



**RELEASED**

BY: *[Signature]* No: 218  
DATE: 11 MAR 2025 TIME: 5:32  
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)

March 11, 2025

**DIVISION MEMORANDUM**  
No. 218 s. 2025

**SUBMISSION OF THE SCHOOL READINESS CHECKLIST(SRC) FROM THE  
RECIPIENT SCHOOLS FOR DCP PACKAGES FOR FY 2023 & 2024**

To : OIC-Assistant Schools Division Superintendent  
SDO Chiefs, Unit Heads & Staff  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District/School ICT Coordinators Concerned  
All Others Concerned

1. The procurement of the DepEd Computerization Program (DCP) packages for FY 2025 is in progress. The winning suppliers will be responsible for the delivery and deployment of packages to the Schools Division Office and recipient schools.
2. In relation to this, School Heads in coordination with the school ICT Coordinators are requested to submit the hardcopy of the accomplished School Readiness Checklist(SRC) Form (with the attachment of e-classroom pictures and Inspectorate Team) compliant to SRC requirements) to be submitted at the ICT Unit office until **March 21, 2025**. Non-submission and compliance with said documents (SRC with documentation) would mean that the school is not interested in receiving the said packages.
3. Be guided with the following reminders *before, during and after delivery* of the said packages to school to avoid issues related to the deployment and delivery from the suppliers.

**BEFORE**

- ✓ E-Classroom must be compliant and submitted already at the ICTU office the accomplished softcopy(Teams Group of ICT Coordinators)) and hardcopy(ICTU Office) of the **School Readiness Checklist (SRC) Form (with attachment of pictures and Inspectorate Team)** especially the security of the e-classroom (door and window grills were installed and the provision of tables and cabinet with lock).

**DURING**

- ✓ The receiving school personnel (School Head, Property Custodian and School ICT Coordinator) must be in the school during the delivery. Please always check the created Teams Channel of the recipient schools for the updates of the scheduled date of delivery.



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**AFTER**

- ✓ The School ICT Coordinator must upload the Narrative Report with documentation and information of the items received by the school (Serial Numbers and Status of the received items) in the Teams group of School ICT Coordinators with channel DCP FY 2025.
- 4. Enclosed in this memorandum are the following:
  - A. List of recipient schools
  - B. School Readiness Checklist(SRC) form
- 5. Concerns or issues, may be reported online via MS Teams (SDO CTD-ICT Coordinators).
- 6. For information, guidance, and compliance of all concerned.

  
**CECILE C. FERRO CESO VI**

Assistant. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encls: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:  
DCP FY 2025

OSDS/ICT/JBM/03-11-25



📍 San Roque, Virac, Catanduanes  
☎ 052-8114036 / 09623505374  
✉ catanduanes@deped.gov.ph  
🌐 www.denedrovcatanduanes.com / www.catanduanes.dened.gov.ph

