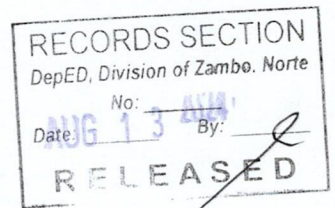




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 13, 2024

Division Memorandum
No. 432, s. 2024

Process Flow on the Application of Subscription of School-Based Satellite Internet Services.

To: Public Schools District Supervisors/PICD
Secondary and Elementary School Heads
District and School ICT
All Others Concerned

1. To ensure management and tracking of Internet Subscriptions of identified recipient schools of the School-Based Satellite Internet Hardware donated by our valued partners and in line with the Reform Agenda 3 of the Division of the Maximum Utilization of Resources, this office sets the **Process Flow on the Application of Subscription of the School-Based Satellite Internet Services.**
2. The process flow is intended to ease and expedite the application of subscriptions of the recipient schools and for the SDO to provide relevant updates to our stakeholders
3. For this purpose, this office set the Process flow in the Application of Subscription of the School-Based Satellite Internet, viz;
 - 3.1 The recipient school shall coordinate with the Information and Technology Office for the necessary profiling of details of the applicant schools.
 - 3.2 The ITO and his representative will usher the concerned recipient school for the necessary requisite of application. They will present the printed receipt of the application to the School Mobilization and Networking Unit SMNU for validation.
 - 3.3 The SMNU shall issue a coded document for approval of the Schools Division Superintendent to complete the application.
4. School Heads of the recipient school shall be notified via short message services SMS or messenger through SMNU.



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net

[Signature]



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5. All other concerns to the above set process flow shall closely coordinate with Julius O. Belaganto, and Eunice D. Janolino, at 09171585831 and 09778560352, respectively, or via messenger.
6. Immediate and wide dissemination of this memorandum is desired.

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

SGOD/EODJ/ **Process flow on the Application of Subscription of School-Based Satellite Internet Services.**



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