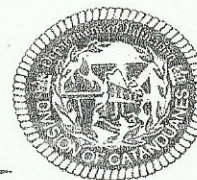




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**RELEASED**  
DepEd-Division of Catanduanes  
RECORDS SECTION

Date JUN 03 2015

Time 8:07 AM

By [Signature]

**MEMORANDUM**

**TO:** Public Schools District Supervisors  
Elementary & Secondary School Heads of the Recipient Schools of  
DCP Batch 26, 27 & 28

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

**SUBJECT:** PREPARATION OF E-CLASSROOM

**DATE:** June 2, 2015

In connection with the delivery of the Computer Packages for DCP Batch 26, 27 & 28 which already started this week, you are hereby advised and reminded to make the necessary preparations regarding the counterpart requirements for both Elementary & Secondary Schools (*Enclosure No. 2 & 3 to DepEd Memorandum No. 152, s. 2013*), to wit:

- 1) Multi-media classroom ready to house;
  - a. Elementary e-classroom package: (1) host PC and six(6) Computer terminals, (2) Projector and (1) Laptop
  - b. Secondary e-classroom Package: (8) host PC and (42) Computer Terminals
- 2) Computer tables
- 3) Mono chairs
- 4) Aircondition or at least two(2) electric fans
- 5) Sufficient lighting
- 6) Windows & door with iron grills
- 7) Proper electrical wirings with circuit breaker and proper electrical grounding
- 8) Standard electrical outlets with appropriate load capacity
- 9) Engaging the assistance of Barangay Officials for security mechanism
- 10) Strictly follow the recommended layout for e-classroom

Likewise, it is assumed that the criteria in the School Readiness Checklist were already complied.

For your guidance and compliance