



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

July 27, 2026

**DIVISION MEMORANDUM**

No. **245**, s. 2026

**GUIDELINES ON THE ONLINE ENCODING, ISSUANCE TRACKING, AND  
MONITORING OF LAPEL VOICE AMPLIFIERS (LVA) FOR TEACHING  
PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. The Lapel Voice Amplifier (LVA) Project is a nationwide Department of Education initiative designed to equip teaching personnel with hands-free sound amplification equipment. This project aims to safeguard teachers' vocal health, mitigate chronic occupational vocal strain, and ensure clear, effortless audio delivery for enhanced student engagement across all learning environments.
2. This Office issues this Memorandum to establish the official guidelines and procedural workflow for all public elementary and secondary schools within the Schools Division of Sorsogon on the online profiling, distribution tracking, and inventory updating of Lapel Voice Amplifiers (LVA) for eligible teaching personnel via the official division portal (<https://lapel.depedsorsogon.com.ph>).
3. Teaching personnel shall be eligible for the issuance of a Lapel Voice Amplifier only if they hold a regular permanent, itemized teaching position in the Department of Education and have an actual and active classroom teaching load for the current school year. Non-teaching personnel, contractual, job order, provisional, and substitute teachers are not eligible to receive the equipment. Likewise, teaching personnel who have been reassigned exclusively to administrative or ancillary functions and have no actual classroom teaching load are also ineligible.
4. The School Admin Staff of each school shall be responsible for encoding and updating teacher records on the portal across two distinct phases:



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| Phase                                   | Required Data Fields                                                                      | Instruction / Timeline                                                                                                                                                                                                          |
|-----------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Phase 1:<br/>Initial Profiling</b>   | <b>•Name of Teacher•<br/>Position</b> (e.g.,<br><i>Teacher I,<br/>Master Teacher II</i> ) | School Admin Staff must pre-encode all eligible permanent teachers with active teaching loads into the portal immediately and click the <b>Finalize</b> button to finalize the list of teachers and submit the data to the SDO. |
| <b>Phase 2:<br/>Post-Receipt Update</b> | <b>•Serial Number of LVA• Date Received</b> by Teacher                                    | Upon physical distribution and actual receipt of the lapel mic unit, School Admin Staff must immediately update the serial number and date received teacher's record on the portal.                                             |

- The **School Administrative Staff** shall serve as the primary user of the online portal and shall be responsible for encoding the initial master list of teachers, including their names and positions. They shall finalize and submit the completed master list to the Schools Division Office (SDO) by clicking the **Finalize** button in the system. Upon the actual receipt of the Lapel Voice Amplifier (LVA) units, they shall also update the issuance records by encoding the corresponding serial numbers and dates received. The **School Heads** shall review, verify, and certify the accuracy and completeness of all encoded information before submission. They shall likewise ensure that all teachers identified for the issuance of Lapel Voice Amplifiers strictly comply with the established eligibility criteria.
- Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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