



Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**



**MEMORANDUM**

To : Asst. Schools Division Superintendent  
SDO Chiefs & Staff  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
District/School ICT Coordinators Concerned  
All Others Concerned

By Authority of the OIC-Office of the Schools Division Superintendent.

FROM : **EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge

SUBJECT: **RECIPIENT SCHOOLS OF DCP FY 2020/2021 CONTINUING FUNDS FROM DepEd CENTRAL OFFICE**

DATE: February 21, 2025

1. The Department of Education (DepEd) continuously develops, supports and strengthens learning support systems to improve access to quality basic education by institutionalizing technology in learning, teaching and services.
2. Last February 14, 2025, the SDO Catanduanes through the Division Supply Officer picked-up the fifty-one (51) units laptops with identified recipient schools at the DepEd Central Office and was inspected by the ICT Unit on February 19-20, 2025 to ensure the functionality of said laptops.
3. The recipient schools are advised to accomplish and comply with the requirements indicated in the School Readiness Checklist (SRC).
4. Enclosed are the following for reference:
  - A. List of Recipient Schools; and
  - B. School Readiness Checklist (SRC) - to be submitted at the ICTU office during the pick-up of the laptops.
5. In relation to this, please pick-up the said laptops (preferably School ICT Coordinator or Property Custodian) at the ICTU Office from **February 25-28, 2025** for an orientation on the guidelines on the utilization and maintenance of the said DCP packages. A narrative report with documentation on the utilization of said packages must be submitted at the ICTU office for monitoring purposes.



San Roque, Virac, Catanduanes

053-816043

catanduanes@deped.gov.ph

www.deped.gov.ph/catanduanes / www.catanduanes.deped.gov.ph



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6. Travel and other incidental expenses of the school personnel related to this activity shall be charged to school funds subject to the usual accounting and auditing procedures.
7. For concerns or inquiry, you may report online via MS Teams (SDO CTD-ICT Coordinators).
8. For information, guidance and compliance of all concerned.

*OSDS-ICTU-02/21/2025-JBM  
DCP FY 2020/2021*



San Roque, Virao, Catanduanes

052-8114063

[catanduanes@depd.gov.ph](mailto:catanduanes@depd.gov.ph)

[www.depedreecatanduanes.com](http://www.depedreecatanduanes.com) / [www.catanduanes.deped.gov.ph](http://www.catanduanes.deped.gov.ph)

## 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 L1T \_\_\_\_\_ FY 2020 (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 I): \_\_\_\_\_

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

LIST OF RECIPIENT SCHOOLS (DCP FY 2020/2021 Continuing Fund)

DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BARANGAY	ADDRESS	NO. OF PACKAGE/S
Catanduanes	174001	San Rafael ES	Bagamanoc	San Rafael (Mahantod)	purok 3, San Jose, San Rafael, Bagamanoc, Catanduanes	5
Catanduanes	113168	Genitligan ES	Baras	Ginitligan	Napo St.	5
Catanduanes	302074	Bato Rural Development High School	Bato	Banawang	Sta. Cruz St., Banawang	5
Catanduanes	113193	Oguis ES	Bato	Oguis	Salvacion	5
Catanduanes	113208	Hitoma-Bulalacao ES	Caramoran	Bulalacao	-Hitoma, Caramoran, Catanduanes	5
Catanduanes	113223	Sioron ES	Gigmoto	Sioron	SIORON, GIGMOTO, CATANDUANES	5
Catanduanes	113225	Canlubi Es	Pandan	Canlubi	Canlubi, Pandan	5
Catanduanes	302094	Pandan SAT	Pandan	Oga	National Road	6
Catanduanes	113250	Mabini ES	Panganiban (Payo)	Mabini	Mabini, Panganiban, Catanduanes	5
Catanduanes	302098	San Miguel Rural DHS	San Miguel	Atsan (District I)	Quirino Highway, District 1, San Miguel, Catanduanes	5

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Specifications:

ITEMS	QUANTITY
1	Laptop
1	Mouse
1	Headset
1	External Hard Drive (1TB)
1	USB Flash Drive (Back up)