


**RELEASED**BY:  No. 089  
DATE: JAN 20 2026 TIME: 5:05

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**


January 20, 2026


**DIVISION MEMORANDUM**No. 089, s. 2026

**GOVERNANCE, SCHEDULING, AND SITE-READINESS CONTROLS FOR  
 CONNECTIVITY DEPLOYMENT IN SCHOOLS**

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

1. Please be informed of the attached CO-Memorandum dated January 19, 2026 entitled **“Governance, Scheduling and Site Readiness Controls for Connectivity Deployment in Schools”** for reference. All school heads are expected to ensure full compliance with the guidelines as stipulated in the said memorandum. Non-compliance may result in delays in deployment or suspension of on-site installation activities for the identified recipient schools of Starlink (DM No. 26 s. 2026 and DM No. 66 s. 2026)) in SDO Catanduanes.
2. For queries or assistance, you may coordinate or visit the ICT Unit Office or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph) or contact us through the appropriate channels in the Microsoft Teams app
3. For information, guidance, and compliance of all concerned.

  
**MA. JEANY T. ABAYON**

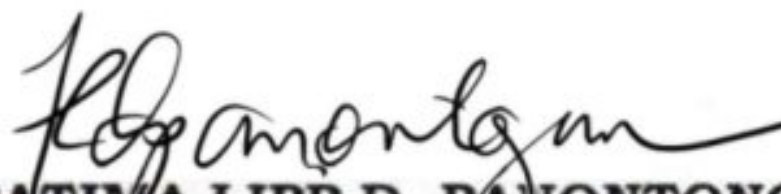
Assistant Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent 

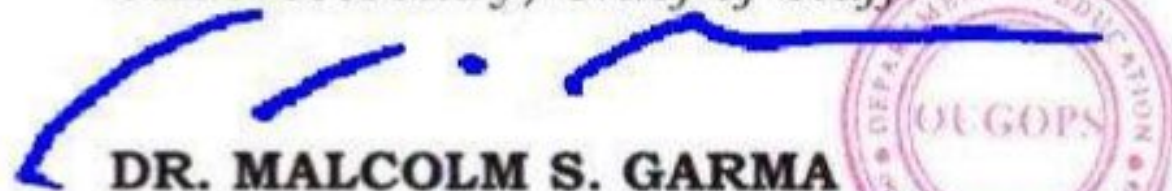



Republika ng Pilipinas  
**Department of Education**

**MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
ATTY. FATIMA LIPP D. PANONTONGAN  
Undersecretary, *Chief of Staff*

  
DR. MALCOLM S. GARMA  
Undersecretary for *Operations*

  
ATTY. MARCELINO G. VELOSO III  
Assistant Secretary, *Information & Communications Technology*

**SUBJECT :** GOVERNANCE, SCHEDULING, AND SITE-READINESS CONTROLS FOR CONNECTIVITY DEPLOYMENT IN SCHOOLS

**DATE :** 19 January 2026

1. **Purpose.**

- 1.1. To deliver on the President's commitment to deliver one hundred percent (100%) connectivity to DepEd schools, DepEd and DICT will roll out three (3) connectivity projects to connect **14,029** DepEd schools, broken down as follows:
- 1.1.1. **Phase 1:** DICT-procured using DICT budget (will use enterprise kit, no solar battery) to target **5,776** unserved schools (PIALEOS Project);
  - 1.1.2. **Phase 2:** DICT-procured using DepEd budget (will use enterprise kit, no solar battery) to target **4,798** unserved schools (DepEd E-learning Project); and
  - 1.1.3. **Phase 3:** DepEd-procured (schools with less than 100 learners or schools that only use solar power, will use standard kit + solar battery) to target **3,455** schools (LEOxSOLAR Project).



2/F, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600 Telephone Nos.: (+632) 86337208; 633-7228; 687-2992; Fax No.: (02) 636-4876; www.deped.gov.ph



