



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-ICTU-09-13-2024/JBM

TO : Assistant Schools Division Superintendent
SDO Chiefs & Staff
SDO Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads & Property Custodian
District/School ICT Coordinators
All Others Concerned

FROM : By the authority of the OIC-Schools Division Superintendent:

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ATTY. NORLITO JR. P. AGUNDAY
Attorney III-Legal Officer
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: COMPLIANCE OF THE REQUIREMENTS AS INDICATED IN THE SCHOOL READINESS CHECKLIST(SRC) IN PREPARATION FOR THE DELIVERY OF DCP PACKAGES FOR FY 2023 & 2024 TO RECIPIENT SCHOOLS

DATE: September 13, 2024

1. In relation with the DM No. 400 s. 2024 re: **Submission of the School Readiness Checklist(SRC) from the Recipient Schools of DCP Packages for FY 2023 & 2024**, please be guided with the following reminders *before, during and after delivery* of the said packages to school especially that the delivery of said packages will start on **September 16-20, 2024** (DCP FY 2024) and **September 23-27, 2024**(DCP FY 2023) and the supplier is Columbia Technologies, Inc.

BEFORE

- ✓ E-Classroom must be compliant and submitted already at the ICTU office the accomplished softcopy(Teams Group of ICT Coordinators)) and hardcopy(ICTU Office) of the **School Readiness Checklist (SRC) Form (with attachment of pictures and Inspectorate Team)** especially the security of the e-classroom (door and window grills were installed and the provision of tables and cabinet with lock).

DURING

- ✓ The receiving school personnel (School Head, Property Custodian and School ICT Coordinator) must be in the school during the delivery. Please always check the created Teams Channel of the recipient schools for the updates of the scheduled date of delivery.

AFTER

- ✓ The School ICT Coordinator must upload the Narrative Report with documentation and information of the items received by the school (Serial Numbers and Status of the received items) in the Teams group of School ICT Coordinators with channel DCP FY 2023 and DCP FY 2024 respectively.

3. For information, guidance, and compliance of all concerned.



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