



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **545**, s. 2025

20 AUG 2025

**ON-SITE MONITORING AND VALIDATION OF COMPLIANCE WITH
THE PROGRAM IN SCHOOLS PARTICIPATING IN THE
SENIOR HIGH SCHOOL VOUCHER PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Concerned Private School Heads

] Ellen G. Lucas
Batac Institute

] Gerlie Ann P. Querubin
Batac Junior College

] James Paul C. Acuña
Immaculate Conception Academy

All Others Concerned

1. Pursuant to DepEd Order No. 020, s. 2023 titled (Guidelines on the Implementation of the SHS Voucher Program), the DepEd Regional Office I will conduct on-site monitoring and validation of compliance in schools participating in the Senior High School Voucher Program from August 18 to 26, 2025.
2. The objective of this activity is to strengthen internal control mechanisms to address possible refunds due to overpayments (whether caused by unintentional errors or otherwise), early dropouts during the first semester, and student transfers to other schools after the semester; to ensure real-time monitoring of beneficiary enrollment and attendance through systematic and accurate data verification; and to validate important documents such as:
 - a. Class records
 - b. DepEd School Forms 1, 2, and 4
 - c. Photocopy of PSA-certified Birth Certificate
 - d. Voucher Program Beneficiary (VPB) folder
 - e. Orientation and attendance logs
3. School heads concerned, are requested to be available on August 22, 2025 to ensure the smooth conduct of monitoring and validation of compliance, together with the Regional Officials and the Schools Division Office Task Force.
4. The SDO Task Force shall submit the monitoring and validation report within three (3) working days after the visit. Initial findings will be presented and discussed during the GASTPE Regional Orientation Conference on the implementation of ESC, TSS, and SHS-VP, scheduled on August 28, 2025, at Saint Louis College, City of San Fernando, La Union.
5. Attached is Regional Memorandum No. 1069, s. 2025 for reference.

6. For information and guidance.

Ans
ANSELMO R. ALUDINO
Schools Division Superintendent

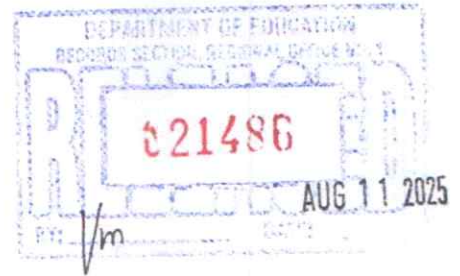
Encl.: As stated
Reference: RM No. 1069 s. 2025
To be included in the Perpetual Index
Under the following subject:

Awards Schools
Recognition Programs

SGOD/jla/SHSVoucher
2512183/25021/August 19, 2025



Republic of the Philippines
Department of Education
REGION I



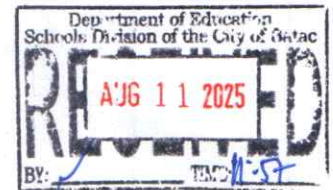
PANREHIYONG MEMORANDUM

No. 1069 s. 2025

**ON-SITE MONITORING AT PAGPAPATIBAY NG PAGSUNOD SA
PROGRAMA SA MGA PAARALANG KASALI SA SENIOR
HIGH SCHOOL VOUCHER PROGRAM**



Para sa: Mga Schools Division Superintendents
Mga Hepe ng Functional Divisions
Hepe, ORD-Legal Unit
Lahat ng Iba Pang Kinauukulan



1. Alinsunod sa DepEd Order No. 020, s. 2023 (*Guidelines on the Implementation of the SHS Voucher Program*) at Regional Memorandum No. 474, s. 2025 (*Program Monitoring and Compliance of SHS VP Participating Private Schools*), ipinagbibigay-alam ng Tanggapan ang pagsasagawa ng on-site monitoring at pagpapatibay ng pagsunod sa mga paaralang kalahok sa Senior High School Voucher Program mula Agosto 18 hanggang 26, 2025. Hindi kabilang sa iskedyul ng monitoring ang mga sumusunod na pambansang holiday: Ninoy Aquino Day (Agosto 21, *Huwebes*), isang special non-working holiday, at Araw ng mga Bayani (Agosto 25, *Lunes*), isang regular holiday.

