



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

19 AUG 2026

DIVISION MEMORANDUM

No. **381** s. 2026

**DELIVERY, DISTRIBUTION, DOCUMENTATION, AND REGISTRATION OF LAPEL
DEVICES TO RECIPIENT SCHOOLS AND TEACHERS**

To: OIC – Assistant Schools Division Superintendent
OIC – Chief Education Supervisors
Public Schools District Supervisors
Heads Public Elementary, Secondary, and Integrated Schools
Division, Schools and Districts ICT Coordinators
Schools and District Designated Supply Officers
All Other Concerned

1. In line with the provision of LAPEL devices to eligible teaching personnel, this Office informs all recipient schools that the delivery of LAPEL devices by the Schools Division of Capiz shall commence within the week.
2. To ensure proper documentation, monitoring, and validation of the distribution process, all recipient schools are directed to undertake the following:
 - a. **Conduct photo documentation during the delivery and receipt of LAPEL devices** at the school level;
 - b. **Conduct photo documentation during the distribution of LAPEL devices to recipient teachers;**
 - c. **Upload all required photo documentation** to the school's designated Google Drive folder for consolidation, monitoring, and validation purposes; and
 - d. **Ensure that all recipient teachers register their assigned LAPEL devices** through the following link: <https://bit.ly/SDOCAPIZLapel>
3. School Heads, ICT Coordinators, and Designated Supply Officers shall ensure the completeness and accuracy of all required photo documentation and confirm that all recipient teachers have successfully registered their LAPEL devices.
Compliance with this Memorandum is hereby enjoined.
4. For questions and other concerns regarding the delivery, documentation, and registration of LAPEL devices, concerned personnel may coordinate with the Division ICT Unit.



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5. Immediate dissemination of and compliance with this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MA. SHARON S. BARRIENTOS

Administrative Officer V
In-charge of the Division

Encl.: None

Reference: None

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

ICT