2610-0501

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

DIVISION MEMORANDUM
No. 940, s. 2026

28 OCT 2026

IMPLEMENTATION AND ORIENTATION GUIDELINES ON THE JDVP PERFORMANCE EVALUATION TOOL FOR LEARNERS FOR SY 2026-2027

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

1. In reference to Regional Memorandum No. 1397, s. 2026, titled *"Implementation and Orientation Guidelines on the JDVP Performance Evaluation Tool Learner for School Year 2026–2027,"* this Office disseminates the guidelines for the implementation and orientation of the Performance Evaluation Tool for learners enrolled in the Joint Delivery Voucher Program (JDVP).

2. The activity aims to ensure the effective implementation, monitoring, and evaluation of the JDVP and to gather feedback from learner-beneficiaries to support the continuous improvement of the program.

3. These guidelines apply to Grade 12 Learner Beneficiaries (LBs) enrolled in the Strengthened Senior High School (SSHS) Curriculum of Ilocos Sur National High School and aim to ensure standardized, objective, and transparent performance monitoring and evaluation.

4. Attached is the aforementioned Regional Memorandum for reference and guidance.

5. For inquiries and clarifications, please contact Mrs. Amelyn P. Abella, Education Program Supervisor for EPP/TLE/TechPro.

6. Immediate dissemination of and compliance with this Memorandum are desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
28 OCT 2026
RELEASED
BY

Encl.: As stated
Reference: RM 1397, s. 2026

CID/MCN/apa

Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
(077) 722-20-23 / (077) 632-05-33
vigan.city@deped.gov.ph
www.depedvigancity.com

Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
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REGIONAL MEMORANDUM
No. 1397 s. 2026

IMPLEMENTATION AND ORIENTATION GUIDELINES ON THE JDVP PERFORMANCE EVALUATION TOOL FOR LEARNER FOR SCHOOL YEAR 2026-2027

To: Schools Division Superintendents

1. This Office, through the Curriculum and Learning Management Division (CLMD), requests the Schools Division Offices (SDOs) to facilitate the dissemination of Joint Memorandum OUF-2026-2389 that details the implementation workflow and orientation mechanisms for the Joint Delivery Voucher Program (JDVP) Performance Evaluation Tool for Learner for School Year 2026-2027.

2. These instructions apply to Grade 12 Public School learners enrolled in the K-12 Curriculum and Strengthened Senior High School (SSHS) Curriculum JDVP implementers to ensure standard, objective, and transparent performance tracking.

3. Attached is the said Joint Memorandum.

4. For inquiries or clarifications, please contact Mr. Rodolfo B. Ligawad, Jr., Education Program Supervisor, through (072) 682-23-24 or through email clmd.region1@deped.gov.ph.

5. For immediate dissemination and compliance.

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

Encl.: As stated
Reference: Joint Memorandum OUF-2026-2389
To be indicated in the Perpetual Index:
under the subjects:

BASIC EDUCATION

ORIENTATION

CLMD/rblj/JDVPPerformanceEvaluationToolforLearners
October 20, 2026

Republic of the Philippines
Department of Education

DEPARTMENT OF EDUCATION
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OCT 15 2026
BY: TIME: 8:46

JOINT MEMORANDUM

OCT 08 2026
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TO : **Regional Directors**
Schools Division Superintendents
Public Secondary School Heads
Technical-Vocational Institutions (TVIs) / TVO Partners
All Others Concerned

FROM : **ARMANDO C. RUIZ**
Director IV
Officer-in-Charge
Office of the Undersecretary for Finance
Carmela C. Oracion
CARMELA C. ORACION
Undersecretary for the Learning Systems

SUBJECT : **IMPLEMENTATION AND ORIENTATION GUIDELINES ON THE JDVP PERFORMANCE EVALUATION TOOL FOR LEARNER FOR SCHOOL YEAR 2026-2027**

Pursuant to DepEd Order (DO) No. 15, s. 2026 (*Policy Guidelines on Classroom Assessment*), this Joint Memorandum details the field implementation workflow and orientation mechanisms for the Joint Delivery Voucher Program (JDVP) Performance Evaluation Tool for Learner for School Year 2026–2027. These instructions apply to Grade 12 public school learners enrolled in the 2016 K–12 Curriculum and Strengthened Senior High School (SSHS) Curriculum.

The **Comprehensive Assessment Guidelines (Annex A)** and the official **JDVP Performance Evaluation Tool for Learners (Annex B)** are enclosed in this Memorandum for immediate reference and adoption across all implementing units.

To ensure standard, objective, and transparent performance tracking, field implementation of the JDVP Performance Evaluation Tool for Learner shall follow a standardized four-phase workflow across the training period:

- **Phase 2: Evaluation Execution** – Continuous direct observation and formative logging of learner workshop tasks using the standard 4-point rating rubric.
- **Phase 3: Score Computation** – Aggregation of criteria scores across the four practical domains to determine the overall rating for the 65% practical TVI component.
- **Phase 4: Feedback, Sign-off, and Submission** – Provision of qualitative narrative feedback, mutual signing by trainer and learner, and submission of physical/digital grade returns to DepEd within five (5) working days after the completion of the training period.