- 1.2. This Memorandum establishes the governance structure, scheduling controls, and site-readiness requirements for the Phase 1 roll out which will cover 5,776 schools in four (4) lots and will use these controls to support a high-throughput rollout (target: ~200 schools/day) by reducing failed site visits and addressing recurring blockers identified during a pilot installation phase. Schools that rely solely on solar power shall not be included in Phase 1.
  - 1.3. This Memorandum will also cover the governance structure, scheduling controls, and site-readiness requirements for the Phase 2 and Phase 3 roll outs, unless modified by a subsequent issuance.
2. **Background and Issues.** The pilot deployment by the PIALEOS supplier highlighted material implementation blockers that slowed deployment speed and increased logistics costs, which includes:
    - 2.1. Outdated or incomplete school contact information;
    - 2.2. Unavailability of personnel to coordinate / confirm concerns;
    - 2.3. Limited awareness at school level despite prior advisories;
    - 2.4. Improper classification of school beneficiary wherein the selected school had sufficient internet connectivity;
    - 2.5. Improper classification of school beneficiary wherein the selected school had power constraints (e.g., solar-only sites below minimum load capacity); and
    - 2.6. Route/logistics constraints discovered only during site visit (mountainous/island schedules).
  3. **Scope.** This policy applies to all schools in the Phase 1, Phase 2, and Phase 3 master lists and all DepEd offices involved in their deployment, as follows:
    - 3.1. DepEd Central Office (CO), through ICTS;
    - 3.2. Regional Offices (ROs), through the Regional Director (RD) and the Regional Information Technology Officer (RITO);
    - 3.3. Schools Division Offices (SDOs), through the School Division Superintendent (SDS) and the Division Information Technology Officer (DITO); and
    - 3.4. Schools.
  4. **School Readiness Master list Revalidation Process.**
    - 4.1. Preparation and Issuance (CO)
      - 4.1.1. Action: The ICTS shall prepare the initial master list (shared tracker) of schools for all three Phases, starting with Phase 1.
      - 4.1.2. Transmission: The ICTS shall transmit the list to the DITOs.
    - 4.2. Division-Level Review (DITO & SDS)
      - 4.2.1. Correction and Validation:
        - 4.2.1.1. DITOs are mandated to review and validate the master list to ensure that all included schools are classified as "Ready to Deploy."

- 4.2.1.2. DITOs may replace already-connected schools with schools within the division that do not yet have connectivity, provided that all schools which are off-grid (powered by solar) are transferred to the proper list, i.e., the LEOxSOLAR Project.
- 4.2.2. Approval: The SDS shall formally sign the corrected and validated master list.
- 4.3. Regional-Level Review (RITO & RD)
  - 4.3.1. Submission: The signed master list shall be forwarded to the RITO for compilation per division.
  - 4.3.2. Validation: The RITO shall execute the final validation check.
  - 4.3.3. Approval: The RD shall affix their signature to the final master list, thereby signifying that this has been vetted and the schools are eligible for connectivity based on the specific nature of each phase of the connectivity project.
- 4.4. Final Transmission
  - 4.4.1. Submission: The RO shall transmit the fully validated and duly signed master list to the Office of the Secretary (OSec) for consolidation and implementation.
  - 4.4.2. Deadline: The RDs and/or the Assistant RD shall submit the signed physical master list to OSec during the upcoming Management Committee meeting on **22 January 2026**. The digital version shall be sent to ICTS **on or before 22 January 2026**.
  - 4.4.3. *Data quality*: To avoid failed site visits and deployment delays, the submitted master list must be complete, accurate, and consistent with the readiness validation. Any material inaccuracies identified shall be forwarded to the concerned RO for immediate correction, and similar errors should not recur in succeeding submissions.
- 4.5. System Integration & Deployment
  - 4.5.1. Action: The ICTS shall furnish the Supplier with a copy of the master list.
  - 4.5.2. In the interim, the ICTS shall coordinate closely with the Supplier regarding schools already slated for delivery to ensure that deployment remains ongoing while the master list finalization is in progress.

## 5. **Scheduling and Delivery Processes for Schools Covered by the Master list.**

### 5.1. **Official coordination tools and records**

- 5.1.1. The DepEd sanctioned Google Calendar (Calendar) drafted in compliance with Annex B [Google Calendar Event Template] of this Memorandum shall be the official schedule of record for all deployment visits. Dates, time windows, and visit changes are valid only if reflected in the Calendar.

