



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

02 June 2023

DIVISION MEMORANDUM
No. **255** s. 2023

DISTRIBUTION OF EXTERNAL HARD DRIVES FOR SCHOOLS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief – Education Program Supervisor – CID
Education Program Supervisors
Public Schools District Supervisors/Officers-In-Charge of the District
Heads of Elementary, Secondary and Integrated Schools
Project Development Officer II (CID)

1. The Division of Capiz through the Learning Resource Management Section and the Supply Office will distribute 1 unit (2 terabytes) external hard drives to all 471 elementary, secondary, and integrated schools starting June 5, 2023. The said external drives are ready for pick up at the Division Supply Office.
2. The recipients of these external drives are the school LR Coordinators for them to store softcopies of the Self Learning Modules, Activity Sheets, Video Lessons and other LRs.
3. The distribution list per district is found in Enclosure No. 1.
4. It is expected that in the conduct of this activity, all involved must adhere to the minimum health and safety protocols.
5. Travel expenses relative to this activity is chargeable against school MOOE funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES

HARD DRIVES



Address: Banica, Roxas City
Contact Number: (036) 6518 456 / 0968 869 5867
Email Address: capiz@deped.gov.ph
Website: <https://depedcapiz.ph>

SDO Capiz**Distribution List of 2TB Extrenal Hard Drives by District**

District	ELEM	SEC	IS	TOTAL
CUARTERO	20	4		24
DAO	19	4		23
DUMALAG	19	2	1	22
DUMARAO	31	5	2	38
IVISAN	15	2		17
JAMINDAN	29	4	1	34
MAAYON	28	4	4	36
MAMBUSAO EAST	17	2	1	20
MAMBUSAO WEST	13	1	1	15
PANAY	28	3	1	32
PANITAN	21	2	4	27
PILAR	21	5	3	29
PONTEVEDRA	19	2	1	22
PRESIDENT ROXAS	18	1	1	20
SAPIAN	21	2	1	24
SIGMA	20	2	2	24
TAPAZ EAST	33	3	1	37
TAPAZ WEST	21	5		26
CAPIZ NHS		1		1
LR Section				4
TOTAL	393	54	24	475