



Republic of the Philippines
Department of Education
CARAGA REGION



February 26, 2021

REGIONAL MEMORANDUM

No. 112, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CONDUCT OF MONITORING AND EVALUATION ON JOINT DELIVERY VOUCHER
PROGRAM FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD
SPECIALIZATIONS (JDVP- SHS TVL) FOR SCHOOL YEAR 2020 – 2021

1. This is to enforce DM-OUCI-2020-378 (Implementation of the Joint Delivery Voucher Program for Senior High School Technical Vocational Livelihood Specializations (JDVP-SHS TVL) for School Year 2020-2021), specifically on the conduct of monitoring and evaluation of learners' training and education.
2. The JDVP Regional Monitoring Team which is composed of Education Program Supervisors from the Curriculum and Learning Management Division together with the JDVP Focal Persons of the participating Schools Division Offices shall monitor the pre-implementation, implementation, and post-implementation of JDVP among participating schools and JDVP partners on March 11-12, 2021 via Google Meet.
3. Participants for the JDVP Regional Monitoring Team are 2 representatives from each of the JDVP Partners, 2 representatives from each of the participating public senior high schools, Division JDVP Focal Person, assigned monitoring team from the Regional Office, and 1 JDVP learner-beneficiary from each of the participating public senior high schools.
4. JDVP Focal Persons are encouraged to conduct onsite monitoring and evaluation to nearby schools and online monitoring for distant schools not covered during the regional monitoring within the period of March 1 to March 5, 2021 with observance to public health standards and protocols.
5. Enclosed in this Memorandum is the JDVP Monitoring and Evaluation Tool, also known as Annex 11. Participating schools and JDVP partners shall prepare the mode of verifications (MOVs) per indicator of Annex 11 in both printed copy and softcopy (for screen sharing purposes).
6. JDVP Focal Persons from SDOs shall submit the filled Annex 11 on or before March 18, 2021.



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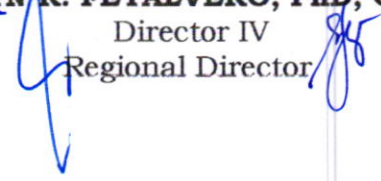
7. Travel and transportation expenses for those who will conduct onsite monitoring and evaluation, while communication expenses of the participants under Work-From-Home arrangement shall be charged against their local funds subject to usual accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum to all concerned is highly desired.



EVELYN R. FETALVERO, PhD, CESO IV

Director IV
Regional Director



Encls.: NONE

Reference: DM-OUCI-2020-378

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

JDVP EDUCATION AND TRAINING MONITORING AND EVALUATION

CLM/khzs
02/26/2021



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

**Monitoring and Evaluation Tool
School Year 2020-2021**

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)		



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
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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
For Participating Schools			
1. Secured copy of the DepEd Order ____, series of ____.	DepEd Order ____, series of ____.		
2. Attended Division Orientation on the conduct of Joint Delivery Voucher Program	Certificate of 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		
For JDVP Partners			
1. Submitted application with complete documentary requirements	Annex 2		



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



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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		
BILLING		



**JOINT DELIVERY VOUCHER PROGRAM FOR SENIOR HIGH SCHOOL
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Other Concern: _____		
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	Monitor:	Respondent (Participating School)	Respondent (JDVP Partner)
Signature			
Name:		_____	_____
Position:			
Date:			