



Republic of the Philippines
Department of Education
Region V(Bicof)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

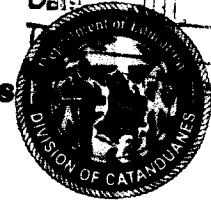
catanduanes@deped.gov.ph | catanduaneschool5@gmail.com
www.sdooccatanduanes.com | 052 881 4063

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: Jul 17 2017
1:40 P.M.
Jnt



◆ **MEMORANDUM**

TO: CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary & Secondary School ICT Coordinators

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

SUBJECT: REITERATION OF THE SUBMISSION OF SCHEDULE OF THE UTILIZATION OF E-CLASSROOM/BORROWED ICT PACKAGES AND UTILIZATION OF DICP FUNDS

DATE: July 17, 2017

In connection with the Unnumbered Division Memo dated May 16, 2016 (re: *Schedule of the Utilization of E-Classroom/Borrowed ICT Packages and Utilization of DICP Funds.*) and Unnumbered Division Memo dated October 19, 2016 (re: *Reminders on the Utilization of E-Classroom and ICT Packages of DCP Recipient Schools.*), you are hereby reminded to submit the following forms monthly starting June, 2017:

- Enclosed are the following templates for your reference:*
1. Monthly Schedule of the Utilization of E-classroom (Enclosure-1)
 2. Monthly Schedule of the borrowed ICT Packages (laptop, projector, other ICT devices)(Enclosure-2)
 3. Monthly allocation of DICP funds in school (Enclosure -3)

Submission of said reports is due every 10th day of the following month at the **Schools Division Office/IT Section** or you can email at jennifer.metica@deped.gov.ph

For information, guidance and compliance.

(Enclosure-1)

SCHEDULE OF THE UTILIZATION OF E-CLASSROOM
SY: 2017-2018

TIME	Days / Subject Taught /Teacher-in-charge					Remarks
	Monday	Tuesday	Wednesday	Thursday	Friday	
7:15 - 7:30	FLAG RAISING CEREMONY					
7:30 - 8:30	EPP IV(Elena Santos)	Sci IV(Rosa Cantar)	Eng IV(Eva Rubio)	Sci.III(Thea Reign)	Eng.II(Rudy Magno)	
8:30 - 9:30						
9:30 - 10:30						
10:30-11:30						
	(Please fill-up this portion)					
	NOON BREAK					
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00	Technical Assistance to Teachers					

Note: This form is to be posted at E-Classroom.

Prepared by:

_____ School ICT Coordinator

NOTED:

_____ School Head

(Enclosure-1)

SCHEDULE OF THE UTILIZATION OF E-CLASSROOM

For the Month of: _____

SY: 2017-2018

Date	Time	Days / Subject Taught / Teacher-in-charge					Remarks
		Monday	Tuesday	Wednesday	Thursday	Friday	

Note: This form is to be submitted to SDO -- IT Section monthly which is due every after 10th day of the following month)

Prepared by:

_____ School ICT Coordinator

NOTED:

_____ School Head

(Enclosure-2)

SCHEDULE OF THE BORROWED ICT PACKAGES (LAPTOP, PROJECTOR & OTHER ICT DEVICES)

SY: 2017-2018

TIME	Days / Subject Taught /Teacher-in-charge					Date Returned
	Monday	Tuesday	Wednesday	Thursday	Friday	
7:15 - 7:30	FLAG RAISING CEREMONY					
7:30 - 8:30	EPP IV(Elena Santos)	Sci IV(Rosa Cantar)	Eng IV(Eva Rubio)	Sci.III(Thea Reign)	Eng.II(Rudy Magno)	
8:30 - 9:30						
9:30 - 10:30						
10:30-11:30						
	(Please fill-up this portion)					
	NOON BREAK					
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00	Technical Assistance to Teachers					

Note: This form is to be posted at E-Classroom.

Prepared by:

School ICT Coordinator

NOTED:

School Head

(Enclosure-2)

SCHEDULE OF THE BORROWED ICT PACKAGES (LAPTOP, PROJECTOR & OTHER ICT DEVICES)

Date	Time	Days / Subject Taught / Teacher-in-charge					Date Returned
		Monday	Tuesday	Wednesday	Thursday	Friday	

Note: This form is to be submitted to SDO – IT Section monthly which is due every after 10th day of the following month)
 Prepared by:

_____ School ICT Coordinator

NOTED: _____
 School Head

(Enclosure-3)

Monthly allocation of DICP funds in School

For the Month of: _____

SY: 2017-2018

DCP Batch No.	No. of Computer/Laptop & other IT Equipment		MODE OF CONNECTION(wifi pocket, plug-in,DSL, wired, etc)	Pocket Wifi is owned by the school or personal	Internet Provider(Smart Globe, WIT, Others)	Allocated Amount for Internet expenses	STATUS OF SIGNAL IN SCHOOL						
	Functional	Non-Functional					No Signal	Poor	Good	Excellent			

Purpose of Accessing the Internet:

- _____ Accomplishing online forms (IT related reports, school needed data, LIS/EBEIS, etc)
- _____ Submission of online reports (school reports, IT related reports, etc)
- _____ Downloading/Uploading files (DepEd related issuances, memoranda, reports, LRMDS instructional materials, etc.)
- _____ Instructional/Classroom use
- _____ Others (pls. specify)

Prepared by: _____

School ICT Coordinator

NOTED:

_____ School Head

Note: This form is to be posted at E-Classroom and to be submitted at SDO – IT Section monthly which is due every after 10th day of the following month)