MEMORANDUM

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

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

SUBJECT: PREPARATION OF E-CLASSROOM FOR DCP BATCH 38 SPECIALIZED COMPUTER PACKAGES FOR SHS RECIPIENTS

DATE: July 22, 2016

In connection with the DepEd Unnumbered Memorandum, re: Implementation of the DepEd Computerization Program for Batch 38 Specialized Packages for Public Senior High Schools and upon validation of Senior High Schools that will offer Animation, Illustration, Technical Drafting, Computer Programming, Medical Transcription and Arts & Design in our Division, these are the official list of schools that are qualified to be the recipients of Batch 38 Specialized e-Classroom Packages for SHS, to wit:

1. Bagamanoc Rural Development High School
2. Catanduanes National High School
3. Calatagan High School
4. Gigmoto Rural Development High School
5. San Andres Vocational School
6. San Miguel Rural Development High School
7. Tubli National High School
8. Panganiban High School (CAIC)
9. Cabugao Integrated School
10. Baras Rural Development High School

Likewise, you are hereby advised to comply with the Counterpart Requirements of school as stipulated in the School Readiness Checklist (Enclosure #1 & #2) prior to the deployment of said computer packages and you will be notified of the delivery schedule very soon.

For information, guidance and compliance.
1. Multi-media classroom ready to house 51 personal computers
2. Computer Tables
3. Mono Chairs
4. Air-condition OR at least two (2) Electric Fans
5. Sufficient Lighting
6. Windows and Doors with iron grills
7. Proper ElectricalWirings with circuit breaker and proper electrical grounding
8. Standard electrical outlets with appropriate load capacity
9. Engaging the assistance of Barangay Officials for security mechanism
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
☐ Annex A
☐ Annex B
☐ Campus A
☐ Campus B
☐ Campus C

Region: ____________________________ Province: ____________________________
Division: ____________________________ District: ____________________________
City/Municipality: ____________________________

Principal/School Head: ____________________________ Superintendent: ____________________________
Contact No./Cellphone No.: ____________________________ E-mail: ____________________________
School Property Custodian: ____________________________ Contact No.: ____________________________
Name of Computer Laboratory In-Charge: ____________________________
Contact No./Cellphone No.: ____________________________
Tel. No. (of the school): ____________________________ Fax No.: ____________________________
E-mail: ____________________________

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>
<td>☐</td>
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<tr>
<td>3. Windows and Doors with grills</td>
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<tr>
<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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<td>6. School Inspectorate team were organized</td>
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<tr>
<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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</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: (Name and signature of Division IT Officer)

CONCURRED BY: (Name and signature of School Head)