



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 945 s. 2026

SEP 03 2026

**INVITATION TO THE ORIENTATION ON THE FULL-SCALE IMPLEMENTATION AND
ROLL-OUT OF THE JOINT DELIVERY VOUCHER PROGRAM ONLINE BILLING
SYSTEM (JOBS)**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OUF-2026-2007 titled **Invitation to the Orientation on the Full-scale Implementation and Roll-out of the Joint Delivery Voucher Program Online Billing System (JOBS)**.
2. Attention is particularly invited to paragraphs 3, 4, 9, 10, Annex A and B of the said Memorandum.
3. For further queries, contact Dr. Sol Grace O. Timola, Chief Education Supervisor at +639947934133 and solgrace.timola@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: As Stated
To be indicated in the Perpetual Index
under the following subjects:
Orientation

NAA/FTAD-RMWLC- Invitation to the Orientation on the Full-scale Implementation and Roll-out of the Joint Delivery Voucher Program Online Billing System (JOBS)
000/September 3, 2026



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2026- 2007

SEP 02 2026

TO : **Regional Directors**
Schools Division Superintendent
All Others Concerned

ATTENTION : **JDVP-TVL Regional/SDO Focal Persons/Coordinators**

FROM : **ATTY. EDSON BYRON K. SY**
Undersecretary for Finance

SUBJECT : **INVITATION TO THE ORIENTATION ON THE FULL-SCALE IMPLEMENTATION AND ROLL-OUT OF THE JOINT DELIVERY VOUCHER PROGRAM ONLINE BILLING SYSTEM (JOBS)**

The Government Assistance and Subsidies Service (GASS), through the Operations and Data Management Division (ODMD), has developed the Joint Delivery Voucher Program Online Billing System (JOBS), an online platform designed to streamline and digitize the billing processes of the Joint Delivery Voucher Program (JDVP). JOBS provides efficient access to relevant data and resources for JDVP stakeholders, including GASS-ODMD, Regional Offices (ROs), Schools Division Offices (SDOs), participating public schools, and Technical-Vocational Institution (TVI) partners.

Following the successful pilot implementation of JOBS in selected ROs and SDOs, recommendations and system enhancements identified during the pilot phase have been incorporated to further improve the system's functionality, usability, and efficiency

In preparation for its nationwide implementation, GASS-ODMD will conduct the Full-Scale Roll-Out Orientation on the Joint Delivery Voucher Program Online Billing System (JOBS) for all Regional Offices, Schools Division Offices, selected Public School JDVP Coordinators, and Information Technology Officers (ITOs).

The schedule and venue of the activity are as follows:

Cluster of Participants	Schedule	Venue
Luzon	September 9-11, 2026	National Capital Region
Visayas and Mindanao	September 16-18, 2026	TBA

The activity aims to ensure the **successful nationwide implementation of JOBS** through a comprehensive orientation, hands-on training, and system familiarization for all concerned program implementers.

The list of participants from the **Regional Offices, Schools Division Offices, and participating public schools, excluding BARMM**, is provided in **Annex A (List of Participants)**. The orientation shall cover the essential topics and procedures necessary



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for the full-scale implementation of JOBS, as detailed in **Annex B (Program of Activities)**.

The **transportation and other incidental expenses** of participants from the Regional Offices, Schools Division Offices, and participating public schools shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.

For **Central Office participants**, transportation and other incidental expenses, as well as the **board and lodging expenses of all participants**, shall be charged against **GASS-ODMD local funds under Activity Codes: AC-26-GASS-ODMD-JDVSHSS-008, AC-26-GASS-ODMD-JDVSHSS-009**, subject to the availability of funds and the usual accounting and auditing rules and regulations.

