



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



OCT 10 2025

October 9, 2025

REGIONAL MEMORANDUM

No.: 555, s. 2025

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

To: Schools Division Superintendents
Chiefs, Curriculum and Implementation Division
Division TVL Supervisors
This Region

1. This is with reference to the GASS-2025-1037 dated September 29, 2025, re: Submission of Required Documents of the JDVP Technical Vocational Institutions with Non-LBP Accounts for School Year 2024-2025 in connection with 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.

2. In connection with this, an 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) 9160, otherwise known as the "Anti-Money Laundering Act of 2001," GASS, the Central Office is hereby requesting 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)**.
3. For this purpose, all Division Offices, through their JDVP Division Focal Person, are requested to instruct the concerned TVIs to submit the above-stated requirements via 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.
4. For clarifications of further inquiries, kindly coordinate with Norviña A. Tubongbanua, JDVP Regional Focal or directly contact Mr. Ernest Robert A. Estologa, Project Development Officer II, GASS-ODMD through email add gass.odmd@deped.gov.ph or via telephone at (02)8-636-1620.
5. Immediate dissemination of this memorandum is desired.

Digitally signed by Legaspi Ruth Fuentes
DN: CN=Legaspi Ruth Fuentes,
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Date: 2025.10.10 10:09:50+0800

RUTH L. FUENTES, CESO III
Regional Director

CLMD/EBP/nat/RM
270/October 9, 2025