- 5.1.2. The shared tracker sheet (tracker) is the official record for master list updates and deployment status, including contact corrections, readiness results, and blocker/outcome codes.
  - 5.1.3. Chat channels (e.g., Viber, Messenger, Teams) are for rapid coordination and escalation only. Chat messages do not create, change, or confirm schedules and do not replace entries in the Calendar or the tracker.
- 5.2. **No-schedule rule.**
- 5.2.1. A school shall not be scheduled unless the required deployment-grade fields are complete and validated (see Annex A: Site Readiness Checklist).
- 5.3. **Confirmation rule** (DepEd acceptance responsibility).
- 5.3.1. A deployment schedule shall be treated as confirmed only upon explicit acceptance of the calendar invitation by an authorized DepEd representative, in the following order of preference:
    - 5.3.1.1. School Head or designated School Focal;
    - 5.3.1.2. Division ITO (DITO) or designated Division focal; and
    - 5.3.1.3. Regional ITO (RITO) or designated Regional focal.
  - 5.3.2. The DITO/RITO shall be included in the relevant chat channels to ensure timely acceptance and to validate that any acceptance by the School Head/School Focal is based on compliance with the site-readiness requirements.
- 5.4. Calendar acceptance in accordance to Annex C [Calendar Invite Process Workflow] of this Memorandum constitutes DepEd's commitment that:
- 5.4.1. The site will be ready;
  - 5.4.2. Required conditions for deployment can be met; and
  - 5.4.3. An authorized representative will be present on the scheduled date.
- 5.5. **T-72 / 5-day scheduling gate.**
- 5.5.1. Deployment visits shall be scheduled and confirmed through an official calendar invitation issued by the Service Provider (using the designated DepEd scheduling account, as applicable) no later than seventy-two (72) hours prior to the target visit date.
  - 5.5.2. For sites requiring additional coordination (e.g., island or mountainous locations, limited/no signal, complex transport arrangements), scheduling, and confirmation may be set up to five (5) calendar days in advance.
  - 5.5.3. Only sites that have been preliminarily validated as deployable and have an identified authorized DepEd focal – School Head/Designated School Focal (preferred), with DITO/RITO as fallback – may be scheduled.

5.5.4. Sites that do not satisfy this gate (e.g., incomplete contact details, unresolved prerequisites, or no calendar acceptance) may be replaced by a standby site. The Service Provider shall immediately notify the DITO, RO, and CO, about the site's failure to clear this gate and simultaneously request the DITO for a replacement standby site.

5.6. **T-48 readiness gate.**

5.6.1. All scheduled deployments shall complete the readiness validation at least forty-eight (48) hours prior to the visit using the readiness checklist (Annex A: Site Readiness Checklist).

5.6.2. If the site fails validation, the visit shall be cancelled and the school shall be replaced with a standby site. The DepEd authorized representative shall cancel the calendar invite and indicate the Blocker Code (under Item 9.3.2 [Blocker Codes] of this Memorandum) along with a brief explanation of the failed validation in the cancellation action. The DITO of the cancelling school shall immediately notify the Service Provider, their RO, and the CO, about the cancellation and simultaneously provide the replacement standby site.

5.7. **Eligibility clarification (existing but insufficient internet).**

5.7.1. Schools with existing connectivity that is intermittent or insufficient will remain eligible.

5.7.2. This status shall be recorded in the tracker using the required connectivity classification fields.

5.8. **Power constraint rule.**

5.8.1. Sites identified as solar-only or otherwise below minimum load capacity shall not be scheduled under Phase 1 and Phase 2, and shall be replaced.

5.9. **Hard-to-reach sites.**

5.9.1. Hard-to-reach sites identified in the initial master list or determined during the T-48 readiness gate process, shall follow the 5-day scheduling gate under Item 5.5 of this Memorandum.

5.9.2. The master list should indicate the logistical concerns and provide easy-to-follow access tips to assist the Service Provider in coming up with their deployment strategy.

**6. Standard Operating Procedure for Scheduling and Deployment**

6.1. **Step 1.** Division master list coordination (DITO-led)