Ref to UM No. -

**DCP FY2025 Smart TV Package Allocation List (SDO Catanduanes)**

Region	Division	District	BEIS School ID	School Name	No. of Package	
1	Region V	Catanduanes	Bagamanoc North	113158	Sagrada ES	1
2	Region V	Catanduanes	Bagamanoc South	113160	Bacac ES	1
3	Region V	Catanduanes	Bagamanoc South	113164	Salvacion ES	1
4	Region V	Catanduanes	Bagamanoc South	113165	Suchan ES	1
5	Region V	Catanduanes	Baras North	113166	Agban CES	1
6	Region V	Catanduanes	Baras North	113170	Puraran ES	1
7	Region V	Catanduanes	Baras South	113174	Caragumihan ES	1
8	Region V	Catanduanes	Baras South	113175	Macutal ES	1
9	Region V	Catanduanes	Baras South	113178	Putsan-Danao ES	1
10	Region V	Catanduanes	Baras South	113180	Sta. Maria ES	1
11	Region V	Catanduanes	Bato East	174003	Bagumbayan ES	1
12	Region V	Catanduanes	Bato East	113186	Carorian ES	1
13	Region V	Catanduanes	Bato West	500032	Cabugao IS	1
14	Region V	Catanduanes	Caramoran North	500414	Palumbanes IS	1
15	Region V	Catanduanes	Caramoran North	113204	Tubli ES	1
16	Region V	Catanduanes	Caramoran South	113210	Iyao ES	1
17	Region V	Catanduanes	Caramoran South	113215	Salvacion ES	1
18	Region V	Catanduanes	Gigmoto	500033	Sicmil ES	1
19	Region V	Catanduanes	Pandan East	113227	Canlubi ES	1
20	Region V	Catanduanes	Pandan East	113226	Hiyop ES	1
21	Region V	Catanduanes	Pandan East	113228	Lourdes ES	1
22	Region V	Catanduanes	Pandan East	113230	Porot ES	1
23	Region V	Catanduanes	Pandan West	113235	Catamban E S	1
24	Region V	Catanduanes	Pandan West	113242	Sta. Cruz ES	1
25	Region V	Catanduanes	Panganiban	113249	Cagdarao ES	1
26	Region V	Catanduanes	Panganiban	113250	Mabini ES	1
27	Region V	Catanduanes	Panganiban	113252	Panay Com. Sch.	1
28	Region V	Catanduanes	San Andres East	113257	Batong Paloway ES	1
29	Region V	Catanduanes	San Andres East	113260	Comagaycay ES	1
30	Region V	Catanduanes	San Andres East	113261	Jose Rizal ES	1
31	Region V	Catanduanes	San Andres East	113264	San Andres CES	1
32	Region V	Catanduanes	San Andres West	113270	Barihay ES	1
33	Region V	Catanduanes	San Andres West	113272	Cabcab CES	1
34	Region V	Catanduanes	San Andres West	113280	Puting Baybay ES	1
35	Region V	Catanduanes	San Andres West	113281	San Isidro ES	1
36	Region V	Catanduanes	San Miguel North	113289	Kilikilihan ES	1
37	Region V	Catanduanes	San Miguel South	113301	Katipunan ES	1
38	Region V	Catanduanes	San Miguel South	113304	San Juan ES	1
39	Region V	Catanduanes	Viga West	113319	Burgos ES	1
40	Region V	Catanduanes	Virac North	113337	Calatagan ES	1
41	Region V	Catanduanes	Virac North	113338	Danicop ES	1
42	Region V	Catanduanes	Virac North	113352	Virac Pilot ES	1
43	Region V	Catanduanes	Virac South	174013	F. Tacorda ES	1
44	Region V	Catanduanes	Virac South	113360	Hawan ES	1
45	Region V	Catanduanes	Virac South	113362	Igang ES	1
46	Region V	Catanduanes	Virac South	113367	Palnab ES	1
47	Region V	Catanduanes	Virac South	113370	Sto. Cristo ES	1
48	Region V	Catanduanes	Virac South	113372	Valencia ES	1

**SPECIFICATIONS:**

- 5 pcs 58" TV with bracket
- 5 pcs ST external drive for STV

DCP FY2025 Laptop for Teaching & NT Allocation List (SDO Catanduanes)

	Region	Division	District	BEIS School ID	School Name	No of Package
1	Region V	Catanduanes	Bato East	113185	Cagraray ES	1
2	Region V	Catanduanes	Caramoran North	113205	Tucao-Maysuram ES	1
3	Region V	Catanduanes	Caramoran South	113211	Maui ES	1
4	Region V	Catanduanes	Pandan East	113229	Marambong ES	1
5	Region V	Catanduanes	Pandan West	113241	San Andres ES	1
6	Region V	Catanduanes	San Andres West	113273	Cabungahan ES	1
7	Region V	Catanduanes	San Andres West	113274	Catagbacan ES	1
8	Region V	Catanduanes	San Andres West	113276	Datag ES	1
9	Region V	Catanduanes	San Andres West	174005	Hilawan ES	1
10	Region V	Catanduanes	San Andres West	113279	Mayngayway ES	1
11	Region V	Catanduanes	San Andres West	113283	Tibang ES	1
12	Region V	Catanduanes	San Miguel North	113285	Alma ES	1
13	Region V	Catanduanes	San Miguel North	113290	Mabato Central ES	1
14	Region V	Catanduanes	San Miguel North	113298	Tucao ES	1
15	Region V	Catanduanes	San Miguel South	113306	Solong Primary Sch.	1
16	Region V	Catanduanes	Viga East	113310	Buenavista ES	1
17	Region V	Catanduanes	Viga West	113322	Ogbong ES	1
18	Region V	Catanduanes	Viga West	113323	Osmeña ES	1
19	Region V	Catanduanes	Viga West	113325	Quezon ES	1
20	Region V	Catanduanes	Viga West	113326	Rizal ES	1
21	Region V	Catanduanes	Viga West	113327	Roxas ES	1
22	Region V	Catanduanes	Viga West	113329	San Jose (Oco) ES	1
23	Region V	Catanduanes	Viga West	113330	San Roque ES	1
24	Region V	Catanduanes	Viga West	174011	San Vicente ES	1
25	Region V	Catanduanes	Viga West	113331	Sta. Rosa ES	1
26	Region V	Catanduanes	Virac North	500031	Buyo IS	1
27	Region V	Catanduanes	Virac North	174012	Capilihan ES	1
28	Region V	Catanduanes	Virac North	113340	Dugul Tuo ES	1
29	Region V	Catanduanes	Virac North	113341	Dugui Wala ES	1
30	Region V	Catanduanes	Virac North	113343	Hicming ES	1
31	Region V	Catanduanes	Virac North	113347	Simamla ES	1
32	Region V	Catanduanes	Virac North	113348	Sogod Simamla ES	1
33	Region V	Catanduanes	Virac North	113349	Sto. Domingo ES	1
34	Region V	Catanduanes	Virac North	113351	Taytay ES	1
35	Region V	Catanduanes	Virac North	113352	Virac Pilot ES	1
36	Region V	Catanduanes	Virac South	113354	Balite ES	1
37	Region V	Catanduanes	Virac South	113355	Batag ES	1
38	Region V	Catanduanes	Virac South	113356	Buenavista ES	1
39	Region V	Catanduanes	Virac South	113357	Calampong ES	1
40	Region V	Catanduanes	Virac South	113358	Casooan ES	1
41	Region V	Catanduanes	Virac South	113359	Cavinitan ES	1
42	Region V	Catanduanes	Virac South	113364	Marilima ES	1
43	Region V	Catanduanes	Virac South	113365	Pajo Baguio ES	1
44	Region V	Catanduanes	Virac South	113369	Palta Saday ES	1
45	Region V	Catanduanes	Virac South	113373	Virac Central ES	1
					Non-Teaching Personnel	29

