



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 1, 2026

DIVISION MEMORANDUM

No. 586, s. 2026

**ROLL-OUT, HAULING, AND UTILIZATION OF LAPEL VOICE AMPLIFIERS FOR
CLASSROOM INSTRUCTION ACROSS ALL PUBLIC SCHOOLS**

To: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors (PSDS)
Heads of Public Elementary and Secondary Schools & Integrated Schools
School Property Custodian
School ICT Coordinators
All Others Concerned

1. For the information and guidance of all concerned, attached is a copy of the Joint Memorandum dated May 20, 2026, from the Office of the Undersecretary and Chief of Staff (Office of the Secretary and Procurement) and the Office of the Assistant Secretary for Information and Communications Technology, titled **"Guidelines on the Allocation and Utilization of the Program Support Fund (PSF) and Related Procedures for the Hauling and Delivery of Lapel Voice Amplifiers for Classroom Instruction,"** which is self-explanatory.
2. The delivery of the equipment will commence in the **first week of October 2026** via **door-to-door** delivery directly to the schools.
3. Upon receipt of the lapel voice amplifiers, the **School Property Custodian** shall prepare an **official School distribution List for the school**. Duly signed copies of the distribution list shall be allocated and distributed as follows:

Please **download** the **official School Distribution List form** from this link:
<https://tinyurl.com/47ha27ys>

- **One (1) copy** – School File
 - **One (1) copy** – District Office
 - **One (1) copy** – Division ICT Office
 - **Two (2) copies** – Division Supply Office
4. School Property Custodians are instructed to access the **official SDO Aklan Google Drive link**: <https://tinyurl.com/kvsdm6wb>, open the respective **District Folder**, and create a **folder named after the school**. Inside this school folder, they must upload:
 - **Photo documentation** (pictures) showing the actual delivery and receipt of the lapel voice amplifier units; and

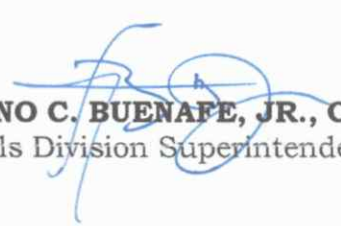


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Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
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- **A soft copy** of the duly signed official School distribution List for the school.
5. For inquiries and further information, please contact the Division ICT Unit via landline at 265-3743.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


FELICIANO C. BUENAFE, JR., CESO V
Schools Division Superintendent

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