6.1.1. DITOs shall ensure familiarity with site-readiness fields for all division schools in the shared tracker.

6.1.2. Master list issues shall be logged per School ID using standard reason codes.

6.1.3. Only schools marked "Ready to Deploy" are eligible for scheduling.

- 6.2. **Step 2.** Coordination setup
- 6.2.1. Each Lot shall establish a standard chat group including Supplier + DITO + ICTS CO (and Regional focal as needed).
  - 6.2.2. DITOs shall ensure access to the shared calendar views relevant to their scheduled schools.
- 6.3. **Step 3.** Scheduling (Supplier-led; Calendar-based)
- 6.3.1. The Supplier shall create calendar events per school using the standard template (Annex B: Google Calendar Event Template) and include complete contacts and readiness references.
- 6.4. **Step 4.** Confirmation
- 6.4.1. Calendar acceptance must be completed:
    - 6.4.1.1.  $\geq 72$  hours before deployment for normal sites; or
    - 6.4.1.2.  $\geq 5$  calendar days before deployment for hard-to-reach sites.
  - 6.4.2. Unaccepted events shall be tagged "At Risk" and may be rescheduled or replaced.
- 6.5. **Step 5.** T-48 readiness validation (DepEd-led)
- 6.5.1. DITO or delegated School Focal completes the T-48 checklist  $\geq 48$  hours prior to the scheduled visit and records the result in the tracker.
  - 6.5.2. DITO or delegated School Focal shall, if feasible, upload in the chat or through email the suggested location where the terminal / access points ought to be installed. The locations are indicated under Item 7 [Installation Guidelines] of this Memorandum.
  - 6.5.3. Failed validations must carry a blocker code (under Item 9.3.2 [Blocker Codes] of this Memorandum) and be swapped with a standby site.
- 6.6. **Step 6.** Deployment day and outcome reporting
- 6.6.1. Supplier records outcome in the calendar event notes and in the tracker using standard outcome and blocker codes (under Item 9.3 of this Memorandum).
  - 6.6.2. DITO confirms sign-off and records corrective actions.
- 6.7. **Step 7.** Standby replacement
- 6.7.1. Each division shall maintain a standby list of sites that will be the ready replacement pool with selected schools totalling 5%-10% of the number of schools in the master list within their division, for each roll out phase.
  - 6.7.2. A site may only be replaced if deployment is no longer possible due to the site's failure to meet Item 5.5 [T-72 / 5-day scheduling gate] and Item 5.6 [T-48 readiness gate] of this Memorandum. The ICTS may

however allow the site replacement by a standby site through a CO-directed reprioritization to meet phase targets or correct data issues.

6.7.3. **Standby site criteria:** DITOs may recommend replacement standby sites within their division only, in the following order of preference:

6.7.3.1. *Unserved sites* – schools with no internet connection and not listed as beneficiaries in any other phase masterlist.

6.7.3.2. *Low-connectivity sites* – may be selected only after all unserved sites have been provided connectivity or are already covered under other phases of the program. “Low connectivity” shall be based on the school’s BEIS Internet Connectivity data submission for SY 2025–2026. Selection shall follow this order:

6.7.3.2.1. Lowest connectivity (per BEIS SY 2025–2026; may be validated using current/prior month subscription details or a peak-hours speed test)

