



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

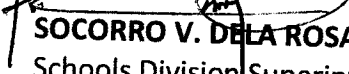
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052)811-49-63



MEMORANDUM

TO: Public Schools District Supervisors
Elementary & Secondary School Heads

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

SUBJECT: SCHEDULE OF THE UTILIZATION OF E-CLASSROOM/BORROWED ICT
PACKAGES

DATE: May 27, 2016

MAY 27 2016

2:58 P.M.



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 (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, 2016:

1. Monthly Schedule of the Utilization of E-classroom (Enclosure-1)
2. Monthly Schedule of the borrowed ICT Packages (laptop, projector, other ICT devices)(Enclosure-2)

Submission of said reports is due every 10th day of the following month at the **Schools Division Office/IT Section c/o Ms. Jennifer B. Metica - Information Technology Officer-I.**

For information, guidance and compliance.

SCHEDULE OF THE UTILIZATION OF E-CLASSROOM
SY: 2016-2017

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.II(Rudy Magno)	
8:30 - 9:30						
9:30 - 10:30	(Please fill-up this portion)					
10:30-11:30	(Please fill-up this portion)					
	NOON BREAK					
1:00 - 2:00	(Please fill-up this portion)					
2:00 - 3:00	(Please fill-up this portion)					
3:00 - 4:00	(Please fill-up this portion)					
4:00 - 5:00	Technical Assistance to Teachers					

Note: This form is to be posted at E-Classroom.

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

SY: 2016-2017

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	(Please fill-up this portion)					
10:30-11:30						
	NOON BREAK					
1:00 - 2:00	(Please fill-up this portion)					
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.