



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. **318**, s. 2026

**19 MAY 2026**

**STRICT IMPLEMENTATION OF MONITORING AND REPORTING OF THE SENIOR HIGH SCHOOL VOUCHER PROGRAM (SHS-VP) IN THE SDCB**

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

1. This Office disseminates and directs the strict implementation of Regional Memorandum No. 533, s. 2026, titled "Reiteration on the Strict Implementation of Monitoring and Reporting of the Senior High School Voucher Program (SHS-VP) in Region I".
2. The monitoring shall ensure transparency, accountability, and compliance of all SHS-VP participating private schools with existing policies, particularly DepEd Order No. 020, s. 2023 and Regional Memorandum No. 474, s. 2025. It shall validate program implementation, learner eligibility, attendance, documentary compliance, voucher utilization, and other requirements related to the SHS-VP.
3. In view thereof, this Office hereby designates the Division Senior High School Voucher Program Task Force, composed of the following:

<b>Designation</b>	<b>Personnel</b>
Chair	Jadley Mel P. Piso, <i>AO IV/Legal Designate</i>
Member	Marilou B. Sales, <i>Chief Education Supervisor</i>
Member	Nemalyn M. Ulep, <i>Chief Education Supervisor</i>
Member	Jocelyn L. Aribuabo, <i>Education Program Supervisor</i>
Member	Dolores A. Ubiña, <i>Senior Education Program Specialist</i>
Member	Deejay R. Opelac, <i>Planning Officer III</i>

4. The Division SHS-VP Task Force shall:
  - a. prepare and implement the Division monitoring plan;
  - b. conduct school monitoring using the prescribed Regional Monitoring Tool and Reporting Template;
  - c. validate SHS-VP documents, learner records, enrollment, attendance, voucher status, billing, and utilization of voucher grants;
  - d. document findings, issues, and areas for compliance or technical assistance;
  - e. provide appropriate technical assistance to participating schools; and
  - f. prepare and submit the consolidated Division monitoring report to the Regional Office.
5. The monitoring shall cover all SHS-VP participating private schools in the Division for School Year 2025–2026. It shall be conducted from May 11–29, 2026, while the consolidated report shall be submitted to the Regional Office on or before June 10, 2026.



SDCB RECORDS UNIT

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6. The monitoring may be conducted through scheduled or unannounced on-site visits. The monitoring team shall conduct an entrance conference, review and validate documents, verify learner enrollment and attendance, when necessary, document findings, and conduct an exit conference to present initial observations and required actions.

7. Participating private schools shall prepare and make available the following documents:

- a. class records and class lists of VPBs;
- b. DepEd School Forms 1, 2, and 4;
- c. Photocopy of PSA birth certificates of VPBs;
- d. VPB folders containing report cards, ESC/QVA certificates, photos, lists of VPBs; and other eligibility documents;
- e. SHS-VP orientation program and attendance sheets; and
- f. other documents that may be required by the monitoring team.

8. All participating private schools are directed to cooperate fully with the Division SHS-VP Task Force, provide access to relevant records, designate an authorized focal person, and immediately address monitoring findings. Non-submission, incomplete records, inconsistent data, or refusal to undergo monitoring shall be reported as a finding.

9. The consolidated monitoring report shall include the list of schools monitored, summary of findings, issues encountered, technical assistance provided, supporting evidence, recommended corrective actions, and matters requiring Regional Office action.

10. Findings involving possible violations, such as falsification of records, inclusion of unqualified or ghost learners, irregular billing, non-refund, or non-compliance with SHS-VP requirements, shall be documented and referred to the Regional Office for appropriate action.

11. Immediate dissemination of this Memorandum is desired.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: Regional Memorandum No. 533, s. 2026

Reference: as stated

To be included in the Perpetual Index  
Under the following subject:

COMMITTEE  
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PRIVATE EDUCATION

EVALUATION  
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SENIOR HIGH SCHOOL

OSDS/HRMU/JMP/StrictImplementationofMonitoringandReportingoftheSeniorHighSchoolVoucherProgram(SHS-VP)intheSDCB  
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