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

October 8, 2025

REGIONAL MEMORANDUM

NO. 1300 s.2025

**SUBMISSION OF REQUIRED DOCUMENTS OF THE JOINT DELIVERY VOUCHER
PROGRAM (JDVP) TECHNICAL VOCATIONAL INSTITUTIONS (TVIs)
WITH NON-LANDBANK ACCOUNTS FOR
SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents
All Others Concerned

1. In reference to the DepEd Memorandum GASS-2025-1037, re: Submission of Required Documents of the Joint Delivery Voucher Program (JDVP) Technical Vocational Institutions (TVIs) with Non-Landbank Accounts for School Year 2024-2025, this Office, through the Curriculum and Learning Management Division (CLMD), requests the Schools Division Offices through their respective Division JDVP Coordinators, to instruct the JDVP TVI partners to submit the following documents using this link, <https://tinyurl.com/JDVPOtherBanks2425> on or before October 10, 2025:

- Soft copy of the Securities and Exchange Commission (SEC) Certificate of Incorporation;
- Soft copy of the SEC Articles of Incorporation;
- Soft copy of the Bureau of Internal Revenue (BIR) – issued Certificate of Registration (Form 2303); and
- Soft copy of the updated General Information Sheet (GIS).

2. Non-compliance with this requirement within the prescribed deadline shall result in the non-processing of the corresponding JDVP payments.

3. Immediate dissemination of and compliance with this Memorandum are desired.



RONALO AL K. FIRMO, CESO IV
Assistant Regional Director/
Officer-in-Charge
Office of the Regional Director

Enclosures: As stated

References: DepEd Memorandum GASS-2025-1037

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

JDVP

NON-LANDBANK

TVI

CLMD-ESF



Department of Education Region VIII <region8@depd.gov.ph>

RECORDS SECTION REGIONAL OFFICE NO. VIII

SUBMISSION OF REQUIRED DOCUMENTS OF THE JDVP TECHNICAL VOCATIONAL INSTITUTIONS WITH NON-LBP ACCOUNTS SY 2024-2025

1 message

SIGNATURE:

Tue, Sep 30, 2025 at 4:20 PM

GASS - Operations and Data Management Division <gass.odmd@depd.gov.ph>

To: DEPED I ILOCOS REGION <region1@depd.gov.ph>, DEPED II CAGAYAN VALLEY <region2@depd.gov.ph>, DEPED III CENTRAL LUZON <region3@depd.gov.ph>, DEPED REGION IV-A CALABARZON <region4a@depd.gov.ph>, DEPED IV-B MIMAROPA <region4b@depd.gov.ph>, MIMAROPA REGION <mimaropa.region@depd.gov.ph>, DEPED V BICOL REGION <region5@depd.gov.ph>, DepEd VI Western Visayas <region6@depd.gov.ph>, DepEd Region VII Central Visayas <region7@depd.gov.ph>, REGION VIII EASTERN VISAYAS <region8@depd.gov.ph>, DEPED IX ZAMBOANGA PENINSULA <region9@depd.gov.ph>, DEPED X NORTHERN MINDANAO <region10@depd.gov.ph>, DEPED XI DAVAO REGION <region11@depd.gov.ph>, DEPED XII SOCCSKSARGEN <region12@depd.gov.ph>, DEPED REGION XIII CARAGA <caraga@depd.gov.ph>, DEPED CORDILLERA ADMINISTRATIVE REGION <car@depd.gov.ph>, DEPED NATIONAL CAPITAL REGION <ncr@depd.gov.ph>, "RODOLFO JR. LIGAWAD" <rodolfojr.ligawad@depd.gov.ph>, MARYAN DIAROS <maryan.diaros@depd.gov.ph>, "MA. JOSEPH PATRICK ENRIQUEZ" <majosephpatrick.enriquez@depd.gov.ph>, Virgilio Guevarra <virgilio.guevarra@depd.gov.ph>, Aurora Caguia <aurora.caguia@depd.gov.ph>, Christie Alvarez <christie.alvarez@depd.gov.ph>, RUBY LLAVE <ruby.llave@depd.gov.ph>, Roland Villegas <roland.villegas@depd.gov.ph>, ERNANI FERNANDEZ <ernani.fernandez001@depd.gov.ph>, Norvina Tubongbanua <norvi.tubongbanua@depd.gov.ph>, WILLIAM AGOMANA <william.agomana@depd.gov.ph>, Pedelina Huevos <pedelina.huevos@depd.gov.ph>, crisanto bulado <crisanto.bulado@depd.gov.ph>, Celsa Cataluza <celsa.cataluna@depd.gov.ph>, JONALYN AMBRONA <jonalyn.ambrona@depd.gov.ph>, James Roldan <james.rolan@depd.gov.ph>

