



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

January 27, 2025

REGIONAL MEMORANDUM

No. **087** s. 2025

**SUBMISSION OF BILLING STATEMENTS FOR THE JOINT DELIVERY
VOUCHER PROGRAM (JDVP) IMPLEMENTATION
FOR THE SCHOOL YEAR 2024-2025**

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 2024-2025 starting January 29, 2025 to February 28, 2025.

2. A virtual meeting shall be conducted on January 28, 2025, 9:00 AM via Microsoft Teams link <https://tinyurl.com/JDVP-Billing-Meeting>. The participants in the virtual meeting are the Education Program Supervisors in-charge of the JDVP, partner institutions, and JDVP coordinator of the DepEd implementing schools.

3. Attached is the procedure of submission of the billing documents.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: As stated

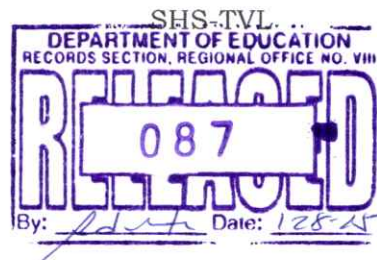
References: GASS-2024-472, DO No. 006, s. 2023, RM No. 1271, 2. 2024,
RM No. 1467, s. 2024

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

BILLING STATEMENTS

JDPV

CLMD-ESF



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



Enclosure 1 of RM 087, S. 2025

**PROCEDURE NI THE SUBMISSION OF THE JDVP BILLING STATEMENTS
FOR SCHOOL YEAR 2024-2025 IMPLEMENTATION**

- Step 1 Registration of the JDVP Partner Institution through this link:
<https://tinyurl.com/JDVP-Partners-2425>.
- 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 folder (sub-folder) to each Annex Folder, if the JDVP partner is catering to more than one division, to organize the uploading of documents.
- 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 shall accomplish and submit Annex 6 before March 31, 2025, to track the NC II passers in the program.
- Submission of the Division JDVP M&E Report or Implementation Report with attach accomplished M&E Tool to all partner institutions in the respective division by the JDVP Focal Person on March 31, 2025.

- Step 4 All submission of the billing documents to the regional office shall be endorsed by the schools division offices addressed to the Regional Director and signed by the Schools Division Superintendent.

Provide the following copies:

- A. Regional Office Copy
- 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

B. Central Office Copy

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

Reminders:

- Copy of the endorsement to the Central Office shall be provided by the Regional JDVP Focal Person through official messenger group chat of the JDVP supervisors.
- In case of the discrepancy in the records or any of the learner-beneficiaries did not proceed or completed the training, the SDO shall provide justification letter explaining the reason 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

- For any question and clarification at the Central Office, you may contact the Government Assistance and Subsidies Service – Operations and Data Management Office, via the email address: gass.odmd@deped.gov.ph or by telephone no. (02) 8636-1620
- For JDVP billing concern you may inquire to this number: (02) 8633-7246