




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

No. 171 s. 2025

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
Attention: JDVP Focal Persons

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

SUBJECT : **SUBMISSION OF BILLING STATEMENT FOR JOINT DELIVERY VOUCHER PROGRAM (JDVP) FOR SENIOR HS TECHNICAL VOCATION LIVELIHOOD SPECIALIZATIONS FOR SY 2024-2025**

DATE : February 3, 2025

1. This is in reference to the attached Memorandum GASS-2025-079 dated January 21, 2025, from Atty. Tara C. Rama, Project Manager III, regarding the above-captioned subject for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.



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



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

MEMORANDUM
GASS-2025-079
January 21, 2025

FOR : REGIONAL DIRECTORS

FROM : ATTY. TARA C. RAMA
Project Manager III 

**SUBJECT : SUBMISSION OF BILLING STATEMENT FOR JOINT DELIVERY
VOUCHER PROGRAM (JDVP) FOR SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS
FOR SY 2024-2025**

In line with the current implementation of the Joint Delivery Voucher Program for Senior High School Technical-Vocational-Livelihood Specialization (JDVP SHS-TVL) for School Year (SY) 2024-2025, the Government Assistance and Subsidies Service (GASS) through the Operations and Data Management Division (ODMD) is now accepting submission of billing statement (hard copies) for JDVP SY 2024-2025. The deadline of submission is **on or before March 14, 2025**.

Moreover, this Office reiterates the provisions under **Section I.C. of DepEd Memorandum No. 17 s. 2024** entitled "**Updates on the Implementation of the Joint Delivery Voucher Program for Senior High School Technical-Technical-Vocational Livelihood Specialization**" which specifically states -

- 1. c. The scanned copy of Annex 1 to 10 shall be sent to the electronic mail address at gaso@deped.gov.ph, one week before the conduct of education and training. **The hard copies of Annexes 8, 9, and 10 shall be transmitted to DepEd Central Office.***

As such, listed below are the documents to be submitted:

- Form 1 (formerly Annex 8) (2 copies)
- Annex 9 (2 copies)
- Annex 10 (1 copy)
- Updated STI1/Bank Certificate (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

Regional JDVP coordinators are also directed to encode the billing documents before submitting the hard copies to the DepEd CO. The template for the summary of billing statements can be accessed via this link: <https://tinyurl.com/JDVP-BS-2425> . Once accomplished with the summary of billing statements, the file must be uploaded through this link: <https://tinyurl.com/JDVP-Billings2425> . Failure to encode the billing documents will delay the process of the billing statement of the JDVP.

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

If you have any questions and/or clarification, you may contact the Government Assistance and Subsidies Service–Operations and Data Management Office (GASS-ODMD) via the email address at gass.odmd@deped.gov.ph or by telephone no. 8636-1620.

/odmd-mdm