A complete, step-by-step procedural breakdown and score computation guide for each phase is provided in **Annex A (JDVP Performance Evaluation Tool Guide)** of this Memorandum.

To ensure seamless rollout without placing heavy administrative demands on field units, Schools Division Offices (SDOs) and partner schools shall adopt efficient, low-resource orientation mechanisms:

- **Digital Dissemination of Enclosed Tool**
  - SDOs and partner schools shall distribute soft copies of the enclosed Annex A (JDVP Performance Evaluation Tool Guide), Annex B (JDVP Performance Evaluation Tool for Learner), and instructional orientation slide decks directly to TVI administrators and trainers via official DepEd email, Google Drive links, or digital communication channels.

- **Integration into Existing Meetings & Online Briefings**
  - SDO TVL/TechPro Coordinators and School Heads shall integrate brief tool walkthroughs into existing pre-implementation coordination meetings or conduct brief virtual orientation sessions (e.g., MS Teams/Google Meet).
  - TVI trainers may review orientation guides asynchronously at their own pace prior to training delivery.

- **Peer-to-Peer & On-the-Ground Guidance**
  - DepEd Partner SHS TVL/TechPro Coordinators shall serve as immediate technical contacts to answer routine evaluation questions and assist TVI trainers during standard administrative touchpoints.

The successful operationalization of the JDVP Learner Evaluation Form relies on transparent governance, shared accountability, and close synergy between DepEd field offices and partner institutions. To maintain clear lines of communication and administrative oversight throughout the program cycle, the specific duties of each key stakeholder are defined below:

Schools Division Offices (SDOs)

Schools Division Offices, through their Curriculum Implementation Division (CID) and TVL/TechPro Coordinators, shall digitally distribute the enclosed evaluation tool (Annex A) and orientation materials to partner TVIs. SDOs shall provide virtual administrative guidance and integrate tool orientation walkthroughs into regular coordinator meetings to align field practices across the division.

Public School Heads and TVL/TechPro Coordinators

Public School Heads and Partner SHS TVL/TechPro Coordinators shall ensure that soft or hard copies of the enclosed evaluation tool are shared with partner TVI trainers prior to learner deployment. They shall receive, verify, and consolidate signed partner evaluation forms into official DepEd class records, holding ultimate administrative accountability for official learner grade recording.

Partner TVIs and Trainers

Partner TVIs, and designated workshop trainers shall utilize the enclosed Annex A evaluation form to conduct direct, objective assessments of Grade 12 JDVP learners during practical training blocks. Trainers shall complete qualitative narrative feedback, secure required learner signatures, and submit official grade records to DepEd partner schools within agreed timelines.

For immediate dissemination and compliance.

Encl. as stated

		completed task record sheets/service reports.
Oral Presentations	Technical communication and explanation of learned processes.	Rating sheets, observation checklists, structured interviews.

3. Procedural Guide for the 65% TVI Practical Component

TVI trainers shall evaluate learners and compute their 65% practical component grade across four operational phases during the 320-hour (or designated) JDVP training block:

Phase 1: Pre-Assessment Preparation

Trainers and TechPro teachers shall unpack the target Learning Competencies (LCs) and Performance Standards from the DepEd Curriculum Guides and Budget of Work (BOW). Trainers shall review the 4-part practical evaluation criteria weights:

Practical Domain Category	Weight	Key Assessment Focus Areas
1. Skill Execution & Process	**40%**	Tool/equipment handling, adherence to standard operational procedures, efficiency, and execution technique.
2. Product / Output Quality	**25%**	Technical accuracy, functionality, precision, and alignment with target curriculum performance standards.
3. Safety & Workshop Maintenance (5S)	**20%**	PPE compliance, OSH standard adherence, Clean As You Go (5S) practices, and proper waste disposal.
4. Work Ethics & Habits	**15%**	Punctuality, discipline, attendance, initiative, teamwork, and respect for facility rules.

Phase 2: Execution of Assessment (Observation & Evaluation)

1. **Direct Observation:** Observe learners during practical task execution in the TVI workshop using the standard 4-point rating rubric:

Level	Descriptor	General Performance Description	Point Range
4	Excellent	Performs the task accurately, safely, independently, and consistently; output exceeds or fully meets required specifications and industry expectations.	90-100
3	Proficient	Performs the task correctly and safely with minimal guidance; output meets required specifications and expected standards.	80-89
2	Developing	Performs parts of the task but needs guidance or correction; output partially meets specifications and requires improvement.	75-79
1	Emerging/Not Yet Competent (NYC)	Shows limited task readiness; requires close supervision; output is incomplete, unsafe, inaccurate, or below required specifications.	Below 75

2. **Evaluate Output Quality:** Grade the final product or service output using specific target skills and precision metrics designated by the DepEd Curriculum Guide.

