



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

21 Sep 2026

DIVISION MEMORANDUM

No. 459, s. 2026

**DISTRIBUTION OF LAPEL VOICE AMPLIFIERS FOR CLASSROOM
INSTRUCTION PROCURED BY THE CENTRAL OFFICE**

To: Assistant Schools Division Superintendents
Chief - Curriculum Implementation Division (CID)
Chief - School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public School Heads
District Property Custodians
School Property Custodians
School ICT Coordinators
All Others Concerned

1. In reference to the Department of Education's procurement and nationwide distribution of Lapel Voice Amplifiers for Classroom Instruction, this Office announces the distribution of the said devices to identified teacher-beneficiaries in public elementary and secondary schools within the Schools Division of Batangas. The distribution shall be undertaken by the Property and Supply Unit in coordination with the Information and Communications Technology (ICT) Section and shall be governed by existing DepEd issuances, including the approved allocation and distribution guidelines for the hauling and delivery of lapel voice amplifiers and related advisories.
2. The Lapel Voice Amplifiers are intended to support effective classroom instruction by enhancing voice projection, reducing vocal strain among teachers, and improving classroom communication, particularly in large learning spaces.
3. The Allocation List of recipient schools and corresponding quantities may be accessed through this link: <https://tinyurl.com/Allocation-for-Distribution>.
4. School Heads and School Property Custodians are requested to coordinate with their respective District Property Custodians regarding the schedule and procedures for the distribution and receipt of the lapel voice amplifiers. All **District Property Custodians** and **School Property Custodians** are directed to proceed to **Property and Supply Unit, SDO Batangas** on **September 24-25, 29-30, 2026**, from **9:00am to 4:00pm** for the issuance and retrieval of the units. Please refer to [Annex A](#) for the specific schedule assigned to each district. Strict adherence to the assigned schedule is required to ensure a smooth and orderly distribution process.



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5. All School Property Custodians are directed to encode the **serial number of the Lapel Voice Amplifier and the complete name of the teacher-recipient** for each unit issued. The submitted information shall serve as the official record for monitoring and documentation of the distribution. Please refer to [Annex B](#) for the designated link.

6. To satisfy DCP monitoring requirements, all school receipts and teacher issuances shall be promptly encoded in the **DCP Portal** by the School ICT Coordinator or other authorized personnel. The encoded information shall include the device serial number and the complete name of the recipient teacher. All portal entries shall be supported by complete, accurate, and duly signed physical property records, including the applicable receipt, custody, and issuance documents. The DCP Portal may be accessed through: <https://lis.deped.gov.ph/>.

7. In line with the nationwide distribution of lapel microphones to teaching personnel, all district offices and recipient schools are requested to conduct an appropriate turnover or distribution activity and play the video message of **Department of Education Secretary Sonny Angara** during the program.

The official copy of the Secretary's video message may be accessed and downloaded through the following link: <http://tinyurl.com/SJEALapelMessage>.

8. Additionally, we request that each school submit one (1) to three (3) testimonials or messages of thanks from teacher-beneficiaries, together with turnover photos and videos documenting the distribution of the lapel voice amplifiers through the following link: <https://tinyurl.com/LapelTestimonials>.

The submitted testimonials and documentation shall serve as supporting evidence of project implementation and shall be used for monitoring, reporting, and highlighting the impact of the project on classroom instruction.

9. All recipient schools shall exercise due diligence in the safekeeping, inventory, issuance, and utilization of the distributed devices and shall ensure that the units are used solely for educational purposes and in accordance with existing government accounting, auditing, and property management rules and regulations.

10. For clarification and further inquiries, you may call the Property and Supply Unit at 0962-194-3414 and Information, Communication and Technology (ICT) Section at (043) 722-1437 loc. 217.



