



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona Sts., Malaybalay City

Tel No.: (088)221-4597; Telefax: (088)813-2894

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MEMORANDUM

To : **SECONDARY SCHOOL HEADS OF**

- **Bangcud NHS**
- **Malaybalay City National Science HS (Bukidnon NHS Aglayan Annex) &**
- **San Martin Agro-Industrial NHS**

This Division

From : 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

Date : August 5, 2014

Re : **Dissemination of Regional Memorandum No. 56, s. 2014 re: Implementation of the DepEd Computerization Program (DCP) for Batches 20, 23B and 25 E-classroom Packages for Public Secondary Schools Nationwide**

1. Per enclosed DepEd Regional Memorandum No. 56, s. 2014 re: *Implementation of the DepEd Computerization Program (DCP) for Batches 20, 23B and 25 E-classroom Packages for Public Secondary Schools Nationwide* dated July 31, 2014, which is self-explanatory.
2. In view hereof, you are hereby required to submit **Enclosure No. 3 – DCP School Readiness Checklist on or before August 11, 2014** to the Office of the Schools Division Superintendent attention: Planning & Research Section to validate the readiness of the schools and compliance of the counterpart requirements.
3. Further, you are hereby directed to submit the following documents right after the installation of the e-classroom and training of teachers in the school:
 - a. Enclosure No. 5 – Checklist of DCP Process
 - b. Photocopy of Signed Inspection & Acceptance Report
 - c. Photocopy of List of Equipment Serial Numbers
 - d. Photocopy of Signed & Accomplished Training Checklist
 - e. Photocopy of Signed PS-DBM/DepEd Delivery Receipt
 - f. Photocopy of Signed Invoice Receipt of Property
4. For immediate dissemination and compliance.

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DEPED MALAYBALAY CITY DIVISION
RELEASED

Date: 8/6/14 Time: 2:03 PM
By: [Signature]



REGIONAL MEMORANDUM

No. *ITC*, s. 2014

To: **The Schools Division Superintendents**
This Region

From: *(Signature)*
ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer
Officer-in-Charge
Office of the Regional Director

Subject: **IMPLEMENTATION OF THE DEPED COMPUTERIZATION PROGRAM (DCP) FOR BATCHES 20, 23B, AND 25 E-CLASSROOM PACKAGES FOR PUBLIC SECONDARY SCHOOLS NATIONWIDE**

Date: July 31, 2014

1. As stipulated in DepEd Memorandum No. 81, s. 2014, the Department of Education (DepEd) through the Technical Service-Information and Communications Technology Unit (TS-ICTU) has facilitated the procurement for the deployment of Batches 20, 23b and 25 E-Classroom Packages for Public Secondary Schools under the DepEd Computerization Program.

2. This Office hereby requests all concerned schools division superintendents and division ICT coordinators to perform their respective functions as stated in paragraph 2 of the abovementioned memorandum.

3. The delivery schedule is within the third quarter of Calendar Year (CY) 2014. Hence, the recipient schools are advised to prepare their counterpart requirement immediately.

4. Herewith are the documents enclosed in DepEd Memorandum No. 81, s. 2014 for reference:

- Enclosure No. 1 - List of Recipient Schools with Summary per Division (Batch 20, 23b and 25);
- Enclosure No. 2 - Counterpart Requirements (Secondary School);
- Enclosure No. 3 - School Readiness Checklist Form;
- Enclosure No. 4 - School Readiness Checklist Form; and
- Enclosure No. 5 - Checklist of DCP Processes

5. Submission of reports on DepEd Computerization Program and ICT matters is requested to be submitted to this Office thru **Ninian A. Alcasid, Ph.D.**, the newly designated Regional ICT Coordinator at telephone no.: (088) 856-2793 or through email address: ninian16@yahoo.com.

