

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES


February 3, 2026

DIVISION MEMORANDUM
No. 163 s. 2026

**ADDENDUM TO DM NO. 26 and 66 S. 2026 RE: INSTALLATION OF STARLINK
BY DATA LAKE INC.**

To : Assistant Schools Division Superintendent
Chief Education Program Supervisors-CID and SGOD
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
District/School ICT Coordinators
Property Custodian
All Others Concerned

- In connection with the ongoing **delivery and installation of Starlink equipment** in identified recipient schools within the Schools Division of Catanduanes by **Data Lake Inc.**, the following additional guidelines are hereby issued. These instructions shall be **strictly observed by school heads**, through their designated **School ICT Coordinators**, prior to accepting the delivered items and signing any documents from the supplier:
 - Immediately inform the ITO** of the arrival of the delivery and installation team in your respective school through the official communication platform of ICT Coordinators (Messenger and Teams app)
 - Ensure that the **delivery and installation personnel present valid identification cards** issued by the supplier (Data Lake Inc.).
 - Verify that **all delivery documents are complete**, including but not limited to:
 - Delivery Receipt (DR)
 - Acknowledgement Receipt (AR)
 - Other supporting delivery documents
 - After installation, make sure that **testing of the equipment is completed**, or that the equipment is properly endorsed to the designated focal person. Additionally, obtain the **contact person of the supplier** for after-sales concerns or reporting.
 - Submit a **narrative report with photo documentation** to the ICT Unit for monitoring and validation purposes.
- Strict adherence to these guidelines is required to ensure proper verification, accountability, and monitoring of the delivered Starlink units.
- Queries and technical assistance may be sought at the ICTU Office or through email at ictunit.ctd@deped.gov.ph.
- For immediate and widest dissemination


MA. JEANY T. ABAYON
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OIC, Office of the Schools Division Superintendent

OSDS/ICTU/jbm 2/3/2026



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