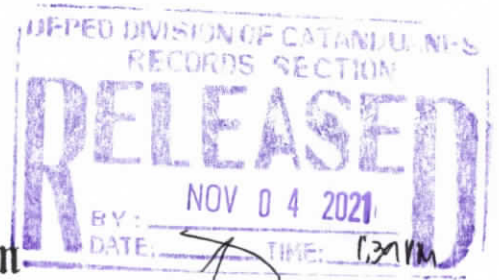Republic of the Philippines

Department of Education

Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

November 4, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM-_499_ s. 2021

SUBMISSION OF E-CLASSROOM LOGBOOK REQUIREMENTS

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
All others concerned

    1. In connection with the **Division Memorandum No. 080 s. 2021 entitled "Guidelines on the Use of E-Classroom and ICT Equipment during the Covid-19 Pandemic" dated March 1, 2021,** the school through the designated School ICT Coordinator shall prepare four(4) Logbooks following the given templates: **Enclosure 1) Daily Utilization of E-classroom, Enclosure 2) Borrower's Logbook(for ICT equipment borrowed and used outside the laboratory and to be returned within a day and stored at the E-classroom, Enclosure 3)Walk-in Laboratory users(non-regular users of E-classroom like non-teaching personnel) and Enclosure 4)Concerns, Issues, Gaps and Problems(CIGP) related to DCP packages.** Submission of the said logbooks(signed by the concerned personnel) must be uploaded in this link: https://tinyurl.com/DCPLogbook2021 **every 10th day of the following month** *(example for the month of October, 2021 it should be uploaded on or before November 10, 2021)* for reference and monitoring purposes of the utilization of DCP packages.

    2. Further, please be reminded of the stated **Guidelines on the Use of E-classroom and ICT Equipment during the Covid-19 Pandemic** specifically, the **E-classroom Opening Hours, E-classroom Rules, Use of Equipment and E-classroom Logbook Requirements**. Regular updating of **School Google Sheet** shared to the designated school ICT Coordinators is a must for validation of the request of the school personnel (Teachers & Learners) related to their email accounts (Google & MS 365) and inventory of IT equipment.

    3. For information, guidance and compliance.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Enclosure 1 - Daily Utilization of E-Classroom

Date	Name of the User	Position Title/Section	Purpose	Computer No. Used

Prepared & Checked by:

_____

School ICT Coordinators

NOTED:

_____

School Head

Enclosure No. 2 - Borrower's Logbook (for ICT portable equipment borrowed and used outside the laboratory and to be returned within a day and stored at the E-classroom)

Date	Name of the Borrower	Position Title/Section	Purpose	Borrowed portable equipment

Prepared & Checked by:

_____

School ICT Coordinators

NOTED:

_____

School Head

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www.depedrovcatanduanes.com
DepEd Tayo – Region V - Catanduanes

Enclosure No. 3 - Walk-in Laboratory Users Logbook (non-regular users of e-classroom like non-teaching personnel)

Date	Name of the User	Position Title	Purpose	Computer No. Used

Prepared & Checked by:

_____
School ICT Coordinators

NOTED:

_____
School Head

Enclosure No. 4 - (4) Concerns, Issues, Gaps and Problems (CIGP) related to DCP packages

Date	CIGP Encountered	Initial Action Made	Technical assistance requested to the Supplier/ITO	Status of the Action Made

Prepared & Checked by:

_____

School ICT Coordinators

NOTED:

_____

School Head