



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

DIVISION MEMORANDUM
 No. 218, s. 2026

18 MAR 2026

REITERATION OF STRICT COMPLIANCE WITH DEPED ORDER NO. 020, S. 2023 AND STRENGTHENING OF MONITORING AND VALIDATION MECHANISMS FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM (SHS-VP)

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

1. In reference to Regional Memorandum No. 299, s. 2026, this Office disseminates the reiteration on the strict compliance with the prescribed monitoring, validation and reporting requirements for all Senior High School Voucher Program (SHS-VP) participating Private Schools, School Year 2025-2026.
2. The SDO Task Force for Private School Matters are directed to utilize the SHS-VP Compliance Monitoring Tool during on-site and unannounced visits. The tool shall include, but not limited to:
 - a) Student existence and attendance verification checklist.
 - b) Document validation (class records, school forms, PSA Birth Certificate, VPB folder, Orientation Attendance Sheet).
 - c) Enrollment and billing reconciliation sheet; and
 - d) Compliance findings and recommended actions sections.
3. The SDO Task Force shall ensure to comply with the required reports using the standard templates within seven (7) working days after each monitoring activity. The report must be signed by the Division Monitoring Team and approved by the Schools Division Superintendent.
4. The Orientation for SDO Task Force shall be conducted via Microsoft Teams on March 24, 2026, from 8:00 AM - 4:00 PM through this link: <https://tinyurl.com/CapBforME-SHS-VP>.
5. Attached is the Memorandum for reference.
6. For information and guidance of all concerned.

VILMA D. EDA, CESO V
 Schools Division Superintendent



SGOD-HRD/ahem/ Strengthening the Monitoring & Validation of the SHS Program
 2026-023/March 17, 2026





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 REGION I



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REGIONAL MEMORANDUM
 No. 299 s. 2026

**REITERATION OF STRICT COMPLIANCE WITH DEPED ORDER NO. 020,
 S. 2023 AND STRENGTHENING OF MONITORING AND VALIDATION
 MECHANISMS FOR THE SENIOR HIGH SCHOOL VOUCHER
 PROGRAM (SHS-VP) IN THE REGION**

To: Schools Division Superintendents
 Chiefs of Functional Divisions
 Head, Legal Unit
 All Others Concerned

1. Relative to Regional Memorandum No. 474, s. 2025 and DepEd Order No. 020, s. 2023, titled *Guidelines on the Implementation of the Senior High School Voucher Program*, this Office hereby reiterates and enforces strict compliance with the prescribed monitoring, validation, and reporting requirements for all Senior High School Voucher Program (SHS-VP) participating Private Schools, School Year 2025-2026.
2. To ensure uniformity, transparency, and strengthened internal control mechanisms, all SDO Task Forces for Private School Matters are directed to utilize the SHS-VP Compliance Monitoring Tool (Annex A) during on-site and unannounced visits. The tool shall include, but not be limited to:
 - a. Student existence and attendance verification checklist.
 - b. Document validation (Class Records, School Forms 1, 2, and 4, PSA Birth Certificate, VPB Folder, Orientation Attendance Sheet).
 - c. Enrollment and billing reconciliation sheet; and
 - d. Compliance findings and recommended actions section.
3. The SDO Task Forces for Private School Matters shall submit a duly accomplished Standardized SHS-VP Monitoring and Compliance Report Template (Annex B) within seven (7) working days after each monitoring activity. The report must be signed by the Division Monitoring Team and approved by the Schools Division Superintendent (SDS). In addition, each SDS shall submit a Certificate of Compliance (Annex C) certifying that:
 - a. One hundred percent (100%) of SHS-VP participating private schools were monitored.
 - b. All required validation activities were conducted.



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 6





Republic of the Philippines
Department of Education
 REGION I

- c. All submitted reports are complete, accurate, and supported by documentary evidence; and
 - d. Corrective measures were immediately instituted for any noted deficiencies.
4. To address identified gaps in monitoring capacity, Orientation for SDO Task Forces shall be conducted to strengthen competencies in fraud risk detection, standardized documentation procedures, reconciliation of enrollment and billing data, and the proper accomplishment of the Monitoring Tool and Reporting Template. The activity shall be held on March 24, 2026, from 8:00 A.M. to 4:00 P.M., via Microsoft Teams through this link: https://tinyurl.com/CapBforME_SHS-VP.
 5. A scheduled reporting of monitoring results by the SDO Task Forces shall be conducted prior to the consolidation in the Regional Compliance Report. Incomplete or unsupported reports shall be returned to the concerned division/s for correction to ensure accuracy and reliability.
 6. The Regional Task Force for Private School Matters shall consolidate all Division Reports and submit a Compliance Report to the Office of the Regional Director, Government Assistance and Subsidies Service Office, and Commission on Audit. Failure to comply with the provisions of this Memorandum shall require a written explanation duly signed by the Schools Division Superintendent.
 7. For more information and/or clarification, please contact the Quality Assurance Division at telephone number (072) 682-2324 local 117 or Dr. Oliver F. Gutierrez, Education Program Supervisor / Regional Focal Person of Government Assistance and Subsidies (GAS) through email address at qad.region1@deped.gov.ph or mobile number 09958921777.
 8. Immediate dissemination of and strict compliance with this Memorandum is desired.