**SPECIFICATIONS for L4T & L4NT**

- 5 pcs laptops
- 5 pcs carrying bag with wireless mouse and headset
- 5 pcs 64Gb recovery flash drive

CB to DM No. -



Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**SCHOOL READINESS CHECKLIST(SRC) FORM**  
*for DepEd Computerization Program (for Smart TV Packages)*

School ID: \_\_\_\_\_ Name of School: \_\_\_\_\_

Classification (if recipient pls. check):  
 MAIN       ANNEX       ANNEX A       ANNEX B  
 Campus A       Campus B       Campus C

DCP Packages: STV \_\_\_\_\_ FY \_\_\_\_\_ (Allocated) Specifications: 5 Smart TV & 5 ext HD per recipient school

Region: \_\_\_\_\_ Province: \_\_\_\_\_ District: \_\_\_\_\_ City/Municipality: \_\_\_\_\_

Division: CATANDUANES Schools Division Superintendent: CECILLE C. FERRO CESO VI

Principal/School Head: \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

School Property Custodian: \_\_\_\_\_ Contact No./Cellphone No.: \_\_\_\_\_

Name of Computer Laboratory In-Charge(School ICT Coordinator 1): \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_

Tel. No. /CP No. (of the school): \_\_\_\_\_ E-mail: \_\_\_\_\_

Criteria	Yes	No	Remarks
1. Secured Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. At least 2 units of stand fan	<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 Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. With concrete wall ready to install the TV	<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 (1) of critical 1-6 is not met.

Others:

Electricity  Energized (24hrs, Local grid connection)       No Electricity  
 Unenergized (not 24hrs Generator, Solar)

Reports on recent flood in the Area  (Yes)       (No)

RECOMMENDATIONS:

Date: \_\_\_\_\_

Assessed by:

Concurred by:

**JENNIFER B. METICA**  
Information Technology Officer I

\_\_\_\_\_  
Name and Signature of School ICT Coordinator

\_\_\_\_\_  
Name and Signature of School



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Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**SCHOOL READINESS CHECKLIST(SRC) FORM**  
*for DepEd Computerization Program (for Laptop for Teaching Packages)*

School ID: \_\_\_\_\_ Name of School: \_\_\_\_\_

Classification (if recipient pls. check):  
 MAIN       ANNEX       ANNEX A       ANNEX B  
 Campus A       Campus B       Campus C

DCP Packages: L4T \_\_\_\_\_ FY \_\_\_\_\_ (Allocated) Specifications: 5 Laptops per recipient school

Region: \_\_\_\_\_ Province: \_\_\_\_\_ District: \_\_\_\_\_ City/Municipality: \_\_\_\_\_

Division: CATANDUANES Schools Division Superintendent: CECILE C. FERRO CESO VI

Principal/School Head: \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

School Property Custodian: \_\_\_\_\_ Contact No./Cellphone No.: \_\_\_\_\_

Name of Computer Laboratory In-Charge (School ICT Coordinator 1): \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_

Tel. No. /CP No. (of the school): \_\_\_\_\_ E-mail: \_\_\_\_\_

Criteria	Yes	No	Remarks
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. 3 pcs Tables with monobloc chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. At least 2 units of stand fan	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Proper electrical wirings and outlets duly certified by Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Cabinet with Lock	<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 (1) of critical 1-6 is not met.

Others:

- Electricity  Energized (24hrs, Local grid connection)       No Electricity  
 Unenergized (not 24hrs Generator, Solar)

Reports on recent flood in the Area  (Yes)       (No)

RECOMMENDATIONS:

Date: \_\_\_\_\_

Assessed by:

Concurred by:

**JENNIFER B. METICA**  
 Information Technology Officer I

\_\_\_\_\_  
 Name and Signature of School ICT Coordinator

\_\_\_\_\_  
 Name and Signature of School



San Roque, Virac, Catanduanes

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