5. Immediate dissemination of this Memorandum is desired.

Encls.: As stated

Reference: DepEd memorandum No. 81, s. 2014

Allotment:

To be indicated in the Perpetual Index
under the following subjects:

COMPUTER EDUCATION
EQUIPMENT
INFORMATION TECHNOLOGY
PROGRAMS
SCHOOLS



Republic of the Philippines
Department of Education

11 JUL 2014

DepEd MEMORANDUM
No. **81**, s. 2014

**IMPLEMENTATION OF THE DEPED COMPUTERIZATION PROGRAM (DCP)
FOR BATCHES 20, 23B AND 25 E-CLASSROOM PACKAGES FOR PUBLIC
SECONDARY SCHOOLS NATIONWIDE**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Secondary Schools
All Others Concerned

1. The Department of Education (DepEd), through the Technical Service-Information and Communications Technology Unit (TS-ICTU), has facilitated the procurement of equipment needed for the deployment of Batches 20, 23b and 25 E-Classroom Packages for Public Secondary Schools under the DepEd Computerization Program (DCP).

2. For effective and efficient deployment of these IT packages, the concerned regional director, schools division superintendents, regional and division ICT coordinators shall mobilize the ICT-Technical Committee who shall perform the following functions:

- a. validate the readiness of the schools and ensure compliance to the counterpart requirements using the enclosed School Readiness Checklist Form;
- b. assist the schools in their preparation for the delivery of IT equipment;
- c. supervise and coordinate the delivery of IT equipment to the target recipients;
- d. monitor the utilization of IT equipment in the schools' respective regions; and
- e. submit reports on the implementation of the DCP.

3. The regional offices/schools division offices, through their ICT coordinators, shall be notified of the delivery schedule within the third quarter of Calendar Year (CY) 2014. In the meantime, the recipient schools are advised to prepare their counterpart requirements immediately.

4. The following documents are enclosed for reference:

- Enclosure No. 1 - Lists of Recipient Schools with Summary per Region (Batch 20, 23b and 25);
- Enclosure No. 2 - Counterpart Requirements (Secondary School);
- Enclosure No. 3 - School Readiness Checklist Form;
- Enclosure No. 4 - Suggested E-Classroom Lay-out for Secondary School; and
- Enclosure No. 5 - School Checklist of DCP Processes Form.

5. For more information, all concerned may contact **Ms. Christina Maureen S. Dulce** at telephone no.: (02) 633-7264 or through email address: christina.dulce@deped.gov.ph or **Mr. Alvin F. Salcedo** through email address: alvin.salcedo002@deped.gov.ph.

6. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUSTRO FSC
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No. 152, s. 2013

To be indicated in the Perpetual Index
under the following subjects:

