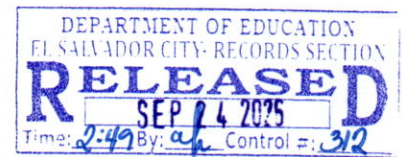




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



September 24, 2026

DIVISION MEMORANDUM

No. 312, s. 2026

ATTENDANCE TO THE TECHNICAL AND ADMINISTRATIVE ARRANGEMENTS FOR  
THE FULL-SCALE IMPLEMENTATION AND ROLL-OUT ORIENTATION OF THE  
JOINT DELIVERY VOUCHER PROGRAM ONLINE BILLING SYTEM (JOBS)-VISAYAS  
AND MINDANAO CLUSTER

To: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisors  
This Division

1. Regarding Memorandum GASS-2026-662, this Office, issues this **Attendance to the Technical and Administrative Arrangements for the Full-scale Implementation and Roll-out Orientation of the Joint Delivery Voucher Program Online Billing System (JOBS) Visayas and Mindanao Cluster** in Mezzo Hotel, F. Cabahug St. Cor. Pres. Quezon St., Mabolo, Cebu City from September 29 to October 1, 2026.

2. The participants to this orientation are the following:

| Name              | Designation      | Station                      |
|-------------------|------------------|------------------------------|
| Melanie M. Fabrea | Principal I      | Cogon National High School   |
| Nilo L. Lomongo   | Head Teacher III | Molugan National High School |

3. The orientation aims to:

- orient School Heads and concerned personnel on the technical and administrative requirements and procedure of the system;
- strengthen participants' understanding of the online billing, submission, validation, and related processes of the system; and
- clarify roles, responsibilities, documentary requirements, timelines, and address technical concerns.

4. The cost for meals and accommodation of the participants and learning facilitators shall be charged against Government Assistance and Subsidies Service (GASS) Funds while travel and other incidental expenses shall be charged to school local funds, subject to usual accounting, budgeting, and auditing rules and regulations.

5. This Memorandum serves as the **Authority to Travel** for the identified participants.

6. Furthermore, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

7. This Office directs the immediate dissemination and strict compliance of this memorandum.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

Orientation  
JDVP

CID/irs

RE: ATTENDANCE TO THE TECHNICAL AND ADMINISTRATIVE ARRANGEMENTS FOR THE FULL-SCALE IMPLEMENTATION AND ROLL-OUT ORIENTATION OF THE JOINT DELIVERY VOUCHER PROGRAM ONLINE BILLING SYTEM (JOBS)-VISAYAS AND MINDANAO CLUSTER



Republic of the Philippines  
**Department of Education**  
GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE

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**MEMORANDUM**

**GASS-2026-662**

September 17, 2026

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

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

**FROM :**  **ATTY. TARA C. RAMA**  
Director III

**SUBJECT :** TECHNICAL AND ADMINISTRATIVE ARRANGEMENTS FOR  
THE FULL-SCALE IMPLEMENTATION AND ROLL-OUT  
ORIENTATION OF THE JOINT DELIVERY VOUCHER  
PROGRAM ONLINE BILLING SYSTEM (JOBS) VISAYAS AND  
MINDANAO CLUSTER

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This is in reference to **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)."

For **Visayas and Mindanao Cluster participants**, the aforementioned activity will be conducted at **Mezzo Hotel, F. Cabahug St. cor. Pres. Quezon St., Mabolo, Cebu City** from **September 29 to October 1, 2026**.

In view thereof, please be guided by the following technical and administrative arrangements:

1. All pre-registered participants are **required to attend a pre-orientation** that will be conducted virtually on **September 24, 2026 (Thursday) at 1:30 p.m. – 4:00 p.m.** via **Microsoft Teams** through this link: <https://tinyurl.com/PreOr-VisMin>. This pre-orientation session will provide participants with the necessary instructions and guidance, including a pre-work activity for the creation and registration of their JOBS accounts.
2. All participants are **required** to bring a functional laptop, extension cord, and backup internet connection for use during the orientation, hands-on activities, and other required outputs.
3. **Participating public schools** of every Schools Division Offices (SDO) who will attend the activity must prepare the following data for use during the hands-on activities:



Atleast ten (10) learner-beneficiary data from the Official JDVP Masterlist for SY 2025-2026. The list should, preferably, include learner-beneficiary from atleast two (2) different Technical Vocational Livelihood (TVL) specializations.

4. Kindly note the check-in details below:

| Check-in       | First Meal | Check-out       | Last Meal |
|----------------|------------|-----------------|-----------|
| Sept. 29, 2026 | Lunch      | October 1, 2026 | Lunch     |

5. Registration on the first day of activity will begin at 11:00 a.m., and the program proper will commence at 1:00 p.m.
6. All transportation, rebooking, and other incidental expenses of participants from the Regional Offices, SDO, and participating public schools shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.

For further questions or concerns, you may contact Ernest Robert A. Estologa, Project Development Officer II of the GASS-ODMD at 8636-1620 or via email at [\*\*gass.odmd@deped.gov.ph\*\*](mailto:gass.odmd@deped.gov.ph).

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

/odmd-erae