



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



July 18, 2014

**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**.

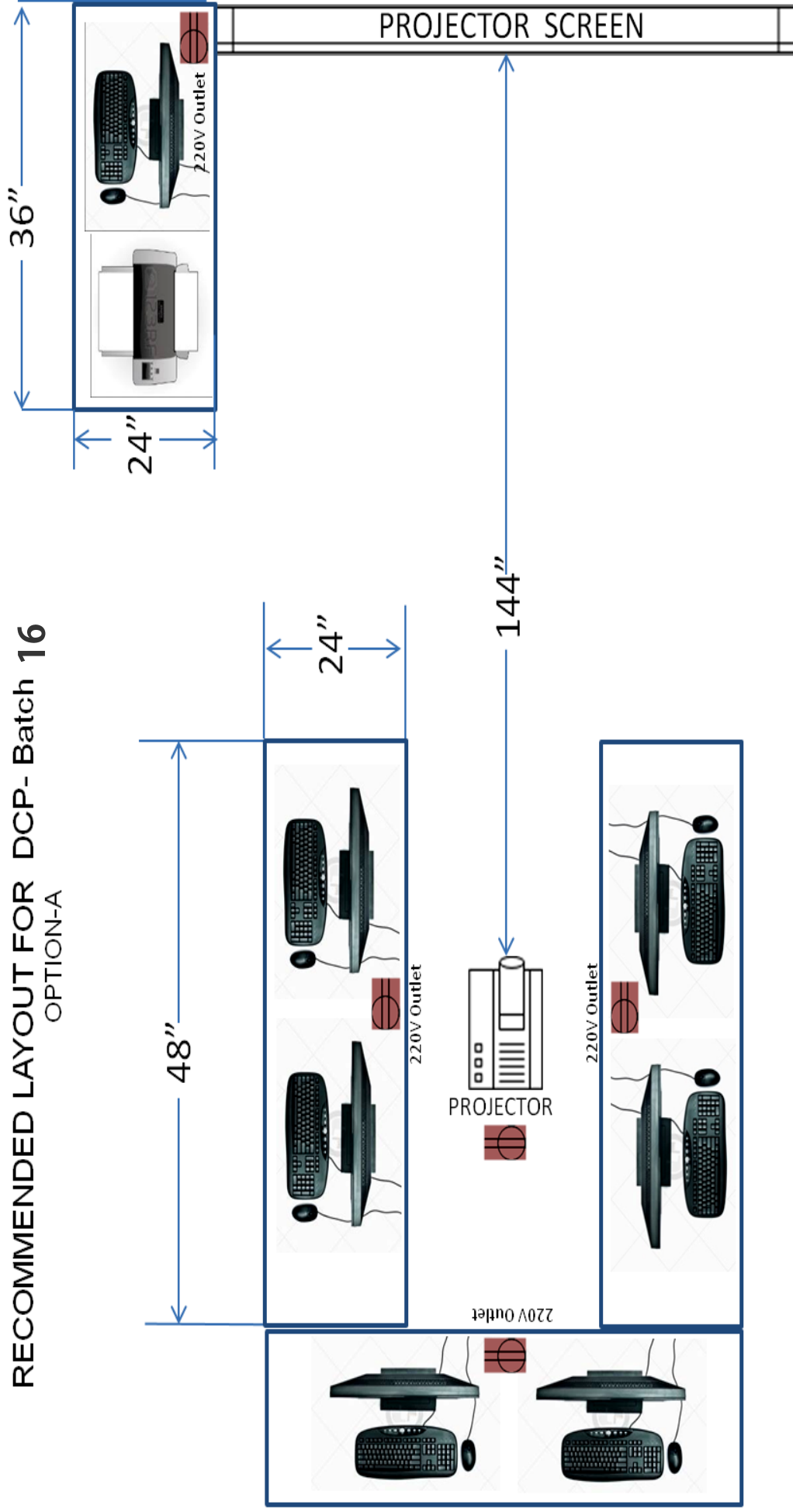
For immediate dissemination and compliance.

