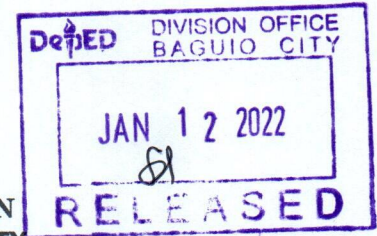




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



11 January 2022

DIVISION MEMORANDUM  
No. **013** s. 2022

**MONITORING AND EVALUATION OF RECIPIENT AND PARTNER  
SCHOOLS OF JOINT DELIVERY VOUCHER PROGRAM  
IMPLEMENTATION FOR SENIOR HIGH SCHOOL –  
TECHNICAL VOCATIONAL LIVELIHOOD  
SPECIALIZATIONS SY: 2021-2022**

To : CID and SGOD Chief Education Supervisors  
Public School District Supervisors  
Education Program Supervisors  
Public School Heads  
TVI Partner Schools  
All School JDVP Focal  
All Others Concerned

1. Pursuant to DepEd Order No. 40 s. 2021 titled **“Guidelines on the Implementation of the Joint Delivery Voucher Program for Senior High School-Technical Vocational Livelihood Specializations for School Year (SY) 2021-2022”**, conduct of monitoring and evaluation of the program shall be done either online or offline starting this January 17, 2022 onwards (see schedule attached)
2. The activity aims to:
  - a. enhance the implementation of the Joint Delivery Voucher Program (JDVP) of DepEd SHSs and its TVI partners in relation to learners’ education and training;
  - b. monitor and evaluate the current status of the program implementation as to compliance to the guidelines;
  - c. gather the needed data for the accomplishment of the conduct of regional validation assessment reports and provision of necessary assistance to ensure the smooth implementation of the program.
3. JDVP Monitoring and Evaluation team are as follows:

Division:

  - a. Mary Jane Malihod – EPS – EPP/TLE/TVL
  - b. Francisco C. Copsiyan – Senior High School Focal
  - c. Public Schools District Supervisor of the recipient school

School:

  - a. School Head

“DepEd SDO Baguio City: We Serve, We Care.”



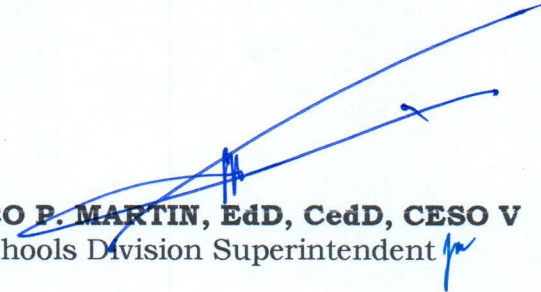




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- b. School JDVP Coordinators
  - c. TVI partners
  - d. Others
4. Participants need to strictly comply with protocols on social distancing and implement precautionary measures consistent with the IATF health protocols, DOH protection protocols, local quarantine rules and all other relevant protocols outlined in DepEd and DepEd Task Force COVID-19 issuances.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**FEDERICO P. MARTIN, EdD, CedD, CESO V**  
Schools Division Superintendent





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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Enclosure 1: Schedule of Monitoring

Date	Time	School	Specialization/s
January 19, 2022	9AM	Sto. Tomas National High School	HE – Cookery NC II, FBS NC II and BPP NC II IA – Automotive Servicing NC I
	1PM	Baguio City National Science High School	HE – Cookery NC II, FBS NC II and BPP NC II IA – Automotive Servicing NC I ICT – Animation NC II
January 20, 2022	9AM	Baguio City National High School	HE – Cookery NC II, FBS NC II and BPP NC II IA – Automotive Servicing NC I
	11AM	Milan National High School	IA – Electrical Installation and Maintenance
	2PM	Pines City National High School	HE – Cookery NC II, FBS NC II and BPP NC II IA- Electronics Product Assembly and Servicing (EPAS NC II)
January 21, 2022	8AM	Baguio City National Science High School	HE – Cookery NC II, FBS NC II and BPP NC II IA – Automotive Servicing NC I ICT – Animation NCII
	1PM	Santo Tomas National High School	HE – Cookery NC II, FBS NC II and BPP NC II IA – Automotive Servicing NC I

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**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP-TVL)**

**Monitoring and Evaluation Tool  
School Year 2021-2022**

Division: \_\_\_\_\_  
 Name of School: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_  
     Contact Number: \_\_\_\_\_  
 Name of School JDVP Focal Person: \_\_\_\_\_  
     Contact Number: \_\_\_\_\_  
 Total Number of Learner Beneficiaries: \_\_\_\_\_  
 Specialization: \_\_\_\_\_  
 Name of JDVP Partner: \_\_\_\_\_  
     Contact Number: \_\_\_\_\_

Direction: Fill in the required data with accuracy.

