



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

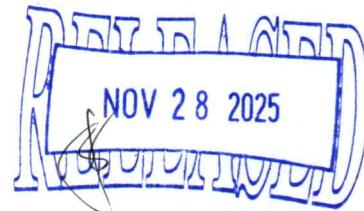
November 28, 2025

DIVISION MEMORANDUM
No. 757, s. 2025

DIVISION ORIENTATION ON THE PILOT IMPLEMENTATION OF THE JOINT-DELIVERY VOUCHER PROGRAM ONLINE BILLING SYSTEM (JOBS) FOR SELECTED PUBLIC SCHOOLS AND PRIVATE PARTNERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

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1. In line with Memorandum OASF-2025-772 dated October 23, 2025, the Division shall conduct an orientation on the Joint-Delivery Voucher Program Online Billing System (JOBS) to support its pilot implementation on December 3, 2025 at the SDO Pampanga Teacher Training Center, City of San Fernando, Pampanga
2. Specifically, the Division Orientation aims to:
 - a. orient and capacitate JDVP regional and division focal persons, LIS representatives, and public-school coordinators on the functionalities, processes, and operations of the JDVP Online Billing System (JOBS).
 - b. standardize and digitalize JDVP system processes to ensure compliance with data privacy, reporting, and accountability guidelines, and
 - c. pilot-test and validate the JOBS platform to generate feedback, observations, and recommendations for system enhancement.
3. Attached are the following for reference and guidance
Annex A: List of Participants
Annex B: Activity Matrix
4. Participants are requested to bring their fully functional laptops with stable internet connectivity for the hands-on workshop.
5. This memorandum shall serve as the official travel order of the participants.
6. Travel expenses of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is earnestly desired

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent



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Annex A: List of Participants

| | NAME | PARTICIPANTS | NUMBER OF PAX |
|-----|---|--|---------------|
| 1. | CHRISTIAN F. DAVID, EDD | RO JDVP Focal Person | 1 |
| 2. | GARRY I. DELA CRUZ, PHD | DO JDVP Focal Person | 2 |
| 3. | LEENDEL IVY Y. CAPULONG, PHD | SDO Information Technology Officer (ITO) Representative | 1 |
| 4. | JEROME G. BATAC, MBA | Assistant Division JDVP Coordinator | 1 |
| 5. | DIOSDADO MACAPAGAL HIGH SCHOOL - MEXICO | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 6. | DIOSDADO MACAPAGAL MEMORIAL HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 7. | DON JESUS GONZALES HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 8. | EMIGDIO A. BONDOD SENIOR HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 9. | GUTAD NATIONAL HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 10. | JUSTINO SEVILLA HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 11. | LUBAO NATIONAL HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 12. | SAN JUAN HIGH SCHOOL MEXICO | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 13. | SAN PABLO 2ND NATIONAL HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 14. | SAN ROQUE DAU HIGH SCHOOL | 1 JDVP Focal Person | 1 |



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| 15. | SAN VICENTE NATIONAL HIGH SCHOOL | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 16. | STA. MARIA NATIONAL HIGH SCHOOL - MINALIN | 1 JDVP Focal Person and 1 LIS Coordinator or ICT Coordinator | 2 |
| 17. | BRIGHT MIND TRAINING INC. | Technical-Vocational Institution | 1 |
| 18. | ORANGE BRIGHT TECHNICAL LEARNING CENTER INC. | Technical-Vocational Institution | 2 |
| 19. | ST. NICOLAS COLLEGE OF BUSINESS & TECHNOLOGY, INC. | Technical-Vocational Institution | 2 |
| 20. | ZION CLC TRAINING CENTER INC | Technical-Vocational Institution | 2 |
| 21. | ARON S. MALLARI | TWG | 1 |

Annex B: Activity Matrix

| Time | Activities | Responsible Person |
|---------------------|---|---|
| 8:00 AM – 9:00 AM | Opening Program | TWG |
| 9:00 AM – 10:00 AM | Session 1: JDVP Online Billing System (JOBS) Overview | Garry I. Dela Cruz, PhD EPS-I EPP/TLE/TVL |
| 10:00 AM – 10:30 AM | Health Break | |
| 10:30 AM – 12:00 NN | Creation of Account of Public School Partners | Leendel Ivy Y. Capulong, PhD EPS-I Values Education |
| 12:00 NN – 1:00 PM | Lunch | |
| 1:00 PM – 3:00 PM | Creation of Account of Technical-Vocational Institution (TVI) and JOBS Technicalities | Jerome G. Batac, MBA Assistant Division JDVP Coordinator |
| 3:00 PM – 5:00 PM | Breakout Session | |