



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

SCHOOLS DIVISION OFFICE OF CATANDUANES
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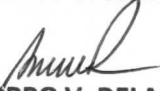


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DepEd, Division of Catanduanes
RECORDS SECTION
Date **DEC 03 2018**
Time: **10:45 AM**
Initial/Signature: **[Signature]**

DIVISION MEMORANDUM
No. 338s. 2018

TO: Asst. Schools Division Superintendent
CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
School ICT Coordinators/Property Custodians

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

SUBJECT: **SUBSIDY ASSISTANCE FOR THE COMPLETION OF NEEDED REQUIREMENTS FOR E-CLASSROOM AS STIPULATED IN SCHOOL READINESS CHECKLIST**

DATE: **December 3, 2018**

In connection with the DepEd Computerization Program (DCP) implemented in our agency, all school heads, school ICT coordinators and property custodians are directed to make sure that the ICT Packages installed in e-classroom must be secured and complied with 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; and
- 3) Non-compliant to counterpart requirement of school will not receive ICT Packages.

Further, school heads are advised to submit Letter Request to the SDS supported with Program of Works if they needed financial assistance for the completion of the requirements as stipulated in the School Readiness Checklist for possible inclusion to the financial assistance to be given by the ICTS-CO to small schools with limited MOOE until **December 19, 2018**.

Should you have any inquiry or concerns, you may contact CP#09208779674/
jennifer.metica@deped.gov.ph

For information, guidance and compliance.