

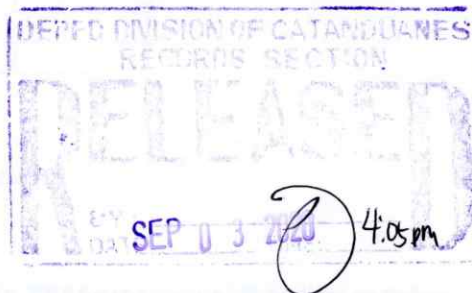


Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**DIVISION MEMORANDUM**

OSDS-ICTU-DM- 198

**TO** : Assistant Schools Division Superintendent  
SDO Chiefs & Staffs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads Concerned  
Division/School Property Custodian Concerned  
District/School ICT Coordinators Concerned  
All other concerned



**FROM** : DANILO E. DESPI  
Schools Division Superintendent

**SUBJECT** : GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY 2019 DCP

**DATE** : September 3, 2020

The 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 21st century.

In relation to this, we are expecting the deployment/delivery of various IT Packages under FY 2019 DCP in the attached list of recipient schools with the following description before the end of October 2020.

1) **Batch 2019-01: G4-6 ICT Packages**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Smart TV	1
4	Wireless Router	1
5	Charging Cart	2
6	3-in-1 Multifunction Inkjet Printer	1

2) **Batch 2019-02 JHS/SHS ICT Package**

Item #	Description	Quantity
1	Host Laptop	1
2	Laptop	50
3	Wireless Router	1
4	Charging Cart	2
5	Smart TV	1
6	3-in-1 Multifunction Inkjet Printer	1



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3) Batch 2019-03: E-textbooks

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Wireless Router	1
4	Charging Cart	2

The following documents are attached to this memorandum:

- 1) List of recipient schools for the different IT packages (Enclosure No. 1)
- 2) School Readiness Checklist (Enclosure No. 2)

The above listed recipients are advised to refer to **DepEd Order No. 42 s. 2019 for the Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets** and submit the **School Readiness Checklist (SRC)** at the **SDO-ICT Unit until September 30, 2020** for further assessment of the school counterpart requirements by the Division Information Technology Officer-I. If the recipient school cannot comply with the stated school counterpart requirements in the SRC, the IT packages will be given to other school and same procedure will be done to the new recipient school.

Further, an online orientation will be conducted to all recipient schools on **September 9, 2020** to be participated by School Heads, ICT Coordinator 1 (Preventive Maintenance) and School Property Custodian. The GMeet link will be sent to their respective school DepEd Email Account.

For queries, you may contact **CP # 09291383262** or e-mail at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

For reference and strict compliance.



(Enclosure No. 1)

## LIST OF RECIPIENT SCHOOLS

## 1. FY 2019 DCP (Batch 2019-01: Grade 4-6 Package)

No.	SCHOOL	SCHOOL ID	ADDRESS	SCHOOL HEAD	Position	Batch 2019-01
						Gr 4-6 Package
1	Cabugao IS	500032	Cabugao	Arnold M. Valledor	Principal II	1
2	Pandan CES	113239	Libod	Ma. Celia Evangelista	SP I	1
3	San Andres CES	113264	Sapang Palay	Dennis L. Gianan	SP I	1

## 2. FY 2019 DCP (Batch 2019-02: JHS/SHS Package)

No.	SCHOOL	SCHOOL ID	ADDRESS	SCHOOL HEAD	Position	Batch 2019-02
						JHS/SHS Package
1	Catanduanes National High School (CNHS)	302083	Constantino	Amelia R. Eusebio	Principal III	1