6.7.3.2.2. If tied, the site with the fewest available ISPs serving the area

6.7.3.2.3. If still tied, the site with the higher school population

6.7.3.2.4. If still tied, the site nearest to the site being replaced

6.7.3.2.5. If still tied, selection shall be determined by coin toss

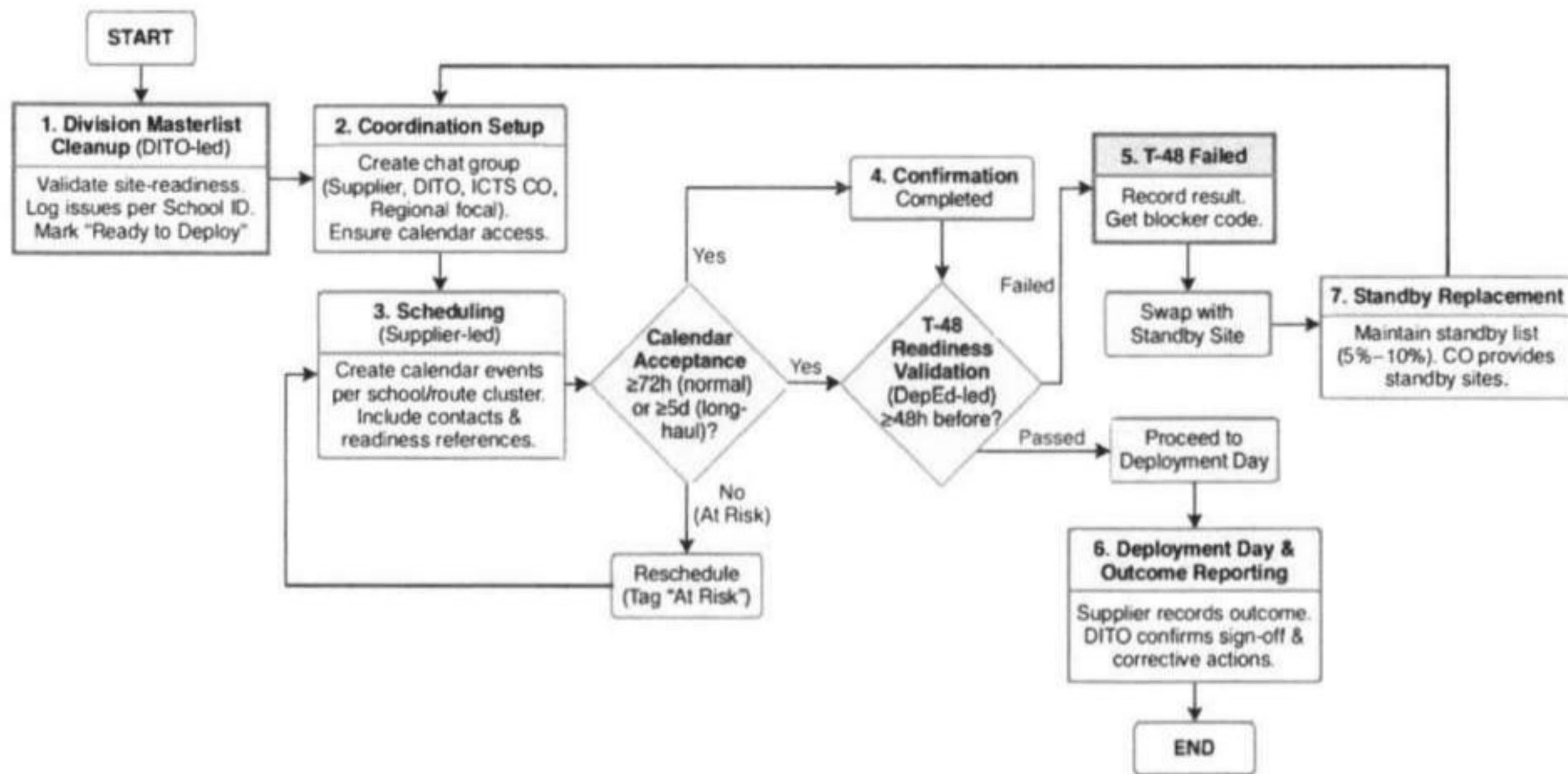
6.7.3.3. The DITOs shall make sure that before a replacement standby site is provided, that the same has been validated and confirmed as ready-to-deploy and able to accept the deployment on short notice.

6.7.4. **Recording and reporting**

6.7.4.1. *Tracker log:* Every standby-site substitution shall be recorded in the tracker, including (a) the reason for selection and (b) the validation details confirming the replacement site is ready-to-deploy.

6.7.4.2. *Regional Office accountability report:* For each substitution, the Regional Office (RO) shall submit a brief incident report explaining how the original site data was validated yet still proved inaccurate (“bad data”), and what corrective actions were taken to prevent recurrence.

6.7.4.3. *Deadline:* The RO shall submit the consolidated report of all replacement incidents within its area to OSec within thirty (30) calendar days from the date of the last phase of the connectivity projects.



## 7. Installation Guidelines.

### 7.1. Minimum criteria for any chosen location

7.1.1. The final location must enable proper device operation and safe deployment, including:

- 7.1.1.1. Accessibility: Coverage primarily supports teaching/learning areas used by students and teachers.
- 7.1.1.2. Power and safety: Stable power source; cables do not create hazards; equipment is protected from heat/water and tampering.
- 7.1.1.3. Coverage suitability: Placement supports reliable signal to the intended classrooms (avoid locations that mainly serve offices).
- 7.1.1.4. Maintainability: Site allows basic checks and troubleshooting without disrupting classes.

7.1.2. Where there is uncertainty on the most suitable location, the installer shall consult the ITO. The ITO's decision shall be final, provided it:

- 7.1.2.1. allows installation to proceed without undue delay; and
- 7.1.2.2. results in a location suitable for safe installation and proper functioning of the access point and terminal.

### 7.2. Starlink antenna

- 7.2.1. The antenna must be installed in an open area with a clear, unobstructed view of the sky.
- 7.2.2. The antenna must not have obstructions such as trees, buildings, poles, or roof overhangs within its field of view.

