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RELEASED



Republic of the Philippines  
Department of Education  
Region V(Bicol)

**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
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DepEd, Division of Catanduanes  
SECTION  
JUN 13 2019  
9:10 A.M.  
Signature: *[Handwritten Signature]*

**DIVISION MEMORANDUM**

No. 180 s. 2018

**TO:** CID & SGOD Chiefs  
SDO Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
School ICT Coordinators  
All others concerned

**FROM:** *[Signature]*  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

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

**DATE:** June 11, 2019

DepEd Computerization Program(DCP) aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21<sup>st</sup> century (DO 78, s. 2010).

For effective and efficient utilization of the ICT packages given to elementary and secondary schools and to properly monitor the implementation of **DepEd Computerization Program (DCP)**, you are hereby advised to submit the following forms monthly starting June, 2019.

1. Monthly Schedule of the Utilization of E-classroom (Enclosure No.1A & 1B)
2. Monthly Schedule of Borrowed ICT Packages (laptop, projector, other ICT devices)(Enclosure No. 2A & 2B)
3. Monthly Allocation of DICP funds (Enclosure No. 3)

Submission of said reports is due every 10<sup>th</sup> day of the following month at the **OSDS-IT unit**. *(Copies of the Schools with submitted Monthly Schedules of Utilization of E-classroom, Borrowed ICT packages and Monthly allocation of DICP funds for school year 2018-2019 including the submission of ICT LAC Proposal and ICT LAC Accomplishment/Narrative Reports will be sent to the designated ICT Coordinators thru their DepEd Email Accounts for reference purposes.)*

For information, guidance and compliance.

(Enclosure-1A)

**SCHEDULE OF THE UTILIZATION OF E-CLASSROOM**

SY: 2019-2020

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.III(Rudy Magno)	
8:30 - 9:30						
9:30 - 10:30						
10:30-11:30						
	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-1B)

**SCHEDULE OF THE UTILIZATION OF E-CLASSROOM**

For the Month of: \_\_\_\_\_

SY: 2019-2020

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 10<sup>th</sup> day of the following month)*

Prepared by: \_\_\_\_\_

School ICT Coordinator

NOTED: \_\_\_\_\_

School Head

(Enclosure-2A)

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

SY: 2019-2020

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						
	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-2B)

**SCHEDULE OF THE BORROWED ICT PACKAGES (LAPTOP, PROJECTOR & OTHER ICT DEVICES)**  
SY: 2019-2020

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 10<sup>th</sup> day of the following month*  
Prepared by: \_\_\_\_\_

NOTED: \_\_\_\_\_  
School Head

\_\_\_\_\_ School ICT Coordinator

(Enclosure-3)

**Monthly allocation of DCP funds in School**

For the Month of: \_\_\_\_\_

SY: 2019-2020

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 10<sup>th</sup> day of the following month)