COMPUTER EDUCATION
EQUIPMENT
INFORMATION TECHNOLOGY
PROGRAMS
SCHOOLS

SMA, DM Implementation of the DCP
0461-June 19/30/July 1, 2014

B. Batch 20 & 23B High School Recipients

Count	Region	Division	School ID	School Name	Municipality
1	ARMM	Basilan	304927	Atong-Atong NHS - Tairan Annex	LANTAWAN
2	ARMM	Basilan	304936	Concepcion NHS	LANTAWAN
3	ARMM	Basilan	304943	Maluso NHS	MALUSO
4	ARMM	Lanao del Sur - IA	304964	Datu Mitumug MNHS	LUMBA-BAYABAO (MAGUING)
5	ARMM	Lanao del Sur - IA	304965	Datu Palawan Disomimba MNHS	TAMPARAN
6	ARMM	Lanao del Sur - IA	318133	Pangandaman Provincial Science High School	MASIU
7	ARMM	Lanao del Sur - IB	304977	Sarip MNHS	BUBONG
8	ARMM	Lanao del Sur - IIA	318206	Datu Demaronsing Mem. NHS	LUMBATAN
9	ARMM	Lanao del Sur - IIA	318203	Sultan Langco NHS	BUTIG
10	ARMM	Lanao del Sur - IIA	304997	Tubaran NHS	TUBARAN
11	ARMM	Lanao del Sur - IIB	318208	Pagayawan NHS	PAGAYAWAN (TATARIKAN)
12	ARMM	Maguindanao I	318341	Hadji Salik Kalaing NHS	MAMASAPANO
13	ARMM	Maguindanao II	318302	Karim NHS	BULDON
14	ARMM	Marawi City	305072	Angoyao NHS	MARAWI CITY
15	ARMM	Marawi City	318601	Dansaian NHS	MARAWI CITY
16	ARMM	Tawi-Tawi	305055	Ligayan NHS	SITANGKAI
17	ARMM	Tawi-Tawi	305066	Tawi Tawi SAT	BONGAO
18	CAR	Abra	305083	Dalit NHS	PILAR
19	CAR	Abra	305084	Dilong NHS	TUBO
20	CAR	Apayao	318801	Luna NHS - Tumog Annex	LUNA
21	CAR	Apayao	305118	Mataguisi Comp. HS	PUDTOL
22	CAR	Baguio City	305278	Baguio City National High School - San Vicente Annex	BAGUIO CITY
23	CAR	Baguio City	305270	Baguio City national High School, Dona Aurora Annex	BAGUIO CITY
24	CAR	Benguet	305127	Alejo M. Pacalso Mem. NHS - Loacan Annex	ITOGON
25	CAR	Benguet	305129	Atok NHS	ATOK
26	CAR	Benguet	305130	Atok NHS - Caliking Annex	ATOK
27	CAR	Benguet	305131	Bakun NHS	BAKUN
28	CAR	Benguet	305135	BOKOD NHS - MAIN	BOKOD
29	CAR	Benguet	305136	Buguias NHS	BUGUIAS
30	CAR	Benguet	305156	Bulalacao NHS	MANKAYAN
31	CAR	Benguet	305147	Kapangan Central NHS (RA8841)	KAPANGAN
32	CAR	Benguet	318905	La Trinidad NHS	LA TRINIDAD (Capital)
33	CAR	Benguet	305153	Lepanto NHS - Palatong Annex	MANKAYAN
34	CAR	Benguet	305161	Taloy Sur NHS	TUBA
35	CAR	Ifugao	305166	Aguinaldo NHS (ISCAF)	AGUINALDO
36	CAR	Ifugao	305173	Haliap NHS	ASIPULO
37	CAR	Ifugao	305177	Hapid NHS - Bimpal Annex	LAMUT
38	CAR	Ifugao	305178	Hingyon NHS	HINGYON
39	CAR	Ifugao	305184	Mongilit Ligmayo NHS	LAMUT
40	CAR	Ifugao	305192	Tinoc NHS	TINOC
41	CAR	Ifugao	305186	Tulaed NHS	MAYOYAO
42	CAR	Kalinga	305220	Bangad National High School	TINGLAYAN
43	CAR	Kalinga	305223	Lubuangan National High School	LUBUAGAN
44	CAR	Kalinga	305211	Magtoma Pangol NHS-Main	TANUDAN
45	CAR	Kalinga	319103	Pinukpuk Vocational School-Tappo Annex	PINUKPUK
46	CAR	Kalinga	305226	Tuga National High School	CITY OF TABUK (Capital)
47	CAR	Kalinga	305227	Western Kalinga National High School	BALBALAN
48	CAR	Mt. Province	305266	Ankileng NHS (Suyo NHS)	SAGADA
49	CAR	Mt. Province	305231	Bacarri National Trade & Agricultural School - Labay Annex	PARACELIS
50	CAR	Mt. Province	305243	Guinaang NHS	BONTOC (Capital)
51	CAR	Mt. Province	305247	Lubon NHS	TADIAN
52	CAR	Mt. Province	305251	Masla NHS	TADIAN
53	CAR	Mt. Province	305259	Otucan-Bila NHS	BAUKO
54	CARAGA	Agusan del Norte	304680	Casiklan NHS- Durian NHS Annex	LAS NIEVES
55	CARAGA	Agusan del Norte	304678	Cuyago NHS	JABONGA
56	CARAGA	Agusan del Norte	304679	Durian NHS	LAS NIEVES
57	CARAGA	Agusan del Norte	304692	Magdagooc NHS	JABONGA
58	CARAGA	Agusan del Norte	304684	Manapa II ISS	BUENAVISTA
59	CARAGA	Agusan del Norte	304702	Vinapor NHS	CARMEN
60	CARAGA	Agusan del Sur	304745	Bayugan III NHS	ROSARIO
61	CARAGA	Agusan del Sur	304708	Binucayan NHS	LORETO
62	CARAGA	Agusan del Sur	304709	Bunawan National High School	BUNAWAN
63	CARAGA	Agusan del Sur	317406	La Fortuna NHS	VERUELA
64	CARAGA	Agusan del Sur	304716	La Paz NHS	LA PAZ
65	CARAGA	Agusan del Sur	304718	Libertad NHS	BUNAWAN
66	CARAGA	Agusan del Sur	304720	Los Arcos NHS	PROSPERIDAD (Capital)
67	CARAGA	Agusan del Sur	304725	Mt. Carmel NHS	CITY OF BAYUGAN
68	CARAGA	Agusan del Sur	304736	San Luis NHS	SAN LUIS
69	CARAGA	Agusan del Sur	317404	San Vicente NHS	PROSPERIDAD (Capital)
70	CARAGA	Agusan del Sur	304705	Sta. Maria NHS	TRENTO
71	CARAGA	Agusan del Sur	304751	Sto. Tomas NHS	LORETO
72	CARAGA	Bislig City	304866	Maharlika NHS	CITY OF BISLIG
73	CARAGA	Bislig City	304919	Mangagoy NHS	CITY OF BISLIG
74	CARAGA	Butuan City	304765	Anticaia NHS	BUTUAN CITY (Capital)
75	CARAGA	Butuan City	317501	Florida NHS	BUTUAN CITY (Capital)
76	CARAGA	Butuan City	304769	San Vicente NHS	BUTUAN CITY (Capital)
77	CARAGA	Butuan City	304770	Sumile NHS	BUTUAN CITY (Capital)
78	CARAGA	Dinagat Island	304816	Del Pilar NHS	CAGDIANAO
79	CARAGA	Siargao	304777	Gen Luna NHS	GENERAL LUNA

