MEMORANDUM

TO: Public School District Supervisor
   Elementary & Secondary School Heads
   School ICT Coordinators
   Property Custodian

FROM: NYMPHA D. GUemo
   Asst. Schools Division Superintendent
   Officer-In-Charge

SUBJECT: SECURITY OF ICT PACKAGES INSTALLED IN E-CLASSROOM

In connection with the DepEd Computerization Program (DCP) implemented in our agency, all school heads, school ICT coordinators and property custodian are directed to make sure that the ICT Packages installed in e-classroom must be secured as spelled out in the counterpart requirement of school (School Readiness Checklist) and in the DCP Handbook to avoid loss of ICT Packages received.

Please also be reminded of the following:

1) Report immediately to SDO, issues related to ICT Packages
2) Proper utilization of ICT Packages
3) Non-compliant to counterpart requirement of school will not receive the ICT Packages

For information, guidance and compliance.