



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2025- 119

TO : **SCHOOLS DIVISION SUPERINTENDENT**
SDO Pasig City
SDO Parañaque City

FROM : **JOCELYN DR ANDAYA**
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **INVITATION TO PARTICIPATE IN THE PROCESS FLOW
REVIEW OF THE JDVP SYSTEM**

DATE : February 4, 2025

1. This has reference to the attached Memorandum No. GASS-2025-086 dated January 28, 2025, from Atty. Tara C. Mara, Project Manager III, Government Assistance and Subsidies Services (GASS) – Operations and Data Management Division (ODMD), relative to the above-captioned subject, contents of which are self-explanatory, for information and appropriate action.
2. In connection with this, the GASS-ODMD requests the participation of **select personnel from your Schools Division Office** to attend the above-mentioned activity on **February 12, 2025, from 9:00 AM onwards at the Bulwagan ng Karunungan, Ground Floor, Rizal Building**. Be advised further that as part of the preparations of the activity, participants are requested to review the JDVP process flowchart through this link <https://tinyurl.com/2xnzuhmh>. They are also expected to register online using the link <https://tinyurl.com/Pre-Registration-JDVP> on or before February 5, 2025 to confirm their attendance.
3. Particular attention is invited to paragraphs 3, 4, and 5 of the said Memorandum for reference.
3. Immediate dissemination of this Memorandum is desired.

CLMD/CAVillanueva2025



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph





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

MEMORANDUM
GASS-2025-086
January 28, 2025

FOR : **JOCELYN DR. ANDAYA**, Regional Director, DepEd NCR, OIC-
Assistant Secretary for Operations

ALBERTO T. ESCOBARTE, Regional Director, DepEd IV-A

FROM :  **ATTY. TARA C. RAMA**
Project Manager III 

SUBJECT : **INVITATION TO PARTICIPATE IN THE PROCESS FLOW
REVIEW OF THE JDVP SYSTEM**

In its effort to automate the processing of Joint Delivery Voucher Program (JDVP) billing statements and streamline its process, a Process Flow review is scheduled on **February 12, 2025, from 9:00 AM onwards at the Bulwagan ng Karunungan, Ground Floor, Rizal Building.**

The objectives of this meeting are to systematically evaluate the system's enhancements, identify necessary revisions, discuss potential additional features, and streamline the process from the school to the central office.

As part of the preparations for this activity, we kindly request all participants to review the JDVP process flowchart prior to the meeting. We appreciate receiving your comments and feedback, which will help us calibrate and refine the JDVP flowchart to ensure efficiency and accuracy. The flowchart can be accessed through this link: <https://tinyurl.com/2xnzuhmh>.

As such, expected participants in this meeting are the following:

1. Regional JDVP Person
2. Two (2) Schools Division Office JDVP Focal Person
3. Two (2) Public Senior High School Principal participated in the JDVP
4. Two (2) JDVP Partner representative

To confirm the attendance, a pre-registration shall be accomplished on or before **February 5, 2025**, using this link: <https://tinyurl.com/Pre-Registration-JDVP>

Should you require further clarification, feel free to contact the Government Assistance and Subsidies Services (GASS) – Operations and Data Management Division (ODMD) at gass.odmd@deped.gov.ph or via telephone at **8-626-120**.

/odmd-rmg



Address: G/F Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-1620
Email Address: gass.odmd@deped.gov.ph