- 7.2.3. The installer must use the Starlink app obstruction check (<https://play.google.com/store/apps/details?id=com.starlink.mobile>) to validate the mounting location prior to final installation. If the installer does not use the Starlink app obstruction check, the same shall be noted by the ITO and reported to the DITO. The DITO shall compile these reports and forward to the ICTS after all installations are done in their division.
- 7.3. Communication box / enclosure (if applicable)
- 7.3.1. The communication box must be installed at least 6 feet above ground for safety and protection.
- 7.3.2. The communication box must be placed in a secure, dry, and ventilated location with safe cable routing and maintenance access.
- 7.4. Access points (APs) — location must follow the priority order
- 7.4.1. The primary AP must be installed in the computer laboratory, if available and usable.
- 7.4.2. If no usable computer laboratory exists, the primary AP must be installed in the nearest classroom-adjacent learning area that is routinely accessible to students and teachers.
- 7.4.3. Installation in an administrative office shall be permitted only as a last resort, and only when the above options are not feasible due to power, safety, mounting/security, or signal coverage constraints, provided the placement still supports learning areas.
- 7.5. AP mounting and environmental requirements (all locations)
- 7.5.1. APs must be mounted high and out of reach and secured to prevent tampering.
- 7.5.2. Indoor APs must be installed away from direct sunlight, heat sources, and any rain exposure.
- 7.5.3. Outdoor APs (if deployed) must be installed in open but protected areas (e.g., covered courts/gyms) to maximize coverage while minimizing weather exposure.
- 7.5.4. Where multiple APs are installed, the minimum distance between APs must be at least 70 meters, subject to site layout and signal conditions.
- 7.6. LAN cabling and cable management
- 7.6.1. Each LAN cable run must not exceed 70 meters.
- 7.6.2. LAN cables must avoid sharp bends, pinching, or strain to prevent damage.
- 7.6.3. LAN and device cables must be protected from water and moisture, especially at entry points and terminations.
- 7.6.4. Starlink and LAN cables must be routed away from power lines and electrical hazards.
- 7.7. Protection, signage, and safety

- 7.7.1. Required tarpaulins/signage must be installed near the equipment and must be secured so they cannot be easily removed.
  - 7.7.2. All devices and cables must be properly arranged, neatly secured, and safely routed to prevent tripping hazards, tampering, and premature wear.
8. **Overtime Work:** Given the need to complete the deployment of this project to provide the much needed critical service to DepEd schools, and to deliver on the President's commitment for one hundred percent (100%) internet connectivity of public schools, deployment can be scheduled on **Saturdays, Sundays, and holidays**. The necessary personnel must be present on the confirmed deployment schedules falling on a Saturday, Sunday, or holiday, and they shall be allowed to receive overtime pay for work on these dates, in accordance with law.
9. **DITO presence:** The DITOs are not required to be present during site deployment, but are required to always be aware of all ongoing installations within their jurisdiction.
10. **Monitoring and Compliance.**
- 10.1. The DepEd Central Office shall monitor:
    - 10.1.1. Confirmation rate (accepted / created events)
    - 10.1.2. T-48 readiness pass rate
    - 10.1.3. Power-related failure rate
    - 10.1.4. Logistics-related reschedule rate
    - 10.1.5. Daily throughput vs target
  - 10.2. Standard Codes to be used in each shared sheet:
    - 10.2.1. Outcome Status
      - 10.2.1.1. S1 - Installed (Success)
      - 10.2.1.2. S2 - Not Installed (Blocked)
      - 10.2.1.3. S3 - Rescheduled (Operational)
      - 10.2.1.4. S4 - Cancelled (Removed from list / Disqualified)
    - 10.2.2. Blocker Codes
      - 10.2.2.1. P1 - Power insufficient (solar-only / below threshold)
      - 10.2.2.2. C1 - No contact / school closed / focal unavailable
      - 10.2.2.3. D1 - Data incomplete (missing mandatory fields)
      - 10.2.2.4. L1 - Logistics constraint (route/island schedule not feasible)
      - 10.2.2.5. A1 - Access restrictions / security / permission not secured
      - 10.2.2.6. W1 - Weather-related constraint
      - 10.2.2.7. S1 - Site not suitable (physical placement constraints)
      - 10.2.2.8. Q1 - Master list mismatch (wrong school, wrong location, duplicate, etc.)
11. Inclusions in the service

