MEMORANDUM

TO: Public Schools District Supervisors
     Elementary School Heads/ICT Coordinators Concerned

The Department of Education (DepEd) through the Technical Service – Information & Communication Technology Unit (TS-ICTU) has facilitated the procurement of equipment needed for the Implementation of DepEd Computerization Program (DCP) Batch 24. In our Division we have ten (10) Elementary Schools included in the list and they are required to accomplish the forms prior to the deployment of the IT packages in their respective schools. (Enclosure 1 – School Readiness Checklist, Enclosure 2 – Needed Data for DCP Recipient Batch 24)

Further, the recipient schools are advised to prepare and comply their counterpart requirements immediately due to the possible deliveries of ICT packages which will start next month. (Enclosure 3 – Counterpart Requirements). Said form is due for submission on September 14, 2015 at the Schools Division Office/IT Section c/o Ms. Jennifer B. Metica – Information Technology Officer – I.

For information and compliance.

By Authority of the Schools Division Superintendent

MIGUEL C. OGATINOLA
Chief Education Supervisor (SGOD)
Officer-In-Charge
SCHOOL READINESS CHECKLIST
DepEd Computerization Program

SCHOOL ID: __________________________ NAME OF SCHOOL: __________________________

Classification (if recipient pls. check):

- Main
- Annex
- Annex A
- Annex B
- Campus A
- Campus B
- Campus C

Region: V (Bicol) Province: Catanduanes District: __________________ Municipality: __________________

Division: Catanduanes Superintendent: Nympha D. Guemo

Name of Principal/School Head: __________________________________________________________

Contact No./Cell Phone No.: __________________ E-mail: __________________

Name of Computer Laboratory In-Charge: ________________________________________________

Contact No./Cell Phone No.: __________________ E-mail: __________________

Tel. No. (of the school): __________________ Fax No.: __________________ E-mail: __________________

Name of School Property Custodian: __________________ Contact No.: __________________

In compliance to DepEd Memo No. 280, series of 2011, the school readiness for the DCP shall be assessed by the Division ICT coordinator according to the following criteria. Please tick appropriate box.

Criteria

1. Multimedia Classroom
2. Computer Tables
3. Windows and Doors with grills
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician
5. Provision of adequate security mechanisms
6. School Inspectorate Team were organized
7. Monoblock chairs
8. At least two units of stand fan or Aircon
9. Sufficient electrical lighting

Remarks

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 ICT Coordinator)

CONCURRED BY: __________________________
(Name and Signature of School Head)
Enclosure No. 3 - Counterpart Requirements (Elementary & Secondary School)

Counterpart Requirements (Batches 24, 26, 27 & 28 Schools)

1. Multi-media classroom ready to house;
   • Batch 24
     o One (1) Host PC
     o Six (6) Access terminals
     o One (1) printer
     o Two (2) projectors
     o One (1) laptop
     o One (1) multimedia speaker
   • Elementary e-classroom Package (Batch 26):
     o One (1) Host PC,
     o Six (6) Monitors,
     o Six (6) Access Terminals/ Desktop Virtualization Kits,
     o One (1) Printer,
     o Two (2) Projectors, and
     o One (1) Laptop,
     o One (1) Set of Multimedia Speaker
     o One (1) Uninterruptible Power Supply (UPS)
   • Secondary e-classroom Package (Batch 27):
     o Eight (8) Host PC,
     o Forty Two (42) Monitors,
     o 42 Access Terminals / Desktop Virtualization Kits,
     o 8 UPS,
     o One (1) Printer
     o One (1) Switch
   • Batch 28
     o One (1) Laptop
     o One (1) Projector
     o One (1) Multimedia Speaker

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 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