Prior to the conduct of the Full-Scale Roll-Out Orientation on the JOBS, all participants are required to pre-register using the link assigned to their respective cluster below:

Cluster of Participants	Pre-Registration Link
Luzon	https://tinyurl.com/LuzonFullScalePRJOBS
Visayas and Mindanao	https://tinyurl.com/VisMinFullScalePRJOBS

To ensure the smooth and successful implementation of the activity, kindly take note of the following reminders:

1. All participants shall register through the designated registration link for their assigned cluster to ensure proper documentation and coordination. A pre-orientation session shall be conducted before the roll-out to provide participants with the necessary instructions and guidance, including a pre-work activity for the creation and registration of their JOBS accounts.
2. In addition to the RO JDVP-TVL Coordinators, each Regional Office shall designate one (1) Regional Information Technology Officer (ITO) to participate in the activity. The designated participant shall be an ITO assigned to the Regional Office.
3. Only the selected Schools Division Offices (SDOs) identified in Annex A (List of Participants) shall designate one (1) Division Information Technology Officer (ITO) to participate in the activity.
4. Each participating SDO JDVP-TVL Coordinator shall recommend one (1) Public School JDVP Coordinator to participate in the activity.
5. The recommended Public School JDVP Coordinator shall meet the following qualifications:
 - a. Be knowledgeable in the use of computers, applications, and other relevant software; and
 - b. Be willing and able to share knowledge and assist other participants in the use of JOBS.
6. All participants are required to bring a functional laptop, extension cord, and backup internet connection for use during the orientation, hands-on activities, breakout sessions, and other required outputs.
7. A separate advisory shall be issued providing the final venue, administrative arrangements, and details of the pre-orientation session.

For further questions or concerns, you may contact Ernest Robert A. Estolaga, Project Development Officer II of the GASS-ODMD, at (02) 8636-1620 or through email at gass.odmd@deped.gov.ph.

Immediate dissemination of and compliance with this Memorandum are hereby directed.

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Republic of the Philippines
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Annex A

LIST OF PARTICIPANTS

FULL SCALE ROLL OUT ORIENTATION ON THE JOBS PHASE 2 (LUZON CLUSTER)

September 9-11, 2026

I. Central Office:

Office	Participants
GASS-ODMD	(1) Director III (1) Project Development Officer V (1) Project Development Officer II (1) Project Development Officer I (1) Computer Programmer II (1) Information Systems Analyst I (2) Technical Assistant II (7) Technical Assistant II (1) Admin Support II (1) Highly Technical Consultant
TOTAL	17

II. Regional and SDO:

Regional Office (RO) I	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
14 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	28
SDO Pangasinan I SDO La Union	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		32

Regional Office II	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
9 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	18
SDO Cagayan SDO Isabela	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		22



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Alonzo

Regional Office III	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
21 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	42
SDO Nueva Ecija SDO Bulacan	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		46

CALABARZON	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
23 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	46
SDO Quezon SDO Laguna	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		50

MIMAROPA	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
7 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	14
SDO Mindoro Occidental SDO Romblon	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		18

Regional Office V	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
13 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	26
SDO Albay SDO Camarines Sur	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		30

NCR	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
16 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	32
SDO Quezon City SDO Manila	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		36

CAR	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
8 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	16
SDO Benguet City SDO Tabuk City	(1) -Division Information Technology Officer (DITO) for each SDO	2
TOTAL		20

FULL SCALE ROLL OUT ORIENTATION ON THE JOBS PHASE 3 (VISMIN CLUSTER)

September 16-18, 2026

I. Central Office:

Office	Participants
GASS-ODMD	(1) Director III (1) Project Development Officer V (1) Project Development Officer II (1) Project Development Officer I (1) Computer Programmer II (1) Information Systems Analyst I (2) Technical Assistant II (7) Technical Assistant II (1) Admin Support II (1) Highly Technical Consultant
TOTAL	17

II. Regional and SDO:

Regional Office VI	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
8 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	16
TOTAL		18

Regional Office VII	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
12 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	24
SDO Cebu	(1) -Division Information Technology Officer (DITO) for each SDO	1
TOTAL		27