- 11.1. One (1) year subscription to the internet.
- 11.2. For Phase 1 specifically, the service performance shall meet the following minimum specifications (subject to network and environmental conditions):
  - 11.2.1. Priority Data allocation: At least 2 TB of Priority Data per month, per site. Priority Data means traffic that gets preferential treatment for better speed, responsiveness (latency), and reliability.
  - 11.2.2. Download speed: At least 40–220 Mbps (actual results depend on network and environmental conditions).
  - 11.2.3. Upload speed: At least 10–30 Mbps (varies by location and satellite coverage).
  - 11.2.4. Latency: End-to-end (round-trip) latency of 25–60 milliseconds, consistent with typical LEO satellite performance.
- 11.3. Secure internet service with protections against common online attacks (e.g., malware, phishing, botnets, crypto-mining) and basic network safeguards to protect user privacy and comply with Philippine laws.
- 11.4. DICT-required security settings (e.g., DICT-provided DNS) will be configured by the provider as part of the setup.
- 11.5. Regular security updates for the network equipment they manage (including urgent fixes for critical vulnerabilities).
- 11.6. Student-safe browsing controls including child protection/content filtering appropriate for schools, plus support for DepEd-provided allowlists/blocklists (and recognized external lists, if adopted).
- 11.7. Service quality monitoring and reporting to ensure performance is tracked and issues are addressed under the agreed SLA.
- 11.8. A monitoring dashboard account for DepEd/DICT to view near real-time status, performance, and usage.
- 11.9. Centralized monitoring system that tracks site/device health and keeps network logs for up to 360 days.
- 11.10. Key monitoring metrics such as online/offline status, number of connected users, data usage, bandwidth utilization, and aggregated “most visited sites” reporting (handled in a privacy-compliant manner).
- 11.11. Training materials and basic troubleshooting guides (short videos + FAQ) for Region/Division IT staff and/or teachers, including simple performance testing steps.
- 11.12. Help desk and technical support (remote support quickly after reporting, and on-site support when needed), with a clear escalation path and response timelines under the SLA.
- 11.13. A dedicated focal person to coordinate with DepEd, plus a documented escalation matrix.
- 11.14. Incident tracking transparency including DepEd access to the provider’s ticketing/issue tracking system to monitor time from report to resolution, and documented reporting of outages/maintenance via agreed channels.

## 12. **Post-Connectivity Obligations.**

- 12.1. No later than thirty (30) days after completion and turnover of the installed internet service, the School, in coordination with the DITO, shall ensure full compliance with the *Revised Guidelines on the Utilization of the DepEd Computerization Program–Program Support Fund (DCP-PSF) for Inventory,*

*Maintenance, and Modernization* (01 October 2025) through the digital submission of the following updated and consolidated records:

- 12.1.1. the updated ICT equipment inventory;
  - 12.1.2. the consolidated personnel master list, including names, official email addresses, and employee IDs; and
  - 12.1.3. the consolidated internet subscription list.
13. **Effectivity.** This Memorandum takes effect immediately upon issuance and remains in force for the duration of the Phase 1, Phase 2, and Phase 3 deployment, unless modified by a subsequent memorandum.

## Annex A

### **Site Readiness Checklist (T-48 Validation)**

1. Contacts and Presence
  - 1.1. School Focal confirmed (name, mobile, email)
  - 1.2. Alternate contact confirmed (name, mobile, email)
  - 1.3. Focal/authorized representative will be present at scheduled time
2. Power
  - 2.1. Power source identified: grid / solar / hybrid
  - 2.2. Minimum load capacity verified (documented value or validated plan)
  - 2.3. Stable outlet and safe placement identified
3. Logistics
  - 3.1. Route constraints recorded (roads, boats, weather windows)
  - 3.2. Estimated travel time confirmed
  - 3.3. Special scheduling constraints (island departure times, local restrictions) documented
4. Connectivity Baseline
  - 4.1. Connectivity status classified: none / intermittent / insufficient / adequate
  - 4.2. If "has internet but insufficient," documented as eligible recipient under augmentation rules
5. **T-48 Result**
  - 5.1.  Ready to deploy
  - 5.2.  Not ready (select reason code)
    - 5.2.1. \_\_\_\_\_
    - 5.2.2. \_\_\_\_\_
    - 5.2.3. \_\_\_\_\_
    - 5.2.4. \_\_\_\_\_

## Annex B

### **Google Calendar Event Template**

1. Title: PIALEOS/DEPED E-LEARNING PROJECT/LEOxSOLAR - [Lot #] - [School Name] ([School ID]) - [Division]
2. Time Window: [Start-End]
3. Location: [School address + coordinates or validated landmark]
4. Description (copy/paste fields):
  - 4.1. School ID:
  - 4.2. Region / Division / Municipality:
  - 4.3. School Focal: [Name] | [Mobile] | [Email]
  - 4.4. Alternate Contact: [Name] | [Mobile]
  - 4.5. Power: [Grid/Solar/Hybrid] | Capacity: [value/notes]
  - 4.6. Baseline Connectivity: [None/Intermittent/Insufficient/Adequate]
  - 4.7. Installation Location: [Building Location /Save the photo to Google Drive, then add the link to the calendar entry or email it to the supplier.]
  - 4.8. Logistics Notes: [island schedule / mountainous access / restrictions]
  - 4.9. Readiness Checklist (T-48): [Ready/Not Ready] | Date validated: [YYYY-MM-DD] | Validated by: [Name]
  - 4.10. Blocker Reason Code (if any): [Item 10.3.2 of this Memorandum]
  - 4.11. Deployment Team/Vehicle ID:
  - 4.12. Location Pin: A Google Maps link to the exact school coordinates
5. Guests:
  - 5.1. School focal email
  - 5.2. DITO email
  - 5.3. Supplier scheduling email
  - 5.4. DICT rep (optional)
  - 5.5. RITO email (optional for oversight)
  - 5.6. DepEd ICTS email

