MEMORANDUM

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

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

SUBJECT: SENIOR HIGH SCHOOL (SHS) SPECIALIZED COMPUTER PACKAGES

DATE: June 14, 2016

Under the DepEd Computerization Program 2016, computer packages are allocated for all Senior High Schools. As per advised from the ICTU-Central Office, the following schools are required to accomplish and comply with the counterpart requirements as spelled out to the attached School Readiness Checklist (SRC) Form as recipients of Specialized Computer Packages, to wit:

1) Bagamanoc Rural Development High School
2) Caramoran Rural Development High School
3) Catanduanes National High School
4) Calatagan High School
5) Gigmoto Rural Development High School
6) Pandan School of Arts & Trades
7) San Andres Vocational School
8) San Miguel Rural Development High School
9) Tubli National High School

The above listed schools will receive 50 pcs. computers, 1 laptop and 1 projector. Please note that the SHS list provided are those schools that are offering ICT and Arts & Design. Schools that are offering SHS GASS, ABM, HUMSS, STEM are still not in the list as they are still under procurement process.

Be reminded that the readiness of e-classroom counterpart requirements based on the DCP School Readiness Checklist will be strictly observed prior to the delivery of the said ICT packages.

For queries and submission of said SRC which is due on July 15, 2016, just visit the Schools Division Office/IT Section c/o Ms. Jennifer B. Metica - Information Technology Officer-I.

For information, guidance and compliance.
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: SOCORRO V. DELA ROSA, CESO VI

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.: __________________________

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

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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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1. Multimedia Classroom</td>
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<td>2. Computer Tables</td>
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<td>3. Windows and Doors with grills</td>
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<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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<td>7. Monoblock chairs</td>
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<td>8. At least two units of stand fan or Aircon</td>
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<td>9. Sufficient electrical lighting</td>
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<td>10. Cabinet with lock</td>
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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:

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ASSESSED BY: __________________________ CONCURRED BY: __________________________

JENNIFER B. METICA
(Name and Signature of Information Technology Officer-I)

(Name and Signature of School Head)