3. **Record Performance Continuously:** Record direct observations on formative activity sheets before transferring aggregated scores to the final evaluation form.

Phase 3: Score Computation (65% Weight Share)

1. **Calculate Weighted Scores:** Multiply the score assigned for each criterion (1 to 4) by its respective weight share (40% for Skill Execution, 25% for Product Quality, 20% for Safety & 5S, and 15% for Work Ethics).
2. **Sum the Total Score:** Add the four weighted scores together to get the learner's overall performance rating (out of 4.00).
3. **Convert to 65% Weight Share:** Divide the total performance rating by 4.00, then multiply by 65 to determine the final score contribution for the 65% practical component.

Phase 4: Recording, Feedback, and Submission

1. **Provide Formative Feedback:** Complete the qualitative narrative feedback section on the evaluation form, detailing key strengths and specific areas for growth.
2. **Secure Signatures:** Both the TVI Assessor/Trainer and the learner must sign the physical evaluation form to validate assessment results.

3. **Submit Official Grade Returns:** Transmit official hard and soft copies of signed evaluation sheets to the DepEd Partner SHS TVL/TechPro Coordinator or School Head within five (5) working days after the training block.

4. Guidelines for the 20% Summative Tests (ST) and Term Examinations (TE)

Consistent with DO 15, s. 2026, the 20% examination component measures learners' overall attainment of competencies delivered jointly by DepEd and JDVP teachers. DepEd teachers hold primary administrative responsibility for preparing, administering, scoring, and recording all examination results.

- **Structure and Table of Specifications (TOS):** Examinations shall consist of at least 60 items per term, supported by an approved TOS to ensure balanced coverage of prescribed Learning Competencies.
- **Administration Breakdown:** The 20% component shall be fulfilled through two (2) Summative Tests (STs) and one (1) Term Examination (TE) per term.

Summative Test 1 (ST1) & Summative Test 2 (ST2)

- **Schedule:** ST1 is administered after the first instructional phase; ST2 is administered after the succeeding instructional phase of the term.
- **Scope & Item Cap:** Aligned with DO 15, s. 2026, the number of items in a single Summative Test must not exceed 50% of the total items allocated for the Term Examination (e.g., maximum of 30 items per ST if the Term Exam contains 60 items).
- **Focus Area:** Assesses mastery and practical application of learning competencies covered during that specific instructional period, including essential concepts, technical knowledge, processes, and safety protocols.

Term Examination (TE)

- **Schedule:** Administered during the final instructional days of the term block.
- **Scope:** Adopts a cumulative assessment design that promotes continuous retrieval and reinforcement of learning. It evaluates competencies developed after ST2 while integrating core competencies, skills, and concepts taught throughout the entire term.
- **Focus Area:** Measures cumulative competency mastery through analytical thinking, technical problem-solving, diagnostic troubleshooting, case studies, and authentic workplace scenarios simulating industry-based applications.

ANNEX B

JDVP PERFORMANCE EVALUATION TOOL FOR LEARNER

(To be completed by TVI Trainer)

Learner Name: _____ **Grade & Section:** _____ **Partner School:** _____ **TVI Name:** _____ **TechPro Elective / Qualification:** _____ **Batch / Date:** _____

I. Performance Assessment Rubric

Scale: ***4*** *= Excellent (100%) | 3 = Proficient (85%) | 2 = Developing (70%) |* ***1*** *= Emerging/ Not Yet Competent (NYC) (50%)*

Criteria & Indicators	Weight	Score (1–4)	Weighted Score
1. Practical Skill Execution & Process • Uses proper tools, equipment, and materials correctly. • Follows standard operational procedures and techniques. • Demonstrates efficiency and competence in performing tasks.	40%	[ ]	_____%
2. Product/Output Quality & Curriculum Alignment • Output fully satisfies the target Learning Competencies and Performance Standards of the specific Tech-Pro elective. • Finished product or service exhibits technical accuracy, functionality, and precision per standard curriculum specs. • Demonstrates complete, polished, and functional skill outputs within the designated workshop allotment.	25%	[ ]	_____%

Criteria & Indicators	Weight	Score (1–4)	Weighted Score
3. Safety Standards & Workshop Maintenance (5S) • Wears correct PPE at all times during workshop hours. • Observes OSH rules and safe equipment handling. • Practice *Clean As You Go* and proper waste disposal.	20%	[ ]	____%
4. Work Ethics & Professional Behavior • Demonstrates punctuality, discipline, and high attendance. • Shows initiative, adaptability, and effective teamwork. • Shows respect to trainers, facility rules, and peers.	15%	[ ]	____%
TOTAL TVI PERFORMANCE SCORE	100%	—	____%

II. Calculation Formula

{Final TVI Performance Grade} =Weighted Score Total / 4 X 65%

III. Qualitative Feedback & Remarks

- **Key Strengths Demonstrated:**

- **Skills to Strengthen:**

Evaluated By:

Trainer / Assessor Signature over Printed Name

Position/Specialization: _____ Date: _____

Acknowledged By:

Learner Signature over Printed Name

Date: _____