MEMORANDUM

TO: Public Schools District Supervisors
   Elementary & Secondary School Heads of the Recipient Schools of
   DCP Batch 26, 27 & 28

FROM: Nympha D. Guemo
   Asst. Schools Division Superintendent
   Officer-In-Charge

SUBJECT: PREPARATION OF E-CLASSROOM

DATE: June 2, 2015

In connection with the delivery of the Computer Packages for DCP Batch 26, 27 & 28 which already started this week, you are hereby advised and reminded to make the necessary preparations regarding the counterpart requirements for both Elementary & Secondary Schools (Enclosure No. 2 & 3 to DepEd Memorandum No. 152, s. 2013), to wit:

1) Multi-media classroom ready to house;
   a. Elementary e-classroom package: (1) host PC and six (6) Computer terminals, (2) Projector and (1) Laptop
   b. Secondary e-classroom Package: (8) host PC and (42) Computer Terminals

2) Computer tables

3) Mono chairs

4) Aircondition or at least two (2) electric fans

5) Sufficient lighting

6) Windows & door with iron grills

7) Proper electrical wirings 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

10) Strictly follow the recommended layout for e-classroom

Likewise, it is assumed that the criteria in the School Readiness Checklist were already complied.

For your guidance and compliance