For the Regional Director:

RHODA T. RAZON
 Director III

Encl.: None
 Reference: None
 To be indicated in the Perpetual Index
 Under the following subjects:

COMMITTEE MONITORING
 EVALUATION GRANT

QAD/ofg/RM_ReiterationStrictComplianceDO20s.2023
 March 5, 2026



QAD260345



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 6





Republic of the Philippines
Department of Education
 REGION I

Annex A: SHS-VP Compliance Monitoring Tool

**PRIVATE SCHOOLS SENIOR HIGH SCHOOL VOUCHER PROGRAM
 MONITORING AND COMPLIANCE**

School Name: _____
School ID: _____
Division: _____
Date of Visit: _____
Monitoring Team Leader: _____

Part 1: School Profile

Category	Number of Enrollees	Number of Beneficiaries	Actual Number of Learners
Male			
Female			
Total			

PART 2: Required Documents Validation

Instruction: Tick **Evident(E)** if complete, or **Not Evident (NE)** if incomplete. Record remarks in **"Findings/Observations"**.

Required Document	E/NE	FINDINGS/ OBSERVATIONS
Class Records	<input type="checkbox"/> E / <input type="checkbox"/> NE	
SF1 (School Register)	<input type="checkbox"/> E / <input type="checkbox"/> NE	
SF2 (Daily Attendance)	<input type="checkbox"/> E / <input type="checkbox"/> NE	
SF4 (Monthly Learner Movement)	<input type="checkbox"/> E / <input type="checkbox"/> NE	
PSA Certified Birth Certificate	<input type="checkbox"/> E / <input type="checkbox"/> NE	
Voucher Program Beneficiaries (VPB) Folder	<input type="checkbox"/> E / <input type="checkbox"/> NE	
Orientation Attendance Sheet	<input type="checkbox"/> E / <input type="checkbox"/> NE	

Part 3. Interview Guide Questions

1. Please describe any challenges you have encountered in maintaining complete and accurate records for SHS Voucher Program beneficiaries.

2. What actions have been implemented to address the missing or inaccurate documents or data?





Republic of the Philippines
Department of Education
REGION I

3. Based on your experience, what changes in policy or process would improve the documentation and compliance for the SHS Voucher Program?

Prepared by:

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EPS, Quality Assurance Division

Noted by:

OSCAR P. FLORES
Chief, Quality Assurance Division



Doc Ref Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	4 of 6





Republic of the Philippines
Department of Education
REGION I

Annex B: Standardized SHS-VP Monitoring and Compliance Report Template



<https://tinyurl.com/StandardizedSHSVPTemplate>



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	5 of 6





Republic of the Philippines
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Annex C: Certificate of Compliance

CERTIFICATE OF COMPLIANCE

This is to certify that the Schools Division Office of _____, through its duly authorized monitoring and validation team, has fully complied with the prescribed monitoring and compliance requirements for the implementation of the Senior High School Voucher Program (SHS-VP) for the School Year _____.

Specifically, it is hereby certified that:

- a. One hundred percent (100%) of SHS-VP participating private schools were monitored by the Division Monitoring Team in accordance with established guidelines and procedures.
- b. All required validation activities were conducted, including document review, learner-level verification, and reconciliation of enrollment and billing records.
- c. All submitted reports are complete, accurate, and supported by documentary evidence, duly verified and filed for reference; and
- d. Corrective measures were immediately instituted for any noted deficiencies, and the schools concerned were provided with appropriate technical assistance to ensure compliance.

This certification is issued to affirm the Schools Division Office's commitment to transparency, accountability, and integrity in the implementation of the Senior High School Voucher Program.

Issued this ___ day of _____ 20___ at _____.

Name of Schools Division Superintendent
Schools Division Superintendent
Schools Division Office of _____



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	6 of 6