Cc: Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@depd.gov.ph>, Tara Triztina Rama <tara.rama@depd.gov.ph>, Louie Duterte <louie.duterte@depd.gov.ph>, Martin Espanola <martin.espanola001@depd.gov.ph>

Dear **Regional Directors**,

We are writing to respectfully submit a copy of our memorandum regarding the **SUBMISSION OF REQUIRED DOCUMENTS OF THE JOINT DELIVERY VOUCHER PROGRAM (JDVP) TECHNICAL VOCATIONAL INSTITUTIONS WITH NON-LBP ACCOUNTS FOR SCHOOL YEAR 2024-2025**.

Please find the attached memorandum for your reference.

Should you require any further clarification or have any concerns, please do not hesitate to contact us at your convenience.

Thank you for your attention to this matter.

GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE - OPERATIONS AND DATA MANAGEMENT DIVISION

Department of Education

Room A-104, G/F Alonzo Building, DepEd Complex, Meralco Avenue., Pasig City 1600

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We'd love to hear a feedback from you! Please share your experience at <https://tinyurl.com/ODMDFeedback>.



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Republic of the Philippines
Department of Education
GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE

MEMORANDUM

GASS-2025-1037

September 29, 2025

FOR : REGIONAL DIRECTORS

ATTENTION : JDVP REGIONAL FOCAL PERSONS

FROM : ATTY. TARA C. RAMA
Project Manager III

**SUBJECT : SUBMISSION OF REQUIRED DOCUMENTS OF THE JDVP
TECHNICAL VOCATIONAL INSTITUTIONS WITH NON-LBP
ACCOUNTS FOR SCHOOL YEAR 2024-2025**

This refers to the **Technical Vocational Institutions (TVIs)** under the **Joint Delivery Voucher Program** that maintain **accounts with banking institutions other than the Land Bank of the Philippines (LBP)** for School Year 2024-2025.

In compliance with the official letter issued by the Land Bank of the Philippines dated September 17, 2025 (Enclosure A), and in strict adherence to the provisions of Republic Act (RA) No. 9160, otherwise known as the "**Anti-Money Laundering Act of 2001**," this Office hereby requests the submission of the following:

1. Soft copy of the **Securities and Exchange Commission (SEC) Certificate of Incorporation**;
2. Soft copy of the **SEC Articles of Incorporation**;
3. Soft copy of the **Bureau of Internal Revenue (BIR)-issued Certificate of Registration (Form 2303)**; and
4. Soft copy of the updated **General Information Sheet (GIS)**.

For this purpose, all Regional Offices, through their JDVP Regional Focal Person, are requested to instruct the concerned TVIs to submit, and thereafter facilitate the submission of the above-stated requirements through the online form accessible at the following link **on or before October 10, 2025**: **<https://tinyurl.com/JDVPOtherBanks2425>**. Non-compliance with this requirement within the prescribed deadline shall result in the non-processing of the corresponding JDVP payments.

For clarifications or further inquiries, kindly coordinate with **Mr. Ernest Robert A. Estologa, Project Development Officer II, GASS-ODMD**, through email at **gass.odmd@deped.gov.ph** or via telephone at (02) 8-636-1620.

Encl. as stated

Copy furnished:

ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance
/odmd-rl



LANDBANK

SERVING
THE NATION

September 17, 2025

ARMANDO C. RUIZ

Director IV

Department of Education

DepEd Complex Meralco Ave, Pasig City

ATTN: MS. WILMA P. ECALNIR

Accountant IV-Officer-in-Charge

Dear Mr. Ruiz:

With regards to the LDDAP to be submitted to our branch for credit to other banks, may we kindly request to include the following additional details of the beneficiary/ies:

- Address
- Birthdate/Date of Incorporation
- Tax Identification Number
- Purpose of Credit

Thank you and warm regards.

Very truly yours,

JOYCE L. ECLAVEA

Head, DepEd Branch