



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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Office of the Schools Division Superintendent

September 7, 2026

DIVISION MEMORANDUM

No. 477 s. 2026

**HAULING, DELIVERY, AND DISTRIBUTION OF WIRELESS LAPEL VOICE
AMPLIFIERS TO PUBLIC SCHOOLS OF SDO IRIGA CITY**

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public School Heads
School Property Custodians
ICT Coordinators
All Others Concerned

1. This Office announces the division-level hauling, delivery, and distribution of 1,108 Wireless Lapel Voice Amplifiers to the 49 public elementary, secondary, and integrated schools under the Schools Division Office of Iriga City.
2. The distribution shall be conducted through an eight-day delivery schedule (see *Annex A*) from September 14–23, 2026, in accordance with the approved project implementation plan. The recipient schools shall undertake the proper inspection, acceptance, recording, and issuance of the units to the designated teacher-beneficiaries.
3. All Public School Heads, School Property Custodians, and ICT Coordinators concerned are hereby directed to:
 - a) Ensure the availability of the school inspectorate team and recipient teachers on the scheduled delivery date time.
 - b) Verify the quantity and physical condition of the units upon receipt and coordinate inspection, verification, and testing with the Division Inspectorate Team.
 - c) Ensure the proper accomplishment and signing of the Inventory Custodian Slip (ICS) and other required property documents.



Address: Sto Doming, Iriga City
Contact No.: 054-3318420/3319307
Email: Iriga.city@deped.gov.ph



**IRIGA
SPRINGS**

*Sa Serbisyo ng Tapat at Maagap,
Edukasyon ng Dekalidad!*



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- d) Safeguard, record, and issue the units to the intended teacher-beneficiaries in accordance with existing property and inventory procedures.
 - e) Provide complete photo documentation of the loading, unloading, turnover, and other relevant distribution activities.
 - f) Immediately report any discrepancy, shortage, damage, loss, or other delivery-related concern to the Division Supply Officer and ICT Unit for appropriate action.
 - g) Schools are advised to ensure that there are no delays during the turnover ceremony, as the succeeding activities are scheduled immediately after it.
4. Following the distribution activity, the concerned school personnel shall consolidate the signed DRs, IARs, and ITRs, reconcile the asset records, and ensure the updating of the DCP Portal.
5. All concerned are enjoined to observe proper handling and protective transit measures for the electronic equipment and to extend full cooperation to ensure the complete, secure, accurate, and timely distribution of all 1,108 units to the 49 recipient public schools.
6. For information, guidance and strict compliance.


MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

Encl.: As stated

Reference: Approved Project Proposal; DCP-PSF-SAGIP allocation

To be indicated in the Perpetual Index under the following subjects:

DISTRIBUTION | ICT | LAPEL VOICE AMPLIFIERS | PROPERTY | PUBLIC SCHOOLS

MNB/MNBelen/ICT Unit/2025 Transparency Seal /August 20, 2026



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LAPTEL VOICE AMPLIFIERS DISTRIBUTION LIST			DATE AND TIME OF DELIVERY							
SCHOOL ID	SCHOOL NAME	TOTAL ALLOCATION	September 14, 2026	September 15, 2026	September 16, 2026	September 17, 2026	September 18, 2026	September 21, 2026	September 22, 2026	September 23, 2026
			DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
114427	San Nicolas ES	29	8:00-9:15 am							
114420	Iriga Central School	68	9:16-10:30 am							
500166	Iriga City Division Integrated Special School (SPED)	25	10:31-11:45am							
502731	Don Lazaro Madara Memorial Integrated School	10	1:00-2:15 pm							
114424	San Isidro ES	35	2:16-3:30 pm							
114422	San Agustin ES	20	3:31-4:45pm							
114423	San Francisco ES	22		8:00-9:15 am						
114428	Sta. Cruz Sur ES	14		9:16-10:30 am						
502270	Salvacion Integrated School	21		10:31-11:45am						
302251	Rinconada National Technical Vocational School	88		1:00-2:15 pm						
114445	Iriga South CS	30		2:16-3:30 pm						
501948	San Juan Integrated School	17		3:31-4:45pm						
114426	San Miguel ES	19			8:00-9:15 am					
114419	Francia ES	9			9:16-10:30 am					
114425	San Jose ES	9			10:31-11:45am					
500168	Santiago Integrated School	43			1:00-2:15 pm					
114454	Sta. Elena ES	9			2:16-3:30 pm					
114446	La Anunciacion ES	8			3:31-4:45pm					
114444	Banao ES	11				8:00-9:15 am				
114456	Tiriktrikan ES	7				9:16-10:30 am				
114455	Sto. Niño ES	17				10:31-11:45am				
302256	Sto. Niño National High School	36				1:00-2:15 pm				
114447	La Medalla ES	14				2:16-3:30 pm				
114449	La Trinidad ES	9				3:31-4:45pm				
114448	La Purisima ES	8					8:00-9:15 am			
114450	San Antonio ES	17					9:16-10:30 am			
302254	San Antonio National High School	36					10:31-11:45am			
114452	San Vicente ES	9					1:00-2:15 pm			
302253	Zeferino Arroyo High School	126					2:16-3:30 pm			
343238	San Agustin (Stand Alone) Senior High School	35					3:31-4:45pm			
114432	Iriga North CS	32						8:00-9:00 am		
302249	Perpetual Help National High School	53						9:00-10:00am		
114442	Sta. Teresita ES	11						10:00-11:00am		
114435	San Andres ES	8						11:00-12:00 pm		
114439	San Vicente Norte ES	8						1:00-2:00 pm		
114440	Sta. Cruz Norte ES	4						2:00-3:00 pm		
114430	Cawayan ES	14							8:00-9:00 am	
302250	Sta. Maria High School	28							9:00-10:00am	
114443	Tubigan ES	10							10:00-11:00am	
302255	San Pedro National High School	18							11:00-12:00 pm	
114436	San Pedro ES	12							1:00-2:00 pm	
114433	Niño Jesus ES	8							2:00-3:00 pm	
302252	Sagrada National High School	27								8:00-9:00 am
114434	Sagrada ES	13								9:00-10:00am
502272	Antipolo Integrated School	10								10:00-11:00am
114438	San Ramon ES	8								11:00-12:00 pm
500167	Cristo Rey Integrated School	30								1:00-2:00 pm
114437	San Rafael ES	8								2:00-3:00 pm
114441	Sta. Isabel ES	5								3:00-4:00 pm
	TOTAL	710								