



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

08 SEP 2026

DIVISION MEMORANDUMNo. 737, s. 2026

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

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD & CID)
 ISNHS Principal IV
 All Others Concerned

1. In reference to Regional Memorandum 1148, s. 2026 and OUF-2026-2007, this Office announces the conduct of the Orientation on the Full-Scale Implementation and Roll-Out of the Joint Delivery Voucher Program Online Billing System (JOBS) for Luzon Cluster participants on September 9-11, 2026 at Camelot Hotel, Diliman, Quezon City.
2. The activity aims to ensure the successful nationwide implementation of JOBS through comprehensive orientation, hands-on training, and system familiarization for concerned program implementers.
3. The following are the participants from this Division as identified in the attached Regional Memorandum:
 - Amelyn P. Abella, EPS-TechPro
 - Cathy Lyn F. Rapisura, School JDVP Coordinator, ISNHS
4. Participants shall pre-register on or before **September 3, 2026** through the link: <https://tinyurl.com/LuzonFullScalePRJOBS>.
5. Transportation and other incidental expenses of participants shall be charged against available local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

VILMA D. EDA, CESO V
 Schools Division Superintendent

Encl.: As stated

Reference: Memorandum OUF-2026-200 & RM 1148, s. 2026

CID/apa/DM_OrientationonImplementationandRoll-Outof JOBS
 September 9, 2026



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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1148 s. 2026

2609-512 E 1542

SEP 07 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

1. This has reference to memorandum OUF-2026-2007, the Government Assistance and Subsidies Service (GASS), through the Operations and Data Management Division (ODMD) shall conduct the Orientation on the Full-Scale Implementation and Roll-Out of the Joint Delivery Voucher Program Online Billing System (JOBS) on September 9-11, 2026 at Camelot Hotel, #35 Mother Ignacia Avenue, Diliman, Quezon City.
2. This 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.
3. This Office requests the following SDO and school personnel to attend the said activity:

SDO	Name
Alaminos City	Mark Anjo Balois
	Lomark V. Fernandez
Batac City	Allan B. Garcia
	Connie Marie Angelie Mae P. Balignasay
Candon City	Annalyn Galanto
	Eliezer G. Villanueva
Dagupan City	Alfred B Gonzales
	Johnrey Silang
Ilocos Norte	Rafael Simon
	Michael A. Villanueva
Ilocos Sur	Ma. Jovita F. Alarca
	Mary Jane P. Cabunoc
Laoag City	Roberto L. Rafada
	Jerrimie A. Arrieta
La Union	Virgilio C. Boado
	Gerlie C. Gubatan
	Michael Jason D. Morales
Pangasinan I	Rustico P. Abalos, Jr.
	Catherine I. Vidal
	Renato V. Fontanilla



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Republic of the Philippines
Department of Education
REGION I

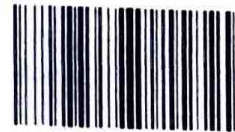
Pangasinan II	Virgilio R. Barba
	Narciso M. Espejo, Jr.
San Carlos City	Virgilio M. Padlan
	Alvin C. Poquiz
San Fernando City	Margaret Eden G. Lucina
	Thea Zonette S. Medrano
Urdaneta City	Brian K. Calimlim
	Gerben P. Pascua
Vigan City	Amelyn Abella
	Cathy Lyn F. Rapisura
Regional Office I	Sammy Legaspi
	John Philip Boado

4. Participants shall pre-register to on or before September 3, 2026 through the link <https://tinyurl.com/LuzonFullScalePRJOBS>.
5. The transportation and other incidental expenses of participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
6. For inquiries or concerns, you may contact Mr. Ernest Robert A. Estologa, Project Development Officer II of the GASS-ODMD, at (02) 8636-1620 or through email at gass.odmd@deped.gov.ph
7. This memorandum shall serve as the Authority to Travel for Regional Personnel only.
8. The matrix of activities are attached to this memorandum.
9. For information, guidance and compliance.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: Memorandum
Reference: OUF-2026-2007
To be indicated in the Perpetual Index:
under the subjects:

ORIENTATION



CLMD261416

CLMD/rblj/InvitationtotheOrientationontheFull-ScaleImplementationandRoll-outofJOBS
September 7, 2026



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

MEMORANDUM

OUF-2026- 2007

~~SEP 02 2025~~

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. Estologa, 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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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

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



Republic of the Philippines
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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 Q&A	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 Q&A	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	<i>BREAKFAST</i>	
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	<i>HEALTH BREAK</i>	
9:45 AM to 10:45 AM	Continuation of Session 10 /JOBS Process Simulation	<i>All participants</i>
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	<i>LUNCH</i>	
1:00 AM to 5:00 PM	Post-Activity Evaluation	GASS

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