2. Layunin ng aktibidad na ito na palakasin ang internal control mechanisms upang matugunan ang mga posibleng refund dahil sa sobrang bayad (*na dulot ng hindi sinasadyang pagkakamali*), maagang pag-dropout sa unang semestre, o paglilipat ng mag-aaral sa ibang paaralan bago matapos ang semestre; tiyakin ang real-time na pagsubaybay sa enrollment at attendance ng mga benepisyaryo sa pamamagitan ng sistematiko at tumpak na pagpapasuri ng datos; at beripikahin ang mga mahahalagang dokumento gaya ng:

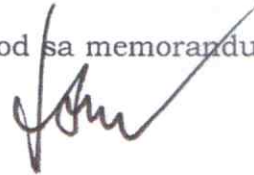
- Class records
- DepEd School Forms 1, 2, at 4
- Photocopy ng PSA-certified Birth Certificate
- Voucher Program Beneficiary (VPB) folder
- Orientation at attendance logs

3. Ang mga administrador ng mga paaralang kasali sa SHS-VP ay hinihiling na maging naroroon o available sa itinakdang petsa ng pagbisita upang matiyak ang maayos na pagdaloy ng monitoring at pagpatibay ng pagsunod kasama ang Regional Office (*Nakalakip na Kopya*) at Schools Division Office Task Force.

4. Ang mga SDO Task Force ay magsusumite ng kanilang ulat sa monitoring at pagpapatibay sa loob ng 3 araw ng trabaho matapos ang bawat pagbisita. Ang paunang findings ay ilalahad at tatalakayin sa GASTPE Regional Orientation

Conference sa implementasyon ng ESC, TSS, at SHS-VP, na naka-iskedyul sa Agosto 28, 2025, sa Saint Louis College, Lungsod ng San Fernando, La Union.

5. Ang mga gastusin sa paglalakbay ay ibabawas sa Rehiyonal na MOOE, alinsunod sa umiiral na mga patakaran sa pag-aaccount at pag-audit.
6. Ang Memorandum na ito ay magsisilbing pahintulot sa paglalakbay para sa mga kalahok mula sa rehiyon.
7. Para sa karagdagang impormasyon o paglilinaw, makipag-ugnayan kay Dr. Oliver F. Gutierrez, Regional Focal Person para sa Government Assistance and Subsidies (GAS), sa email na qad.region1@deped.gov.ph o mobile 09958921777.
8. Agarang pagpapalaganap at mahigpit na pagsunod sa memorandum na ito ang hinihiling at lubos na pinahahalagahan.



TOLENTINO G. AQUINO

Direktor IV

Kalakip.: Wala

Sanggunian: Wala

Para itala sa Perpetual Index

Sa ilalim ng mga sumusunod na paksa:

COMMITTEE MONITORING
EVALUATION GRANT

QAD/ofg/RM_MonitoringPagpapatibayPagsunodProgramangSHSVP
Agosto 8, 2025



Documan 8

DepEd ROI

QAD251491

PANGKAT NG MONITORING NG SENIOR HIGH SCHOOL VOUCHER PROGRAM

SDO Ilocos Norte, Batac City at Laoag City

Ma. Teresa M. Bautista
Edwina M. Manalang
Liezl P. Mique
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Antonio V. Laceste Jr.
Darius C. Nieto
Ramon B. Caniezo

SDO Ilocos Sur, Candon City at Vigan City

Arlene A. Niro
Francis A. Domingo
Leah L. Olua
Editha T. Giron
Evangeline A. Cabacungan
Rodolfo B. Ligawad, Jr.
Jimmie C. Eslabra

SDO Dagupan City, Pangasinan 2, at San Carlos City

RD Tolentino G. Aquino
Dinah C. Bonao
Atty. Rosemarie M. Wailan
Melisa G. del Prado
Ritchie G. Macalanda
Raymond R. Molano
Joselieto D. Daguison

SDO Alaminos City, Pangasinan I, at Urdaneta City

ARD Rhoda T. Razon
Sarah Q. Casuga
Oliver F. Gutierrez
Mary Ann Grace B. Dulay
Vivien R. De Guzman
Johnson P. Sunga
Kathleen M. Bautista

SDO La Union, San Fernando City

Oscar P. Flores
Cecilia P. Rosido
Ryan E. Bantiding
Rica A. Perez
Juner Windel M. Valdez

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