

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

7 October 2025

Regional Memorandum

No.748 s.2025

**SUBMISSION OF REQUIRED DOCUMENTS OF THE JDVP
TECHNICAL VOCATIONAL INSTITUTION WITH NON-LBP
ACCOUNTS FOR SCHOOL YEAR 2024-2025**

To **Schools Division Superintendent**

1. Pursuant to DepEd Memorandum GASS-2025-1037 titled Submission of Required Documents of the JDVP Technical Vocational Institution with Non-LBP Accounts for School Year 2024-2025, this Office through the Curriculum and Learning Management Division (CLMD) informs the field about the submission of the required documents.
2. Attached is copy of DepEd Memorandum GASS-2025-1037 for complete details.
3. For more information, please contact **Mr. Ernest Robert A. Estologa**, Project Development Officer II, GASS-ODMD, through email at gass.odmd@deped.gov.ph or via telephone at (02) 8-636-1620.
4. Immediate dissemination of and strict compliance with this Order desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

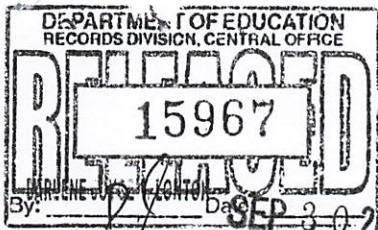
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Republic of the Philippines
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GOVERNMENT ASSISTANCE AND SUBSIDIES SERVICE

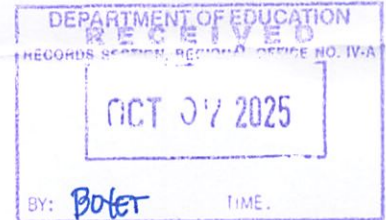
MEMORANDUM

GASS-2025-1037

September 29, 2025

FOR : REGIONAL DIRECTORS

ATTENTION : JDVP REGIONAL FOCAL PERSONS

FROM : ATTY. TARA C. RAMA
Project Manager III ✓SUBJECT : SUBMISSION OF REQUIRED DOCUMENTS OF THE JDVP
TECHNICAL VOCATIONAL INSTITUTIONS WITH NON-LBP
ACCOUNTS FOR SCHOOL YEAR 2024-2025

This refers to the **Technical Vocational Institutions (TVIs)** under the **Joint Delivery Voucher Program** that maintain accounts with banking institutions other than the **Land Bank of the Philippines (LBP)** for School Year 2024-2025.

In compliance with the official letter issued by the Land Bank of the Philippines dated September 17, 2025 (Enclosure A), and in strict adherence to the provisions of Republic Act (RA) No. 9160, otherwise known as the "**Anti-Money Laundering Act of 2001**," this Office hereby requests the submission of the following:

1. Soft copy of the **Securities and Exchange Commission (SEC) Certificate of Incorporation**;
2. Soft copy of the **SEC Articles of Incorporation**;
3. Soft copy of the **Bureau of Internal Revenue (BIR)-issued Certificate of Registration (Form 2303)**; and
4. Soft copy of the updated **General Information Sheet (GIS)**.

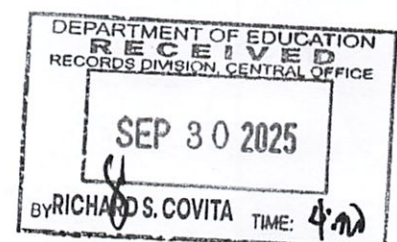
For this purpose, all Regional Offices, through their JDVP Regional Focal Person, are requested to instruct the concerned TVIs to submit, and thereafter facilitate the submission of the above-stated requirements through the online form accessible at the following link on or before **October 10, 2025**: <https://tinyurl.com/JDVPOtherBanks2425>. Non-compliance with this requirement within the prescribed deadline shall result in the non-processing of the corresponding JDVP payments.

For clarifications or further inquiries, kindly coordinate with **Mr. Ernest Robert A. Estologa, Project Development Officer II, GASS-ODMD**, through email at gass.odmd@deped.gov.ph or via telephone at (02) 8-636-1620.

Encl. as stated

Copy furnished:

ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance
/odmd-rlf





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By:



LANDBANK

SERVING
THE NATION

September 17, 2025

ARMANDO C. RUIZ
Director IV
Department of Education
DepEd Complex Meralco Ave, Pasig City

ATTN: MS. WILMA P. ECALNIR
Accountant IV-Officer-in-Charge

Dear Mr. Ruiz:

With regards to the LDDAP to be submitted to our branch for credit to other banks, may we kindly request to include the following additional details of the beneficiary/ies:

- Address
- Birthdate/Date of Incorporation
- Tax Identification Number
- Purpose of Credit

Thank you and warm regards.

Very truly yours,

JOYCE L. ECLAVEA
Head, DepEd Branch