



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

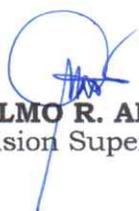
CID- 2026 - **025**

31 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) IN THE REGION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Private Secondary School Heads {ICA, BJC, BI}
All Others Concerned

1. Pursuant to Regional Memorandum No. 299, s. 2026 titled 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, the DepEd Regional Office 1 reiterates and enforces strict compliance with the prescribed monitoring, validation, and reporting requirements for all SHS-VP participating schools for School Year 2025-2026.
2. The members of the SDO Task Force for Private School Matters is directed to utilize the SHS-VP Compliance Monitoring Tool (Annex A) 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 1,2, and 4, PSA birth certificate, VBP folder, Orientation Attendance Sheet);
 - c. enrolment and billing reconciliation sheet; and
 - d. compliance findings and recommended actions section.
3. The SDO Task Force 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;
 - c. all submitted reports are complete, accurate, and supported by documentary evidence; and
 - d. corrective measures were immediately instituted for any noted deficiencies.
4. Attached herein is Regional Memorandum No. 299, s. 2026 for further reference.
5. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: Regional Memorandum No. 299, s. 2026
To be included in the Perpetual Index
Under the following subject:

ACTIVITIES

CURRICULUM

BASIC EDUCATION

CID/GBL/SHS-VP
2604027/26112/March 27, 2026



Republic of the Philippines
Department of Education
 REGION I

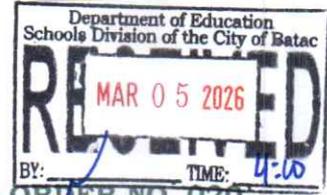


MAR 05 2026

SDCB RECORDS UNIT
 2604027

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



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:

OLIVER F. GUTIERREZ
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
Department of Education
REGION I

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

