



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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February 5, 2020

**MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Heads  
Public Schools




**REQUEST FOR ASSISTANCE DURING THE DITO TELECOMMUNITY  
CORPORATION AND HUAWEI TECHNOLOGIES PHILIPPINES, INC.  
TECHNICAL SITE SURVEY**

Attached is Memorandum No. 14-0120-0560, from the Office of the Undersecretary for Administration (OUA), dated January 7, 2020, re: *Request for Assistance During the DITO Telecommunity Corporation and Huawei Technologies Philippines, Inc. Technical Site Survey*, content of which is self-explanatory.

Kindly assist personnel from **Commsec Inc.**, representative of Huawei Technologies Philippines Inc. for DITO Telecommunity Corporation.

Please be guided accordingly.

  
**SHERYLL T. GAYOLA**  
Education Program Supervisor  
Officer-In-charge  
Office of the Schools Division Superintendent



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

**OUA MEMO** 14-0120-0560  
**MEMORANDUM**  
07 January 2020

For: **Regional Directors**  
**Regional IT Officers**  
**Schools Division Superintendents**  
**Division IT Officers**  
CAR, NCR, I, II, III, CALABARZON, V, VI, VII, and VIII

Subject: **REQUEST FOR ASSISTANCE DURING THE DITO  
TELECOMMUNITY CORPORATION AND HUAWEI TECHNOLOGIES  
PHILIPPINES, INC. TECHNICAL SITE SURVEYS**

The Office of the Undersecretary for Administration (OUA) in partnership with DITO Telecommunity Corporation, Huawei Technologies Philippines, Inc., and ZTE Philippines, Inc. will be implementing the initial phase of the Department of Education's connectivity project. The initial phase involves a Technical Site Survey which will cover the following activities:

**1. Site Location**

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

**2. Access**

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

**3. Site Details and Data Gathering**

- a. Determine the complete site address for implementation team's reference.
- b. Get the accurate site coordinates (longitude/latitude) for planning and implementation purposes.
- c. Verify and check the best location for equipment and antenna systems.
- d. Determine the measurement of possible lease area which is required in the lease agreement.
- e. Check the power supply status if it is sufficient or will require a power upgrade based on the given requirements.

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

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

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- f. Check fo
- g. r 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.
- h. 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 360degree 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 it 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.

The Technical Site Surveys are scheduled to be conducted on **January 7 to June 30, 2020** from **8:00am to 6:00pm**. The aforementioned partners have provided the names and contact numbers of their authorized personnel involved in the survey. A list of schools included in the survey is attached for your reference.

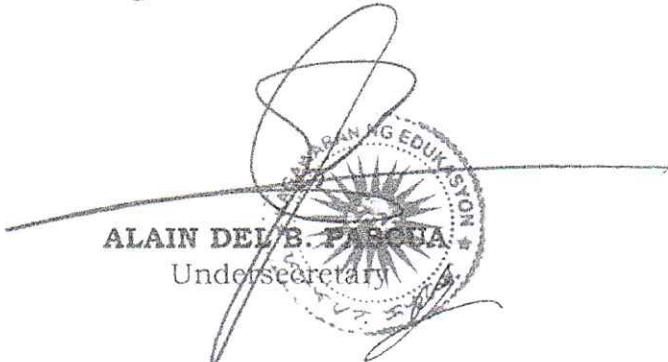
As such, school principals, heads and teachers-in-charge are hereby enjoined to provide access, allow the authorized personnel inside DepEd facilities and provide them with the necessary assistance for them to complete the Technical Site Surveys.

Regional, Division and School ITOs are hereby instructed to assist the partners in this particular undertaking.

For inquiries, please contact **Joanna Marasigan** of ICTS at **8-631-9636** or **joanna.marasigan@deped.gov.ph**.

For immediate and appropriate action.



  
**ALAIN DEL B. PAROSA**  
Undersecretary

January 6, 2020

Attention: **Usec. Alain Del B. Pascua**  
Undersecretary for Administration  
Department of Education

Dear Sir:

May we request approval for Access Passes for **DITO TELECOMMUNITY CORPORATION, HUAWEI TECHNOLOGIES PHILIPPINES, INC. and ZTE Philippines, INC.** personnel to do Technical Site Survey on the timeframe as specified below:

Below are the details that we need to acquire during our Technical Site Survey Activities:

1. **Site Location**
  - a. We will determine the most appropriate location of our equipment and antenna systems on the building and/or lot site.
2. **Access**
  - a. We need to check the easiest site access route for equipment deliveries, installation, and maintenance activities.
  - b. If the proposed location is on rooftop, we need to check the status and routes to our rooftop access.
3. **Site Details and Data Gathering**
  - a. We need to determine the complete site address for implementation's team reference.
  - b. Get the accurate site Coordinates (longitude/latitude) for planning and implementation purposes.
  - c. We need to verify and check the best location of our equipment and antenna systems.
  - d. We will determine the measurement of possible lease area which is required on the lease agreement.
  - e. We will check the Power supply status, if it is sufficient or will require power upgrade based on our requirements.
  - f. We will check for the Transmission Information, Telecommunications infrastructure capacity in the building (i.e. fiber and/or copper cable), cable routes and access points going to our equipment.
  - g. We need to record the Site contact name and phone number for further coordination.
4. **Picture Taking**
  - a. We need to take photos of the building and lot site, which will be used for the proposed equipment location and antenna systems.
  - b. We need to get 360deg panoramic view for planning purposes.
  - c. We need to get the photos of Site access road to main road for our implementations team.
  - d. We also need to determine the location of power supply, and check if it needs an upgrade based on our power requirements.
  - e. We need to determine the cable routes of our fiber cables connection on site.

Date: January 7 – February 29, 2020  
Time: 8:00AM – 6:00PM

Rest assured that we will exert best efforts to ensure no or minimal inconvenience on your part while we undertake the said activities.


Should you have further queries, please feel free to communicate with our authorized representative below:

Engr. Edwin Dimanlig, contact# 0917 777 7009

Please see attached list of personnel for your information and reference.

Hope this merits your approval.

Sincerely yours,

  
**MGen. Rodolfo D. Santiago (Ret.)**  
Chief Technology Officer  
Dito Telecommunity Corporation