**PART I. QUALIFICATIONS**

**A. PARTICIPATING SCHOOL**

INDICATOR	YES	NO
1. The School offers Technical Vocational Livelihood Track since 2016		
2. The School has been ascertained to have inadequate facilities, equipment, tools and teachers for an TVL Specialization since 2016		
3. The school is located in areas where there are accessible Private SHSs, Non-DepEd Public SHS or Private TVIs		

**B. JDVP PARTNERS**

INDICATOR	YES	NO
1. The JDVP Partner offers Technical Vocational Livelihood Track since 2016		
2. The JDVP Partner submitted the following documentary requirement upon application		
a. Certified True Copy of Provisional Permit to Offer SHS/ TESDA Accreditation		
b. Letter of Intent		
c. Board Resolution		
d. Application Form ( Annex 1)		
3. The JDVP Partner must be within the 8-kilometer radius .If not:		
a. Must provide Mobile TVL Laboratories		
b. Must provide Free Dormitories		
c. Must provide Free Transportation with Insurance coverage		
d. Application Form ( Annex 1)		

**PART II: PRE IMPLEMENTATION**

ACTIVITY	MODE OF VERIFICATION	YES	NO
<b>For Participating Schools</b>			
1. Secured copy of the DepEd Order ____, series of ____.	DepEd Order ____, series of ____.		
2. Attended Division Orientation on the conduct of Joint Delivery	Certificate of		





**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP-TVL)**

Voucher Program	Appearance		
3. Conducted an orientation to the learner beneficiaries with their respective parents in the school level	Narrative Report (Program, Attendance, Photos)		
4. Crafted flexible education and training schedule	Training Schedule		
5. Secured parental consent	Compiled Parental Consent		
6. Assigned School JDVP-TVL Focal Person	Designation		
7. Assigned teacher to regularly confer with the trainer	Designation		
8. Submitted the Annex 3A to the SDO	Receiving Copy of Annex 3A		
9. Provided Annex 4 to the JDVP Partner(s)	Receiving Copy of Annex 4		
10. Forwarded Annex 5 to the SDO	Receiving Copy of Annex 5		
11. Submitted Annexes 11 and 14 to the SDO and provided copy to the JDVP Partner	Receiving Copy of Annexes 11 and 14		
<b>For JDVP Partners</b>			
1. Submitted application with complete documentary requirements	Annex 2		
2. Attended Division Orientation on the conduct of Joint Delivery Voucher Program	Certificate of Appearance		
3. Received a copy of the List of Learner Beneficiaries	Annex 11		
4. Furnished a copy of the training schedule	Training Schedule		
5. Assigned trainers per school per specialization	Designation		
6. Conducted orientation prior to the training proper	Narrative Report		

**PART III: IMPLEMENTATION PROPER**

ACTIVITY	MODE OF VERIFICATION	YES	NO
1. Monitored the delivery of the training	Monitoring Plan		
2. Checked attendance	Attendance Sheets		
3. Reported the improvement of learners beneficiaries	Report Card		

**AVAILABILITY OF RESOURCES**

INDICATOR	Available?		Remarks
	Yes	No	
1. Sufficient Tools and Equipment a. 1:1 Ratio b. Updated Tools c. Complete Consumables d. Met the Set Standard			
2. Competent Trainer a. 25:1 Learner: Trainer Ratio b. Management Skill			





**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP-TVL)**

3. Safety Precautionary Measure a. Poster/ Signage b. Protective Gear			
4. Students' Participation a. Complete Attendance b. Present JDVP Focal Person			

**PART IV: POST IMPLEMENTATION**

ACTIVITY	MODE OF VERIFICATION	YES	NO
1. The JDVP Partner prepared Annex 6	Annex 6		
2. The JDVP Partner guided and assisted the learner-beneficiaries as regards to their choice of NC and Assessment Centre	Assessment Result		
3. The JDVP Partner completed Annex 7	Annex 7		
4. The JDVP Partner submitted Annexes 8A and 8B with accurate data	Annexes 8A and 8B		
5. The JDVP Partner secured Annex 9	Annex 9		

**PART V: INPUT ASSESSMENT**

AREA OF CONCERN	BEST PRACTICE	PROBLEMS MET
APPLICATION		
ORIENTATION		
TRAINING SCHEDULE		
TRAINING PROPER Learners' Participation a. Attendance b. Performance Trainers' Competencies Resources' Sufficiency		
MONITORING		
NC ASSESSMENT		





**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL  
TECHNICAL VOCATIONAL LIVELIHOOD SPECIALIZATION (JDVP-TVL)**

<b>BILLING</b>		
Other Concern: _____		

	<b>Monitor:</b>	<b>Respondent (Participating School)</b>	<b>Respondent (JDVP Partner)</b>
<b>Signature</b>			
<b>Name:</b>		_____	_____
<b>Position:</b>			
<b>Date:</b>			