total Amount
Juan dela Cruz National High School	10	4	1	120,000.00	5,500.00	125,500.00
				TOTAL AMOUNT:		125,500.00

Doc. Ref. Code: (RASC)JDVP-F001 Rev. 1
Effective: 11-2019/05/01 Page: Page 1 of 3

Form 1



JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP - TVL)

Total Grantees and Amount Due								
DepEd Public SHS	Name of Grantees	LRN	Voucher Number	No. of Specializations Trained under the JDVP-TVL Partner	Specialization Assessed	Training Cost	Assessment Cost	Total
Juan dela Cruz NHS	Name of Student 1	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 2	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 3	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 4	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 5	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 6	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 7	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 8	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 9	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
Juan dela Cruz NHS	Name of Student 10	XXXX	XXXX	4	1	12,000.00	550.00	12,550.00
TOTAL AMOUNT								125,500.00

We certify as correct and accurate under the penalty of perjury. All information we have provided in this statement and in the required pertinent documents.

Faculty Association President/Representative _____

Public SHS Head _____ JDVP-TVL Partner School Head _____

Note: Affix signature over printed name.

Doc. Ref. Code	ED-DO-SP-001	Rev.	1
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Form 1



JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP - TVL)

Kindly deposit payment to the JDVP-TVL partner school's bank account; the details of which are as follows:

Account Name : _____
 Bank Name : _____
 Bank Account Number : _____
 Branch : _____
 Amount Due : _____

Requirement: Please attach as IN11 or JTI1 printout signed by the bank's branch manager.

Certified _____ Schools Division Superintendent	Approved for processing _____ DepEd Regional Director
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Note: Affix signature over printed name.

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Note: Preparation of Form 1 is per DepEd recipient school and per JDVP partner institution, regardless of how many specializations.

Step 5 The Division JDVP Focal Person shall check the accuracy of entries in the Form 1 Billing Statements based on the Masterlist and must keep record of the said document.

Step 6 Submission of the Form 1 Billing Statement to the Records Section of the regional office.

Provide the following copies:

A. Regional Office Copy

- 1 copy of Annex 1
- 1 copy of Annex 2
- 1 copy of Annex 3A (if necessary)
- 1 copy of Annex 4 Summary
- 1 copy of Annex 5 Summary
- 1 copy of Annex 6
- 1 copy of Annex 7
- 1 copy of Form 1 Billing Statement (formerly Annex 8)
- 1 copy of Annex 9
- 1 copy of Annex 10 Summary
- Implementation Plan of DepEd Recipient School
- Training Plan of JDVP Partner Institution
- Attendance of the Students

B. Central Office Copy

- 2 copies of Form 1 Billing Statement (formerly Annex 8)
- 2 copies of Annex 9
- 2 copies of Annex 10

Note:

- The 2 copies can be filed in a separate folder. The transmittal of the Form 1 Billing Statements shall reflect the specific DepEd Schools and the corresponding amount to be billed by the JDVP Partner Institutions.
- Make sure to have extra copy of the Form 1 Billing Statement which shall be returned to the partners for scanning and uploading in OneDrive.

- Step 7 Processing of the Form 1 Billing Statements in the Regional Office, by the JDVP Regional Focal Person. Feedback to the Division Offices/Partners will be provided, if necessary.
- Step 8 Submission of the complete and verified Form 1 Billing Statements to the Central Office.

The Schools Division Office shall ensure accuracy of all the entries in the Form 1 Billing Statements before submission to the Regional Office. Refer to Enclosure 1, the distribution of voucher codes to the allocated slots per division and per school for school year 2023-2024 as validated by the Government Assistance and Subsidies Service. Only learners with voucher code shall be included in the billing statement. Likewise, only the JDVP Partner Institutions with complete uploaded annexes in OneDrive can submit the hard copies of the billing statements. The files in OneDrive serves as the repository of the JDVP records for verification in the regional office.

For clarification on the submission of the Form 1 Billing Statement, please contact Dr. Ernani Fernandez at ernani.fernandez001@deped.gov.ph / 09054794192.