



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

OCT 06 2025

REGIONAL MEMORANDUM  
No. 453 s. 2025

**SUBMISSION OF REQUIRED DOCUMENTS OF THE JDVP  
TECHNICAL VOCATIONAL INSTITUTIONS WITH NON – LBP ACCOUNTS  
FOR SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Memorandum GASS – 2025-1037 titled Submission of Required Documents of the JDVP Technical Vocational Institutions with Non-LBP Accounts for School Year 2024-2025.
2. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None

Reference: DM GASS-2025-1037

To be indicated in the Perpetual Index

under the following subjects:

POLICY

SCHOOLS

JDVP

SGOT/FTAD-RMWLC- Submission of Required Documents of the JDVP Technical Vocational Institutions with Non-LBP Accounts for School Year 2024-2025/011/October 6, 2025



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**Department of Education**  
GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE



**MEMORANDUM**  
**GASS-2025-1037**  
**September 29, 2025**

**FOR : REGIONAL DIRECTORS**  
**ATTENTION : JDVP REGIONAL FOCAL PERSONS**

**FROM : ATTY. TARA C. RAMA**  
Project Manager III



**SUBJECT : SUBMISSION OF REQUIRED DOCUMENTS OF THE JDVP TECHNICAL VOCATIONAL INSTITUTIONS WITH NON-LBP ACCOUNTS FOR SCHOOL YEAR 2024-2025**

This refers to the **Technical Vocational Institutions (TVIs)** under the **Joint Delivery Voucher Program** that maintain accounts with banking institutions other than the **Land Bank of the Philippines (LBP)** for School Year 2024-2025.

In compliance with the official letter issued by the Land Bank of the Philippines dated September 17, 2025 (Enclosure A), and in strict adherence to the provisions of Republic Act (RA) No. 9160, otherwise known as the "**Anti-Money Laundering Act of 2001**," this Office hereby requests the submission of the following:

1. Soft copy of the **Securities and Exchange Commission (SEC) Certificate of Incorporation**;
2. Soft copy of the **SEC Articles of Incorporation**;
3. Soft copy of the **Bureau of Internal Revenue (BIR)-issued Certificate of Registration (Form 2303)**; and
4. Soft copy of the updated **General Information Sheet (GIS)**.

For this purpose, all Regional Offices, through their JDVP Regional Focal Person, are requested to instruct the concerned TVIs to submit, and thereafter facilitate the submission of the above-stated requirements through the online form accessible at the following link on or before **October 10, 2025**: <https://tinyurl.com/JDVPOtherBanks2425> . Non-compliance with this requirement within the prescribed deadline shall result in the non-processing of the corresponding JDVP payments.

For clarifications or further inquiries, kindly coordinate with **Mr. Ernest Robert A. Estologa, Project Development Officer II, GASS-ODMD**, through email at [gass.odmd@deped.gov.ph](mailto:gass.odmd@deped.gov.ph) or via telephone at (02) 8-636-1620.

*Encl. as stated*

*Copy furnished:*

**ATTY. EDSON BYRON K. SY**  
Assistant Secretary for Finance  
Officer-in-Charge  
Office of the Undersecretary for Finance  
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