## 3. FY 2019 DCP (Batch 2019-03: E-textbooks)

No.	SCHOOL	SCHOOL ID	ADDRESS	SCHOOL HEAD	Position	Batch 2019-03
						E-Textbooks
1	Agban NHS	302070	Agban	Elsie Lizaso	ASP	1
2	Antipolo NHS	302071	Antipolo	Josalie T. Tonio	Principal I	1
3	Bagamanoc RDHS	302072	Magsaysay St. Sta. Tere	Milagros V. Lim	Principal II	1
4	Baras RDHS	302073	Osmeña St.	Lyra C. Tusi	Principal II	1
5	Bato RDHS	302074	Banawang	Fidel A. Vegim	Principal II	1
6	Buyo Integrated H/S	56003	Buyo	Allan Sorreda	Principal II	1
7	Cabcab NHS	302078	Cabcab	Juan S. Torreja	Principal I	1
8	Cabugao Integrated School	500032	Cabugao	Arnold M. Valledor	Principal II	1
9	Calatagan NHS	302084	Sto. Cristo St., Calatagan			1
10	Caramoran SF	302082	Hitoma	Marilyn A. Tuplano	Principal I	1
11	Catanduanes National High School (CNHS)	302083	Constantino	Amelia R. Eusebio	Principal III	1
12	Cobo Integrated School	500159	Cobo	Amalia I. Domingo	Principal I	1
13	Codon NHS	302085	Codon	Cecilia V. Mendoza	Principal I	1
14	Dariao NHS	302086	Dariao	Salve Seria	Head Teacher I	1
15	Dororian NHS	302087	Dororian	Rico Trollano	Head Teacher I	1
16	Gigimoto RDHS	302088	District III	Danilo Taway	Principal III	1
17	Hawan NHS	302089	Hawan	Ramon T. Templonuevo	Principal I	1
18	Lictin Integrated School	500160	Lictin	Rosalinda Burce	Principal I	1
19	Magnesia NHS	302090	Magnesia	Edgar T. Sarmiento	Principal I	1
20	Manambrag NHS	302091	Manambrag	Marilou D. Santelices	Principal I	1
21	Mayngaway NHS	302092	Mayngaway	Lina Tayas	Principal I	1
22	Milaviga IS	500415	Milaviga	Marjorie A. Toledana	SP II	1
23	Palta NHS	302093	Palta	Bella Pitajen	SP II	1
24	Panganiban NHS	302095	Sn. Nicolas	Ranil R. Velasco	Principal I	1
25	Panganiban NHS, CAIC Compound	309801	Sta. Ana	Eddie S. Ogalesco	SP I	1
26	San Andres Vocational School	302096	Divini Rostro	Mary Rose V. Sta. Rosa	Principal I	1
27	San Jose NHS	302097	San Jose Oco	Shirely S. Villaranda	Principal I	1
28	San Miguel RDHS-Annex (Mabato HS)	302099	Mabato	Aileen Tabilog	ASP	1
29	San Vicente NHS	302100	San Vicente	Erlinda P. Villacorta	Head Teacher I	1
30	Sicmil Int. H.S.	500033	Sicmil	Charlie Teves	Head Teacher II	1
31	Supang-Datag NHS	302102	Supang-Datag	Jesus P. Gianan	Principal I	1
32	Tambongon NHS	302104	Tambongon	Janet M. Tonio	Principal I	1
33	Tinago NHS	302105	Tinago	Clemente T. Olarte	Principal I	1
34	Tubli NHS	302106	Tubli	Jenylin I. Taopo	T III	1
35	Viga RDHS	302107	San Vicente	Nestor S. Emerenciana	Principal II	1



### SCHOOL READINESS CHECKLIST DepEd Computerization Program



SCHOOL ID: \_\_\_\_\_ NAME OF SCHOOL: \_\_\_\_\_

Classification (If recipient pls. check):

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

Region: V (Bicol) Province: Catanduanes District: \_\_\_\_\_ Municipality: \_\_\_\_\_

Division: Catanduanes Superintendent: DANILO E. DESPI

Principal/School Head: \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

School ICT Coordinator/Computer Laboratory In-Charge: \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

School Property Custodian: \_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

Criteria	Yes	No	Remarks
1. Multimedia Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Windows and Doors with grills (double lock)	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Proper electrical wirings and outlets duly certified by the Municipal Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. School Inspectorate Team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. 50 pieces (HS)/40 pieces (ES) mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. At least two (2) units of stand fan or Aircon	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Cabinet with lock	<input type="checkbox"/>	<input type="checkbox"/>	_____

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 7-10 are to be complied with prior to the installation of equipment  
 At least one of critical 1-6 is not met

**RECOMMENDATIONS:**

ASSESSED BY:

CONCURRED BY:

JENNIFER B. METICA

(Name and Signature of Information Technology Officer-I)

\_\_\_\_\_  
(Name and Signature of School Head)