## Annex C

### **Calendar Invite Process Workflow**

This workflow ensures that no school is scheduled without explicit location verification and readiness confirmation by DepEd.

1. Account Provisioning
  - 1.1. Objective: Ensure the scheduling system is DepEd-owned and controlled.
  - 1.2. Action: Information and Communications Technology Service (ICTS) shall provision a dedicated DepEd account for each Lot.
  - 1.3. Purpose: This ensures that each Lot maintains a separate calendar to avoid scheduling conflicts and streamline monitoring.
  - 1.4. Control: These accounts remain the property of DepEd, ensuring that all scheduling data and logs are retained within the DepEd tenant.
  
2. Event Creation & Invitation (Supplier)
  - 2.1. Timing:
    - 2.1.1. At least 72 Hours prior for standard sites
    - 2.1.2. At least 5 Days prior for hard-to-reach sites
  - 2.2. Action: Using the DepEd-issued account, the Supplier creates a specific calendar event for the target school.
  - 2.3. Requirement: The calendar event body must contain all site requirements and readiness references. It serves as the deployment checklist and shall follow Annex B [Google Calendar Event Template].
  - 2.4. Invitee: The Supplier invites the official School ID email (and the DITO/RITO as oversight/fallback).
  
3. Verification & Acceptance (DepEd)
  - 3.1. Action: The School Head (and/or DITO/RITO) receives the email notification.
  - 3.2. Verification: Before clicking "Yes," the DepEd representative must verify the:
    - 3.2.1. Location/Pin included in the event details to ensure the supplier is deploying to the correct site.
    - 3.2.2. Acceptance: Clicking "Yes" (Accept) constitutes a formal commitment that:
      - 3.2.2.1. The location pin and other calendar invite details are confirmed to be correct.
      - 3.2.2.2. The site will be ready.
      - 3.2.2.3. Required conditions for deployment can be met.
      - 3.2.2.4. An authorized representative will be present on the scheduled date.

3.2.2.4.1. Readiness Disclaimer: Final deployment is subject to passing the T-48 Readiness Validation.

3.3. SLA: Acceptance must happen within the defined windows (T-72 or T-5 days); unaccepted invites are tagged "At Risk".

#### 4. Calibration

- 4.1. Action: The Supplier may call or chat with the school to clarify logistics.
- 4.2. Constraint: Chat apps (Viber/Messenger) are for coordination only. They do not replace the calendar.
- 4.3. Record: Any changes agreed upon during a call (e.g., moving the time from 8:00 AM to 10:00 AM) must be immediately updated in the Google Calendar event by the Supplier and accepted by the DepEd personnel to be valid.

#### 5. Detailed Mechanics for Calendar Events

5.1. To ensure uniformity, the following standards apply to all calendar entries.

##### 5.1.1. Event Title Format

- 5.1.1.1. The title must follow a strict naming convention for searchability in the Master Tracker.
- 5.1.1.2. Format: PIALEOS/DEPED E-LEARNING PROJECT/LEOxSOLAR - [Lot #] - [School Name] ([School ID]) - [Division]
- 5.1.1.3. Example: PIALEOS - Lot 1 - Rizal Elementary School - 102345 - Leyte Division

##### 5.1.2. Event Body

- 5.1.2.1. The description field of the calendar invite must include the required details in Annex B [Google Calendar Event Template] of this Memorandum.

##### 5.1.3. Verification Protocol

- 5.1.3.1. When receiving the invite, the School Head or DITO must perform the "Pin Check":
  - 5.1.3.1.1. Open the event.
  - 5.1.3.1.2. Click the Map Link.
  - 5.1.3.1.3. If the pin is correct, Click "Yes" on the calendar invite.
  - 5.1.3.1.4. If the pin is wrong: Click "No" or "Maybe" and immediately message the Chat Group to request a pin correction before accepting.