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


**List of Recipient Schools for the Delivery of DCP Batch 24 E-Classroom Package**

<b>School Name</b>	<b>School Address</b>	<b>District</b>
Batong Paloway ES	Rolly N. Nazareno	San Andres East
Cavinitan ES	Wilma Tab. Camano	Virac South
Cobo ES	Amalia I. Domingo	Pandan West
Dugui Too ES	Gregorio C. Velasco	Virac North
Lictin IS	Julieta T. Arcilla	San Andres East
Obi ES	Calvin N. Imperial	Caramoran South
Panique ES	Analily DR. Idanan	Caramoran North
Rizal ES	Ma. Liza R. Arrojo	Viga West
Sabloyon ES	Joey R. Sanchez	Caramoran South
San Jose ES		Viga West

## RECOMMENDED LAYOUT FOR DCP- Batch 16 OPTION-A



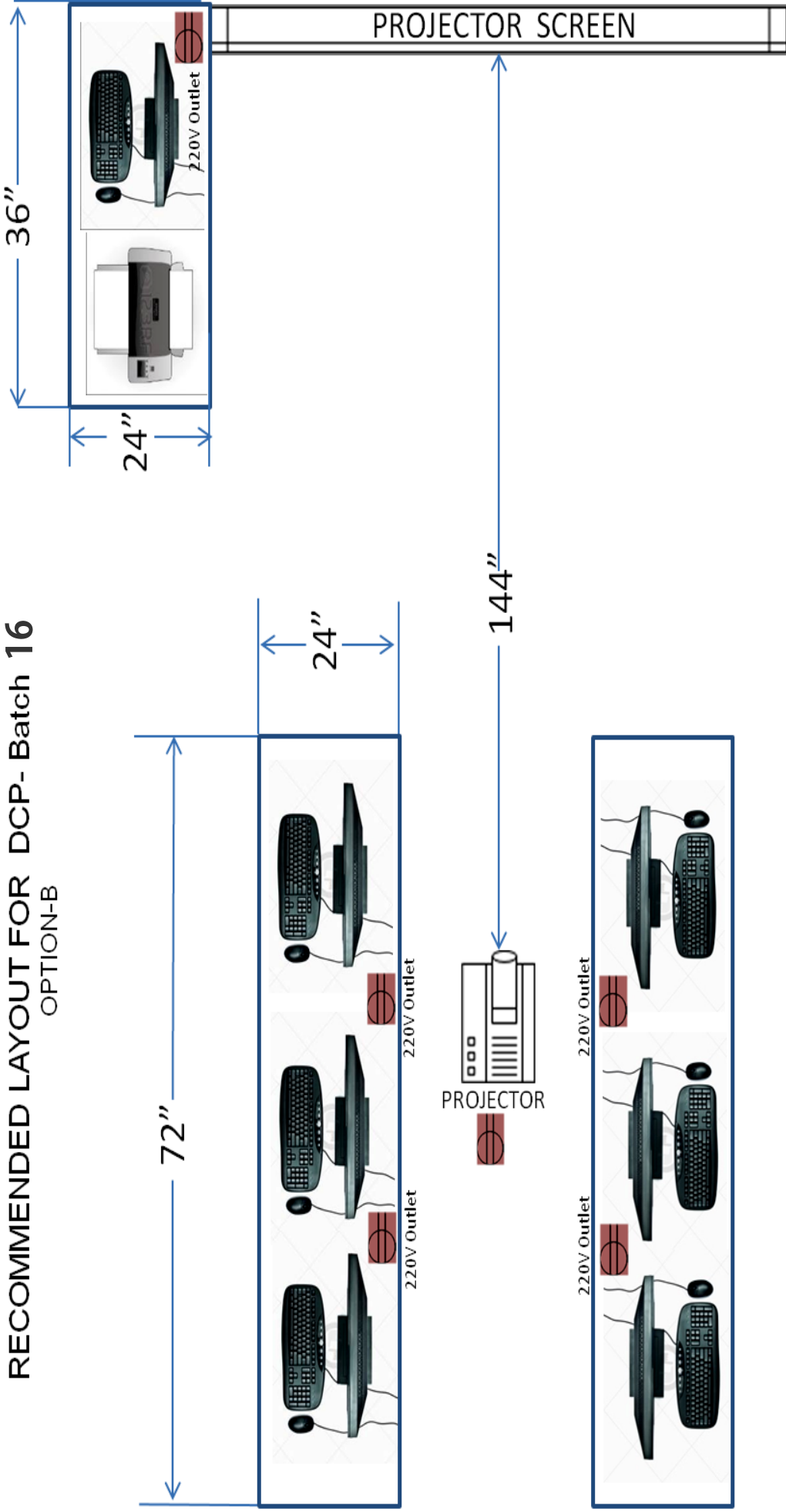
### NOTE:

 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 READINESS CHECKLIST

### DepEd Computerization Program



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.*

Criteria	Yes	No	Remarks
1. Multimedia Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. School Inspectorate Team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Monoblock chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. At least two units of stand fan or Aircon	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____

Based on the assessment above, the school is:

- Ready**       All criteria (1-9) were satisfactorily met  
**Partially Ready**       criteria 1-6 were met but criteria 7-9 are to be complied With prior to the installation of equipment  
**Not Ready**       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)