



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

July 30, 2026

DIVISION MEMORANDUM
No. 600, s. 2026

DISTRIBUTION OF LAPEL VOICE AMPLIFIERS FOR TEACHING PERSONNEL

To : Assistant Schools Division Superintendent
Heads of Public Elementary and Secondary Schools
Division Inventory Committee
Administrative Officer II / Public Schools Property Custodian
All Others Concerned

1. Pursuant to the Department of Education's initiative to enhance the delivery of quality education through the provision of technological and instructional support resources to schools, this Office announces the distribution of Lapel Voice Amplifiers for Teaching Personnel.
2. The allocation of lapel voice amplifiers per school is based on the copy furnished by the DepEd Central Office.
3. The hauling and delivery of lapel voice amplifiers shall be conducted according to the following schedule:

DATE	TIME	NAME OF SCHOOL
Monday August 3, 2026	8:00 AM – 9:00 AM	San Isidro National High School San Isidro Elementary School
	9:00 AM – 10:00 AM	Tiptip Elementary School Cabawan Elementary School
	10:00 AM – 11:00 AM	DCPNHS – Senior High School City of Tagbilaran National High School
	11:00 PM – 12:00 PM	Manga Elementary School
	1:00 PM – 2:00 PM	Manga National High School
	2:00 PM – 3:00 PM	Dao Elementary School
	3:00 PM – 4:00 PM	Ubujan Elementary School
	4:00 PM – 5:00 PM	Taloto Elementary School Taloto National High School
Tuesday August 4, 2026	8:00 AM – 9:00 AM	Booy Elementary School
	9:00 AM – 10:00 AM	Booy South Elementary School
	10:00 AM – 11:00 AM	Cogon Elementary School
	11:00 AM – 12:00 PM	Cogon National High School
	1:00 PM – 3:00 PM	DCPNHS – Junior High School
	3:00 PM – 4:00 PM	Eastern Cogon Elementary School
	4:00 PM – 5:00 PM	Dampas Elementary School
	8:00 AM – 9:00 AM	Tagbilaran City Science High School

Aug 5, 2026	9:00 AM – 10:00 AM	City East Elementary School
	10:00 AM – 11:00 AM	Mansasa Elementary School
	11:00 AM – 12:00 PM	Mansasa National High School
	1:00 PM – 2:00 PM	Bool Elementary School
	2:00 PM – 3:00 PM	Tagbilaran City SPED Center
	3:00 PM – 5:00 PM	Tagbilaran City Central Elementary School

4. To ensure the efficient, secure, and timely delivery and distribution of the equipment, the following are hereby directed to conduct the hauling and delivery of the Lapel Voice Amplifiers:

- **JOSE C. MARIÑAS III** – Division Information Technology Officer
- **JAPHET A. REVEREAL** – Administrative Officer IV / Division Supply Officer
- **JOSE ANDREW U. SALISE** – Administrative Assistant III
- **JANETH PATEÑO** – City Paid Personnel
- **RODRIGO AMANCIO** – Driver / City Paid Personnel

Expenses relative to the conduct of the activity, including fuel for the division vehicle and meals and snacks of the delivery team, shall be charged against available Division funds, subject to the usual accounting and auditing rules and regulations.

5. Upon receipt of the Lapel Voice Amplifiers, all School Property Custodians shall ensure the following:

- Facilitate the immediate sub-distribution of the Lapel Voice Amplifiers within their respective schools using the appropriate inventory and property accountability forms in accordance with existing accounting, auditing, and property management rules and regulations.
- Accurately record the serial number of each device issued to personnel and ensure that all inventory records are properly accomplished.
- Submit to the Division Office the complete list of recorded serial numbers and corresponding recipients of the issued Lapel Voice Amplifiers within five (5) working days from receipt of the equipment.
- Maintain updated property and inventory records of all issued devices and ensure proper accountability and safekeeping of government property.

6. As part of the inventory documentation and monitoring process, all recipients of the Lapel Voice Amplifiers shall provide proof of utilization (*actual utilization of the equipment during classroom instruction or other authorized educational activities*) documentation. Upload photo documentation through this link:

<https://tinyurl.com/4xhbzs8f>

7. For concerns or clarification, schools may coordinate with the Division Information Technology Office or the Division Property and Supply Unit.

8. For information, guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/SUPPLY/ATMjr/jar



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