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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1020-0212**  
**MEMORANDUM**  
22 October 2020

For: **REGIONAL DIRECTORS and REGIONAL IT OFFICERS**  
(CAR, CALABARZON, VI, VIII, X and XI)

**SCHOOLS DIVISION SUPERINTENDENTS and DIVISION IT OFFICERS**  
(Benguet, Mountain Province, Antipolo City, Negros Occidental, Calbayog City, Cagayan de Oro and Davao City)

Subject: **REQUESTING ASSISTANCE DURING GLOBE TECHNICAL SITE SURVEYS**

The Office of the Undersecretary for Administration (OUA), in partnership with Globe Telecom, Inc., will be conducting **Technical Site Surveys** scheduled from **October 2020 to October 2021**. Please see details below for further information.

**1. Site Location**

- Determine the most appropriate location for equipment and antenna systems on the building and/or lot side.

**2. Access**

- Check the easiest site access route for equipment deliveries, installation and maintenance activities.
- If the proposed location is on a rooftop, check the status and routes for rooftop access.

**3. Site Details and Data Gathering**

- Determine the complete site address for implementation team's reference.
- Get the accurate site coordinates (longitude/latitude) for planning and implementation purposes.
- Verify and check the best location for equipment and antenna systems.
- Determine the measurement of possible lease area which is required in the lease agreement.
- Check the power supply status if it is sufficient or will require a power upgrade based on the given requirements.
- Check for the transmission information and telecommunication infrastructure capacity of the building (i.e., fiber and/or copper cables), cable routes and access points for the equipment.



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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- g. Record the site contact name and phone number for further coordination.

#### 4. Documentation

- a. Take photos of the building and lot site which will be used as reference for the proposed equipment location and antenna systems.
- b. Get 360-degree panoramic views for planning purposes.
- c. Get photos of site access road to the main road for the implementation team.
- d. Determine the location of available power supply and check if there is a need to upgrade this based on the given power requirements.
- e. Determine the cable routes for the fiber cable connections on site.

#### 5. Soil Boring Test / Structural Investigation

Below is the list of schools belonging to Batch 1 for ready reference.

No.	School Name	Complete address
1	Virac Elementary School	Brgy. Virac, Itogon, Benguet
2	Bontoc Central School	Brgy. Calutit, Bontoc, Mt. Province
3	Mountain Province SPED Center	Brgy. Calutit, Bontoc, Mt. Province
4	Mountain Province General Comprehensive High School	Brgy. Calutit, Bontoc, Mt. Province
5	Inuman Elementary School	Along Marcos Highway, Brgy. Inarawan, Antipolo City
6	Jesus S. Cabarrus Elementary School	Sitio Tagbac, Rizal, Antipolo
7	Don Serafin Gatuslao Memorial School	Brgy. Aguisan, Rizal St., Himamaylan City, Negros Occidental
8	Calbayog City National High School	Brgy. Hamorawon, Gomez Extension, Calbayog City, Western Samar
9	Macabalan Elementary School	Brgy. Macabalan, Cagayan de Oro, Misamis Oriental
10	Vicente Hizon, Sr. Elementary School	Brgy. Vicente Hizon, Davao City, Davao del Sur

As such, school principals, heads and teachers-in-charge are hereby enjoined to provide access and to allow the authorized personnel inside DepEd facilities and provide them with the necessary assistance for them to complete the Technical Site Surveys.

For all future correspondence and queries on the surveys, please contact Mr. John Christopher Paul "JP" P. Gulay of Globe Telecom, Inc. via mobile: 0917 688 0718 and email at [jpgulay@globe.com.ph](mailto:jpgulay@globe.com.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
 Undersecretary

