MEMORANDUM TO:

Public Schools District Supervisors
Elementary School Heads of the recipient schools of DCP Batch 24

As per e-mail received by the Division ICT Coordinator from the DepEd ICTU, Batch 24 delivery of E-Classroom package will be deployed this last quarter of the year. As such, recipient schools are advised to make the necessary preparations regarding the counterpart requirement as prescribed by the DepEd Central Office such as:

1. Room designated as e-classroom spacious enough to house the computer units
2. Tables and chairs
3. Air condition OR at least two (2) electric fans
4. Sufficient Lighting
5. Window and door with iron grills
6. Proper electrical wirings with circuit breaker and proper electrical grounding
7. Standard electrical outlets with appropriate load capacity
8. Engaging the assistance of Barangay Officials for security mechanism

As proof that the recipient school is ready to receive the DCP package, an accomplished School Readiness Checklist must be submitted to the DepEd Technical Service prior to delivery. Recipient schools are also requested to copy the PDF file of the DCP Orientation Handbook from the Division ICT Coordinator for reference.

Attached are the list of the recipient schools, the recommended layout Option A and B and the sample School Readiness Checklist.

For immediate dissemination and compliance.

JOSE L. DONCILLO, CESO VI
Schools Division Superintendent
### List of Recipient Schools for the Delivery of DCP Batch 24 E-Classroom Package

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Address</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batong Paloway ES</td>
<td>Rolly N. Nazareno</td>
<td>San Andres East</td>
</tr>
<tr>
<td>Cavinitan ES</td>
<td>Wilma Tab. Camano</td>
<td>Virac South</td>
</tr>
<tr>
<td>Cobo ES</td>
<td>Amalia I. Domingo</td>
<td>Pandan West</td>
</tr>
<tr>
<td>Dugui Too ES</td>
<td>Gregorio C. Velasco</td>
<td>Virac North</td>
</tr>
<tr>
<td>Lictin IS</td>
<td>Julieta T. Arcilla</td>
<td>San Andres East</td>
</tr>
<tr>
<td>Obi ES</td>
<td>Calvin N. Imperial</td>
<td>Caramoran South</td>
</tr>
<tr>
<td>Panique ES</td>
<td>Analily DR. Idanan</td>
<td>Caramoran North</td>
</tr>
<tr>
<td>Rizal ES</td>
<td>Ma. Liza R. Arrojo</td>
<td>Viga West</td>
</tr>
<tr>
<td>Sabloyon ES</td>
<td>Joey R. Sanchez</td>
<td>Caramoran South</td>
</tr>
<tr>
<td>San Jose ES</td>
<td></td>
<td>Viga West</td>
</tr>
</tbody>
</table>
RECOMMENDED LAYOUT FOR DCP- Batch Option-A

NOTE:
- 220V AC Outlets are installed under the table and 1 for Ceiling.

Materials to Prepare (Provided by School)
- 3 Pcs Tables 24”X48”
- 1 Pc Table 24”X36”
- 1 Box of U-Nail/ Staple (Size No. 1)
- 1 Roll of Vinyl Duct Tape
- 220 Volts outlets 2 Gang X 5 Sets
RECOMMENDED LAYOUT FOR DCP- Batch 16
OPTION-B

NOTE:
220V AC Outlets are installed under the table and 1 for ceiling.

Materials to Prepare (Provided by School)
- 2 Pcs Tables 24”X72”
- 1 Pc Table 24”X36”
- 1 Box of U-Nail/ Staple (Size No.1)
- 1 Roll of Vinyl Duct Tape
- 220 Volts outlets 2 Gang X 6 Sets
SCHOOL ID: _____________________ NAME OF SCHOOL: ______________________________________________

Classification (If recipient pls. check):

☐ Main  ☐ Annex  ☐ Annex A  ☐ Annex B
☐ Campus A  ☐ Campus B  ☐ Campus C

Region: V (Bicol)  Province: Catanduanes  District: ___________________ Municipality ___________________

Division: Catanduanes  Superintendent: Jose L. Doncillo

Name of Principal/School Head: ______________________________________________________________

Contact No./Cell phone No.: __________________________  E-mail: ________________________________

Name of Computer laboratory In-Charge: ________________________________________________

Contact No./Cell phone No.: __________________________  E-mail: ________________________________

Tel. No. (of the school): _____________ Fax No.: ___________  E-mail: ________________________________

Name of School Property Custodian: _____________________________  Contact No.:___________________

In compliance to DepEd Memo No. 280, series of 2011, the school 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>
</tr>
</thead>
<tbody>
<tr>
<td>1. Multimedia Classroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Computer Tables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Windows and Doors with grills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Provision of adequate security mechanisms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. School Inspectorate Team were organized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Monoblock chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. At least two units of stand fan or Aircon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Sufficient electrical lighting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 critical 1-6 is not met

RECOMMENDATIONS:

ASSESSED BY: ___________________________ CONCURRED BY: ___________________________

(Name and Signature of Division ICT Coordinator)  (Name and Signature of School Head)