



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
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Office of the Schools Division Superintendent

May 20, 2024

Division Memorandum
 No. 278, s. 2024

**LOCALIZED POLICY GUIDELINES IN THE PROCUREMENT
 OF "SATELLITE BASED INTERNET SERVICES"**

TO: Assistant Schools Division Superintendents
 Chief Education Supervisors
 Section/Unit Heads
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to Department of Education's agenda in "Taking steps to accelerate the delivery of basic education services and provision of facilities", and relative to Reform Agenda No. 2 and the SDO Teaching and Learning Process Modernization Program (TLP-MP) this division hereby issues this "**Localized Policy Guidelines in The Procurement Of "Satellite Based Internet Services (SBIS)"**".
2. The objectives of this issuance are to:
 - a. localize one of DepEd MATATAG agenda in "Taking steps to accelerate the delivery of basic education services and provision of facilities".
 - b. Provide schools with stable internet connectivity where there are no existing stable Internet Service Providers (ISPs).
 - c. Enhance and modernize teaching and learning process using LMS and other internet resources.
 - d. Afford schools with alternative means of communication using internet-based communication platforms.
3. The localized procurement of satellite-based internet services shall have the following components:

| Component | Description/Chargeability |
|--|--|
| SBIS Eligibility This determines whether the school will be authorized to procure. | Authority to procure shall be subject to any or all of the following conditions/requirements: <ol style="list-style-type: none"> a. No existing stable internet service provider (ISP) such as PLDT or Globe in the area where the school is located; and b. Communication signal is weak, or signal is non-existent. |






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| | <p>c. School must be connected to the power grid EXCEPT when there is a stable alternate source of electrical power.</p> <p>d. Approved request from the OSDS upon favorable review/verification of the requirements (items a, b, and c) and recommendation by the PSDS and ITO.</p> |
| <p>SBIS Hardware</p> <p>a. Satellite based Internet Hardware Kit; and</p> <p>b. Internet Adaptor</p> | <p>Due to the warranty and regulatory restrictions which would cause the escalation of the price, the procurement of this component shall NOT be Chargeable to the Local School Funds/School MOOE but the same can be procured using other sources of funds or through partnership. In this case, PSDSs designated as co-chairpersons of the LSBs at the municipality level should make representation to advocate for the procurement of this component and must report to the SDO on or before the end of the School Year.</p> |
| <p>SBIS Internet Subscription Plan:</p> <p>Subscription plan which should not be more than 3500 pesos per month inclusive of the service fee for online payment platform. If after payment of the subscription plan, the remainder amount may also be utilized to amortize the SBIS Hardware subject to the agreement with the respective supplier as well as the procurement rules and regulations and, accordingly the same shall be chargeable to the school LSF.</p> | <p>This component is CHARGEABLE to the Local School Fund/School MOOE which is inclusive of the Monthly Subscription Plan as well as the online or payment center service fee. Based on e-commerce law and existing policies, proof of payment via receipts issued through online payment such as screenshot, or other electronic means or paper receipts issued by payment centers including the service fee, shall be acceptable proof/s of payment for purposes of liquidation.</p> |

- All schools MUST be connected to either regular ISP or SBIS on or before the end of the first quarter of school year 2024-2025.
- This issuance shall take effect immediately upon its approval and publication.
- For guidance, compliance, and wide dissemination.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent 

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