



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE - CARAGA
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REGIONAL MEMORANDUM
No. 0909, s. 2026

To: Schools Division Superintendents
All Others Concerned

PARTICIPATION IN THE ORIENTATION ON THE FULL-SCALE IMPLEMENTATION
AND ROLL-OUT OF THE JDVP ONLINE BILLING SYSTEM (JOBS)

1. **Activity.** This Office announces the conduct of the Orientation on the **Full-Scale Implementation and Roll-Out of the Joint Delivery Voucher Program Online Billing Systems (JOBS)** by the Government Assistance and Subsidies Service (GASS), through the Operations and Data Management Division (ODMD), on September 16-18, 2026, at the venue to be announced through separate advisory.
2. **Objectives.** The activity aims to ensure the implementation of JOBS through a comprehensive orientation, hands-on training, and system familiarization for all concerned program implementers.
3. **Participants.** Attached to this memorandum are the List of Participants and the Indicative Program.
4. **Requirements.** Participants are required to bring laptop, extension cord, back up internet connection and to pre-register through this link <https://tinyurl.com/VisMinFullScalePRJOBS>.
5. **Travel Provisions.** Travel and incidental expenses of participants shall be charged against Local Fund, subject to government accounting and auditing rules and procedures.
6. **Inquiries.** For inquiries, contact the Curriculum and Learning Management Division (CLMD) through Celsa M. Cataluña, EPS – CLMD, at celsa.cataluna@deped.gov.ph
7. **Dissemination.** Immediate dissemination of this Memorandum to all concerned is highly desired.

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Allan Gabriel
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ALLAN G. FARNAZO
Director IV

CMC/CLMD/RM- Participation in the Orientation on the Full-Scale.....
14503/Sept 4, 2026



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Website: caraga.deped.gov.ph



(Enclosure No. 1 to Regional Memorandum No. 0909 , s. 2026)

List of Identified Participants

A. Regional Office

1. Celsa M. Cataluña – EPS, CLMD (JDVP Focal Person)
2. Nerison S. Pitogo - Computer Programmer III, ICT Unit

B. Schools Division Offices (SDOs)

Division	Division JDVP Coordinator	School JDVP Coordinator
Agusan del Norte	Grace A. Ando	Marie Lie L. Banabatac
Agusan del Sur	Abraham Masendo	Frederick L. Maglinte
Bayugan City	Mansio C. Dela Mente	Rosemarie A. Rabino
Bislig City	Flaviano L. Yparraguirre	Raquil B. Garido
Butuan City	Israel B. Reveche	Lorence Gil P. Olayon
Cabadbaran City	Jonivil L. Vidal	MacDonald L. Dalugdog
Dinagat	Edeliza F. Seguis	Nilgen S. Cuaton
Siargao	Florangel S. Arcadio	Maria Esmeralda Macilinda Sajol
Surigao City	Noemi D. Lim	Jimmy A. Sugse
Surigao del Norte	Manuel L. Limjoco Jr.	Concordio G. Cubelo Jr.
Surigao del Sur	Encarnacion M. Padua	Benjamin M. Daging
Tandag City	Voltair C. Asildo	Vergielyn E. Datoy



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(Enclosure No. 2 to Regional Memorandum No. 0909, s. 2026)

Indicative Program

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 QAME	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 QAME	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	BREAKFAST	
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	HEALTH BREAK	
9:45 AM to 10:45 AM	Continuation of Session 10 /JOBS Process Simulation	All participants
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	LUNCH	
1:00 AM to 5:00 PM	Post-Activity Evaluation	GASS

