



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

February 10, 2026

REGIONAL MEMORANDUM
No. **173** s. 2026

**SUBMISSION OF BILLING STATEMENTS FOR THE JOINT DELIVERY
VOUCHER PROGRAM (JDVP) IMPLEMENTATION
FOR THE SCHOOL YEAR 2025-2026**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), announces the Submission of Billing Statements for the Joint Delivery Voucher Program (JDVP) Implementation for the School Year 2025-2026 starting February 23, 2026 to February 27, 2026.
2. Attached is the procedure of submission of the billing documents.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO A. K. FIRMO, CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: As stated

References: DepEd Order No. 002, 2. 2025, RM No. 11324, s. 2025,
RM No. 1600, s. 2025, RM No. 1646, s. 2025, GASS-2026-158

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

BILLING STATEMENTS

JDVP

SHS-TVL

CLMD-ESF



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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Enclosure 1 of RM _____, s. 2026

**PROCEDURE IN THE SUBMISSION OF THE JDVP BILLING STATEMENTS
FOR SCHOOL YEAR 2025-2026 IMPLEMENTATION**

Step 1 Registration of the JDVP Partner Institution through this link:
<https://tinyurl.com/JDVP-Partners-2526>.

Step 2 Check the inbox of the email address use in the registration and use the link provided in the submission and uploading of the scanned annexes. Only the authorized person can access the link for uploading and submission of documents.

Step 3 Uploading of the required annexes 1 – 10, Attendance Sheet, and the Implementation and Training Plan.

Notes:

- Create a division subfolder inside each Annex Folder. If the JDVP partner serves more than one division, apply the same procedure by creating a separate subfolder for each division to keep the uploaded documents organized
- Annexes required to be scanned by the JDVP DepEd school recipients, such as Annexes 5 and 10, among others, shall be scanned, and both the hard and soft copies shall be forwarded to their respective JDVP partner institutions for uploading to OneDrive.
- All partners that conducted National Certification (NC) Level II Assessment shall accomplish and submit Annex 6 before March 31, 2026, to track the NC II passers in the program.
- Submission of the Division JDVP M&E Report or Implementation Report, with the accomplished M&E Tool attached, to all partner institutions within the respective division by the JDVP Focal Person on or before March 31, 2026, or prior to the Post-Implementation Conference.

Step 4 All submission of the billing documents to the regional office shall be endorsed by the Schools Division Offices (SDO) addressed to the Regional Director and signed by the Schools Division Superintendent.

Provide the following copies:

A. Regional Office Copy

A.1. Scanned copies of the following documents that need to be uploaded to the link provided to the JDVP partners:

- 1 copy of Annex 1
- 1 copy of Annex 2
- 1 copy of Annex 3 (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
- 1 copy of Annex 9
- 1 copy of Annex 10 Summary
- 1 copy of the Implementation Plan of DepEd School
- 1 copy of Training Plan of JDVP Partner Institution
- Original copy of the Attendance Sheet of the Students

A.2. Hard copies of the following:

- 1 copy of Form 1 – Billing Statement
- 1 copy of Annex 9
- 1 copy of Annex 10 Summary

B. Central Office Copy

- 2 copies of Form 1 - Billing Statement (formerly Annex 8)
- 2 copies of Annex 9
- 1 Original Copy of Annex 10 of the students
- 2 copies Updated STI 1 / Bank Certificate

Reminders:

- If any of the learner-beneficiaries did not proceed with the JDVP training, submission of a justification letter explaining the reason for non-participation is required to be submitted.
- For any questions or clarifications at the Regional Office, you may contact Dr. Ernani S. Fernandez Jr., Education Program Supervisor in charge of the JDVP at the Curriculum and Learning Management Division, at clmd.region8@deped.gov.ph.



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

RECEIVED
RECORDS SECTION REGIONAL OFFICE NO.

DATE: 2/10/26

TRACKING #: 1953

TIME: 10:01 a

SIGNATURE:



MEMORANDUM

GAASS-2026-158

February 06, 2026

FOR : REGIONAL DIRECTORS

FROM : ATTY. TARA C. RAMA
Project Manager III

**SUBJECT : SUBMISSION OF BILLING STATEMENT FOR JOINT DELIVERY
VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL
VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP SHS TVL)
FOR SY 2025-2026**

In line with **DepEd Memorandum No. 103, s. 2025**, which provides guidance to implementers, TVIs, public SHSs, parents/guardians, and learners on the timeline of the Joint Delivery Voucher Program (JDVP) for Senior High School Technical-Vocational-Livelihood (SHS-TVL) Specializations for School Year (SY) 2025-2026, the Government Assistance and Subsidies Service (GAASS), through the Operations and Data Management Division (ODMD), is now accepting the submission of billing statements (hard copies). The deadline for submission is **on or before February 13, 2026**, to ensure the efficient and timely implementation of the program.

Further, this Office reiterates that the submission of the JDVP Annexes shall be as follows:

1. The digital copies of Annexes 1 to 10 shall be submitted and uploaded through the following link:
<https://tinyurl.com/JDVP-ANNEXES-SUBMISSION>
2. The hard copies of **Annexes 8, 9, and 10**, including the **updated STI1/Bank Certificate**, shall be transmitted to the DepEd Central Office with the required number of copies indicated below:
 - Form 1 (formerly Annex 8) – two (2) copies
 - Annex 9 – two (2) copies
 - Annex 10 – one (1) copy
 - Updated STI1/Bank Certificate – two (2) copies

Submission of the said documents must be addressed to:

To: **ATTY. TARA C. RAMA**
Project Manager III
Government Assistance and Subsidies Service

Through: **LOUIE C. DUTERTE**
Project Development Officer V/Chief
GASS - Operations and Data Management Division

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

Additionally, Regional JDVP Coordinators are reminded to submit the **Summary of Billing Statements** and the **TVI Partners Directory** prior to the submission of hard copies to the DepEd Central Office. The required templates are available through the following link: <https://tinyurl.com/JDVPMasterlistTemplates>. Once accomplished, these documents shall be uploaded through the following link: <https://tinyurl.com/JDVP-Billings-SY2526>.

Failure to submit the required documents will delay the payment processing for the JDVP Partners.

Furthermore, if any of the learner-beneficiaries did not proceed with the JDVP training, submission of a justification letter explaining the reason for non-participation is required. This information will help us ensure accurate record-keeping and allocation of resources.

If you have any questions and/or clarification, you may contact **Mr. Ernest Robert A. Estologa**, Project Development Officer II of the GASS - Operations and Data Management Division (ODMD), at 8636-1620 or email gass.odmd@deped.gov.ph

/odmd-rg