Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

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Office of the Schools Division Superintendent

November 12, 2026

Division Memorandum
No. 673 s. 2026

DIVISION ORIENTATION ON THE JOINT DELIVERY VOUCHER PROGRAM (JDVP) ONLINE BILLING SYSTEM (JOBS) POST ROLL-OUT ENHANCEMENTS

To: Assistant Schools Division Superintendent
Chief Functional Division -- CID & SGOD
Education Program Supervisors -TLE-TVL
Public Schools District Supervisors
Senior High School Heads
JDVP School Focal Persons
Focal Persons of TVI Partners
All Others Concerned

1. In reference to DepEd Memorandum GASS-2026-740 dated November 3, 2026, entitled *Invitation to the Orientation on the Joint Delivery Voucher Program Online Billing System (JOBS) Post Roll-Out Enhancements*, the Schools Division Office of Dagupan City shall conduct a **Division Orientation on the Joint Delivery Voucher Program (JDVP) Online Billing System (JOBS) Post Roll-Out Enhancements** to ensure that concerned personnel are properly informed and guided on the enhanced features, processes, and procedures of the system.

2. The orientation aims to provide participants with the necessary information and practical instructions on the recently implemented enhancements of JOBS, particularly its online billing processes. It also seeks to ensure the proper, accurate, and consistent use of the system by JDVP implementing schools and their respective Technical-Vocational Institution (TVI) partners

3. The activity shall be conducted **face-to-face on November 18, 2026, from 1:00 P.M. to 5:00 P.M., at the Division Training Center, Schools Division Office of Dagupan City.** The following personnel are directed to attend:

a. JDVP School Focal Persons of implementing public senior high schools; and

b. Focal Persons of partner Technical-Vocational Institutions (TVIs).

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4. In preparation for the actual demonstration and instructions on the use of JOBS, all participants are required to bring their own laptops to be used during the hands-on orientation. Participants are expected to actively participate in the activities, follow the step-by-step instructions, and take note of the procedures to facilitate the proper application of the system in their respective schools and institutions.

5. Participants are likewise encouraged to review the available JOBS training materials and video tutorials through the following link:

https://tinyurl.com/JOBS-AVPTrainingMaterials

6. All concerned school heads and TVI partners are requested to ensure the attendance and active participation of their respective focal persons. The participants shall also serve as resource persons in disseminating the instructions and procedures to other concerned personnel to ensure the smooth and consistent implementation of the enhanced JOBS.

7. For information, guidance, and strict compliance.

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Assistant Schools Division Superintendent
Officer-In-Charge
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