Regional Office VIII	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
13 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	26
TOTAL		28

Regional Office IX	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
8 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	16
SDO Zamboanga Del Norte	(1) -Division Information Technology Officer (DITO) for each SDO	1
TOTAL		19

Regional Office X	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
14 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	28
TOTAL		30

Regional Office XI	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
11 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	22
TOTAL		24

Regional Office XII	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
8 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	16
SDO North Cotabato	(1) -Division Information Technology Officer (DITO) for each SDO	1
TOTAL		19

CARAGA	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
12 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	24
TOTAL		26

Negros Island Region	Participants	Total
Regional Office Proper	(1) -JDVP Regional Coordinator (1) -Regional Information Technology Officer (RITO)	2
21 Schools Division Office	(1) -JDVP SDO Coordinator (1) -Public Participating School JDVP coordinator from each SDO	42
TOTAL		44



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ANNEX B

*Indicative Program on the Full-Scale Implementation and Roll-Out Orientation on the JDVP Online Billing System (JOBS)**

Day 1

TIME	ACTIVITY/TOPIC	FOCAL/ PERSON-IN-CHARGE
8:00 AM to 12:00 PM	Arrival and Registration of Participants Pre-Activity Meeting with Secretariat and Technical Dry-Run	GASS
12:00 NN to 1:00 PM	LUNCH	
1:00 PM to 2:00 PM	Opening Program	GASS
2:00 PM to 2:30 PM	Session 1: JDVP Billing policies	GASS
2:30 PM to 2:45 PM	Session 2: JOBS Overview	GASS
2:45 PM to 3:00 PM	HEALTH BREAK	
3:00 PM to 4:00 PM	Session 3: Data privacy, Security Protocols, and System Administration Support	GASS
4:00 PM to 4:40 PM	Session 4: Creation of Account	GASS
4:40 PM to 4:50 PM	Day 1 QAME	GASS
4:50 PM to 5:00 PM	Hotel Rules	Hotel Supervisor
6:00 PM to 8:00 PM	DINNER	

Day 2

TIME	ACTIVITY/TOPIC	FOCAL/ PERSON-IN-CHARGE
6:00 AM to 8:00 AM	BREAKFAST	
8:00 AM to 8:15 AM	Management of Learning	GASS
8:15 AM to 9:30 AM	Session 5: Slots Allocation	GASS
9:30 AM to 9:45 AM	HEALTH BREAK	
9:45 AM to 11:00 AM	Session 6: Signatories	GASS
11:00 AM to 12:00 PM	Session 7: TVI Application and Partnership	All participants
12:00 PM to 1:00 PM	LUNCH	
1:00 PM to 3:00 PM	Session 8: Learner Enrollment and Exclusion	All participants
3:00 PM to 3:15 PM	HEALTH BREAK	
3:15 PM to 4:50 PM	Session 9: Creation of Billing	All participants
4:50 PM to 5:00 PM	Day 2 QAME	GASS
6:00 PM to 8:00 PM	DINNER	

Day 3

TIME	ACTIVITY/TOPIC	FOCAL/PERSON IN-CHARGE
6:00 AM to 8:00 AM	BREAKFAST	
8:00 AM to 8:15 AM	Management of Learning	GASS
8:15 AM to 9:30 AM	Session 10: Troubleshooting of Common Issues encountered	GASS
9:30 AM to 9:45 AM	HEALTH BREAK	
9:45 AM to 10:45 AM	Continuation of Session 10 /JOBS Process Simulation	All participants
10:45 AM to 11:15 AM	Ways Forward	GASS
11:15 AM to 11:30 AM	QAME results and Day 3 QAME	GASS
11:30 AM to 12:00 PM	Closing Program	GASS
12:00 AM to 1:00 PM	LUNCH	
1:00 AM to 5:00 PM	Post-Activity Evaluation	GASS

*Same program applies to Luzon A, Luzon B, Visayas and Mindanao Cluster

Alfonso