



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

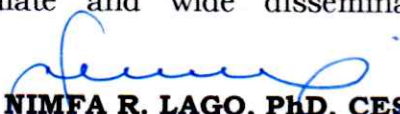
November 15, 2024

**DIVISIONAL MEMORANDUM**  
No. 335, s. 2024

**TIMELINE OF ACTIVITIES FOR THE DIVISION IMPLEMENTATION OF THE  
JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS  
(JDVP-SHS TVL) FOR SY 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
SHS-TVL School Heads / School JDVP Focal Persons  
JDVP-SHS TVL Partner School Heads  
This Division

1. This issuance refers to **DepEd Order No. 006, s. 2023**, dated March 21, 2023, and **DepEd Memorandum No. 17, s. 2024**, dated March 11, 2024, about the **Guidelines on the Implementation of the Joint Delivery Voucher program for Senior High School Technical-Vocational-Livelihood Specializations for the School Year 2022-2023**.
2. The guidelines aim to enhance the capability of DepEd SHSs to implement the TVL track through partnerships with institutions, which are equipped with necessary resources like teachers, workshops, tools, and equipment to implement the program.
3. All concerned Schools shall follow DO 006, s. 2023, DM 17, s. 2024, and the attached suggested timeline of activities to ensure the smooth implementation of the Joint Delivery Voucher Program for SHS-TVL specializations for the School Year 2024-2025.
4. For more information/clarifications, contact Luisander C. Luy, Division EPS-EPP/TLE/TVL/SPTVE/JDVP, at [luisander.luy@deped.gov.ph](mailto:luisander.luy@deped.gov.ph).
5. This Office directs the immediate and wide dissemination of this Memorandum.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

Encl: As stated

Reference: DepEd Order No. 6, s. 2023, DepEd Order No. 17, s. 2024

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

CURRICULUM      JDVP      TVL      ORIENTATION      SHS

LCL/DM – TIMELINE OF ACTIVITIES FOR THE DIVISION IMPLEMENTATION OF THE JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS (JDVP-SHS TVL) FOR SY 2024-2025

\_\_\_/November 15, 2024



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: [ozamiz.city@deped.gov.ph](mailto:ozamiz.city@deped.gov.ph)





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Enclosure to Divisional Memorandum No. \_\_\_\_\_, s. 2024

**TIMELINE OF ACTIVITIES FOR THE DIVISIONAL IMPLEMENTATION OF THE  
JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATIONS  
(JDVP-SHS TVL) FOR SY 2024-2025**

**References: DO 006, s. 2023 and DM 17, s. 2024**

<b>ACTIVITIES</b>	<b>DATE</b>	<b>PERSONS RESPONSIBLE</b>
1. Conduct of Division Orientation to DO 006, s. 2023 and DM 17, s. 2024	Nov. 15, 2024	ASDS Chief, CID DO JDVP Task Force Chief, CID 10 SHS-TVL School Heads 10 School JDVP Focal Persons Potential JDVP Partners
2. Preparation of the Final List: a. School Beneficiaries b. Grade 12 SHS-TVL learners	Oct. 2 – Nov. 8, 2024	School Heads, School JDVP Focal Persons
3. Submission of the Final List of School Beneficiaries to the DO using Template 4 and Master List of Grade 12 SHS-TVL Beneficiaries using Template 5 (hard and soft copies)	Nov. 15, 2024	School Heads, School JDVP Focal Persons
4. Submission of the signed SDO JDVP Task Force (Scanned and hard copy)	Nov. 15, 2024	SDOs' JDVP Focal Persons
5. Submission of Letter of Intent using application form Template (Annex 1) of the interested private SHSs, non-DepEd public SHSs, and TESDA-accredited private TVIs to the SDO and copy furnished to the RO	Nov. 2 – 19, 2024	JDVP SHS-TVL Partners, SDOs' JDVP Task Force
6. Submission of Voucher Certificate (Annex 5) to the DO and then to RO	Nov. 29, 2024	SDOs' JDVP Task Force, SDOs' JDVP Focal Persons, School Heads, School JDVP Focal Persons
7. Evaluation and field validation of the documents/requirements submitted by the interested potential JDVP partners	Nov. 20 – 26, 2024	SDOs' JDVP Task Force
8. Submission of the Final List of JDVP Partners and Master List of Grade 12 SHS-TVL Beneficiaries to the RO using Template 5 (hard and soft copies)	Nov. 22, 2024	SDOs' JDVP Task Force, SDOs' JDVP Focal Persons



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9. Schools Orientation (face-to-face, virtual, or blended) with the learner beneficiaries and their parents, teachers, representatives of the Parents and Teachers Association, and JDVP Trainers to the Guidelines and Curriculum Guide	Nov. 18-22, 2024	School Heads, School JDVP Focal Persons
10. Submission of the following: a. Monitoring/Action Plans prepared by the Schools b. Training Plans and Schedules prepared by the JDVP Partners c. Submission of scanned copies of Templates 1-5	Nov. 29, 2024 Nov. 29, 2024 Nov. 29, 2024	School Heads, School JDVP Focal Persons JDVP Partners School JDVP Focal Persons
11. Start of the 320-hrs or 40 days Training on Education	Nov. 28 -Dec. 20, 2024, Jan. 6-8, 2025 (20 days) Jan. 9-31, Feb 1-3, 2025 (20 days) TOTAL: 40 DAYS = 320 HRS	SDOs' JDVP Task Force RO JDVP Focal Person
12. After 20 days from the start of education and training or from the date of enrollment in the partner schools, the JDVP Partner shall accomplish four original billing statements and secure from the SDO a certification of submission of all program reports.	Jan. 9 – Feb. 3, 2025	Schools' JDVP Focal Persons, JDVP SHS-TVL Partners
13. Preparation and request from TESDA for NC-II Assessment Schedule	Jan. 9 – Feb. 3, 2025	School Heads, Schools' JDVP Focal Persons, JDVP SHS-TVL Partners
14. Submission of the four original billing statements with complete attachments and signatories, correct data, and proper label (with ear mark per FOLDERS: <b>CO – two copies, RO – one copy, and SDO – one copy</b> )	Jan. 8 - Feb. 17, 2025	SDOs' JDVP Focal Persons
15. Random Monitoring and Evaluation by the CO, RO, and SDOs	Nov. 28, 2024 – Feb. 3, 2025	CO National TWG, RO JDVP Task Force, SDOs' Task Force
16. Submission of the scanned copies of all signed Templates 1-5 and Annexes 1-11 to the RO through the Google Drive: ROX JDVP Implementation 2024-2025	Jan. 8 - Feb. 17, 2025	School Heads, Schools' JDVP Focal Persons, JDVP SHS-TVL Partners



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17. TESDA National Competency Assessment (NC-II ) of all JDVP Grade 12 SHS-TVL Beneficiaries	Feb. 4 - 28, 2025	SDOs' JDVP TASK Force, School Heads, School JDVP Focal Persons, JDVP SHS-TVL Partners, TESDA Assessment Centers
18. Program Implementation Review (PIR)	Feb. 21, 2025	RO's and SDOs' JDVP Focal Person

Approved by:

  
**NIMFA R. LAGO, CESO VI**

Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent



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