MEMORANDUM

TO: Secondary School Heads Concerned
    School ICT Coordinators/Property Custodians Concerned

FROM: SOCORRO V. DELA ROSA, CESO VI
      Schools Division Superintendent

SUBJECT: ADDITIONAL INFORMATION FOR UNNUMBERED DIVISION MEMORANDUM
DATED SEPT. 26, 2016 RE: VALIDATION OF DCP BATCH 38 SPECIALIZED COMPUTER
PACKAGES RECIPIENTS

DATE: September 30, 2016

We received an update on the Implementation of DCP Batch 38 (Specialized Computer Packages) from the ICTS Central and Regional Office, to wit:

1. As identified already, there are ten (10) recipient schools in our Division: Bagamanoc Rural Development High School, Catanduanes National High School, Calatagan High School, Gigmoto Rural Development High School, San Andres Vocational School, San Miguel Rural Development High School, Tubli National High School, Panganiban High School (CAIC), Cabugao Integrated School and Baras Rural Development High School.

2. Recipient schools are advised to prepare their counterpart requirements immediately and accomplish the School Readiness Checklist (Enclosure No. 1) prior to the deployment of said computer packages which will happen very soon. SRC was given already to the recipient schools last July 22, 2016. Please submit the said form (SRC) with pictures of your e-classroom on October 4, 2016 at SDO-IT Section.

3. Suggested e-classroom layout was also provided (Enclosure No. 2).

Likewise, the supposedly scheduled visit by the Central Office IT personnel to validate the status of e-classroom for DCP Batch 38 on Sept 29-30, 2016 was postponed and was rescheduled on October 5-7, 2016.

For information, guidance and compliance.
Enclosure No. 4 – School Readiness Checklist

Republic of the Philippines
Department of Education
Information and Communications Technology Service
Pasig City, Philippines

School ID: ______________________________________ Name of School: ______________________________________

Classification (If recipient pls. check):
☐ Main ☐ Annex A ☐ Annex B
☐ Campus A ☐ Campus B ☐ Campus C

Region: ___________________ Province: ___________________ District: ___________________ City/Municipality: ____________

Division: ___________________ Superintendent: ___________________

Principal/School Head: ___________________ Contact No.: ___________________

Contact No./Cellphone No.: ___________________ E-mail: ___________________

School Property Custodian: ___________________ Contact No.: ___________________

Name of Computer Laboratory In-Charge: ___________________

Contact No./Cellphone No.: ___________________ E-mail: ___________________

Tel. No. (of the school): ___________________ Fax No.: ___________________

In compliance to DepEd Memo No. 280, series of 2011, the school’s readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1. Multi-media Classroom</td>
<td>☐</td>
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<tr>
<td>2. Computer Tables</td>
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<td>3. Windows and Doors with grills</td>
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<td>4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician</td>
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<td>5. Provision of adequate security mechanisms</td>
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<tr>
<td>6. School Inspectorate team were organized</td>
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<td>7. 50 pieces (HS)/ 40 pieces (ES) mono chairs</td>
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<td>8. At least 2 units of stand fan</td>
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<td>9. Sufficient electrical lighting</td>
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Based on the assessment above, the school is:

Ready ☐ Partially Ready ☐ Not Ready ☐

All criteria (1-9) were satisfactorily met
Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
At least one of the critical 1-6 is not met

Recommendations:

Assessed by: ___________________________ Concurred by: ___________________________

(Name and signature of Division IT Officer) (Name and signature of School Head)
Enclosure No. 3 – Suggested e-Classroom Layout

Desktop PC  UTP cable  Switch  Teacher's table

Power cable

To main power

7m