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11. Immediate compliance and widest dissemination of this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. Annex A and Annex B

Reference: Memorandum ICTS-OD-MEM-081026-T3-2,

Joint Memorandum: 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

To be indicated in the Perpetual Index under the following subject:
**DISTRIBUTION OF LAPEL VOICE AMPLIFIERS FOR CLASSROOM INSTRUCTION
PROCURED BY THE CENTRAL OFFICE**

CMB / DISTRIBUTION OF LAPEL VOICE AMPLIFIERS FOR CLASSROOM INSTRUCTION PROCURED BY THE CENTRAL OFFICE /
R2-155896 / September 21, 2026



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ANNEX A

SCHEDULE OF DISTRIBUTION

September 24, 2026

District	Time
San Jose	9am-10am
Balayan East	10am-11am
Balayan West	11am-12nn
Agoncillo	1pm-2pm
Alitagtag	2pm-3pm
Cuenca	3pm-4pm
Lemery	9am-10am
Malvar	10am-11am
Mataas na Kahoy	11am-12nn
Rosario West	1pm-2pm

September 25, 2026

District	Time
Lian	9am-10am
Lobo	10am-11am
Mabini	11am-12nn
Padre Garcia	1pm-2pm
Taal	2pm-3pm
Nasugbu East	9am-10am
Nasugbu West	10am-11am
Rosario East	11am-12nn
San Luis	1pm-2pm

September 29, 2026

District	Time
San Pascual	9am-10am
Sta. Teresita	10am-11am
San Nicolas	11am-12nn
San Juan East	1pm-2pm
San Juan West	2pm-3pm
Tuy	9am-10am
Taysan	10am-11am
Talisay	11am-12nn
Tingloy	1pm-2pm
Balete	2pm-3pm



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September 30, 2026

District	Time
Bauan West	9am-10am
Ibaan	10am-11am
Calatagan	11am-12nn
Laurel	1pm-2pm



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ANNEX B

DESIGNATED LINK FOR LAPEL VOICE AMPLIFIER DISTRIBUTION RECORDS

AREA 1

<https://tinyurl.com/LAPELBALAYANEAST>

<https://tinyurl.com/LAPELBALAYANWEST>

<https://tinyurl.com/LAPELCALATAGAN>

<https://tinyurl.com/LAPELLEMERY>

<https://tinyurl.com/LAPELLIAN>

<https://tinyurl.com/LAPELNASUGBUEAST>

<https://tinyurl.com/LAPELNASUGBUWEST>

<https://tinyurl.com/LAPELTAAL>

<https://tinyurl.com/LAPELTUY>

AREA 2

<https://tinyurl.com/LAPELBAUAN>

<https://tinyurl.com/LAPELLOBO>

<https://tinyurl.com/LAPELMABINI>

<https://tinyurl.com/LAPELSANLUIS>

<https://tinyurl.com/LAPELSANPASCUAL>

<https://tinyurl.com/LAPELTINGLOY>

AREA 3

<https://tinyurl.com/LAPELAGONCILLO>

<https://tinyurl.com/LAPELALITAGTAG>

<https://tinyurl.com/LAPELBALETE>

<https://tinyurl.com/LAPELCUENCA>

<https://tinyurl.com/LAPELLAUREL>

<https://tinyurl.com/LAPELMALVAR>

<https://tinyurl.com/LAPELMATAASNAKAHOY>

<https://tinyurl.com/LAPELSANNICOLAS>

<https://tinyurl.com/LAPELSTATERESITA>



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AREA 4

<https://tinyurl.com/LAPELIBAAN>

<https://tinyurl.com/LAPELPADREGARCIA>

<https://tinyurl.com/LAPELROSARIOEAST>

<https://tinyurl.com/LAPELROSARIOWEST>

<https://tinyurl.com/LAPELSANJOSE>

<https://tinyurl.com/LAPELSANJUANEAST>

<https://tinyurl.com/LAPELSANJUANWEST>

<https://tinyurl.com/LAPELTALISAY>

<https://tinyurl.com/LAPELTAYSAN>

SDO CALACA

<https://tinyurl.com/LAPELCALACA>