Count	Region	Division	School ID	School Name	Municipality
640	Region VIII	Eastern Samar	313511	Malinao Integrated School	TAFT
641	Region VIII	Eastern Samar	313503	Tagbacan NHS (Tagbacan RHS)	SALCEDO
642	Region VIII	Leyte	313304	Agapito Amado Memorial National High School	JARO
643	Region VIII	Leyte	303340	Astorga NHS	ALANGALANG
644	Region VIII	Leyte	303352	Bung-aw NHS	HILONGOS
645	Region VIII	Leyte	313307	Carigara NHS - Jugaban Annex	CARIGARA
646	Region VIII	Leyte	303399	Mahaplag NHS - Upper Campus RA 7047	MAHAPLAG
647	Region VIII	Leyte	303401	Malibago NHS	BABATNGON
648	Region VIII	Leyte	303402	Marao NHS	INOPACAN
649	Region VIII	Leyte	303409	Merida VS - Calunangan Annex	MERIDA
650	Region VIII	Leyte	303410	Merida VS - Pto. Bello Annex	MERIDA
651	Region VIII	Leyte	303414	Palale National High School	MACARTHUR
652	Region VIII	Leyte	303415	Palo National High School	PALO
653	Region VIII	Leyte	303429	Sta. Cruz National High School	SAN MIGUEL
654	Region VIII	Leyte	303436	Tahud National High School	INOPACAN
655	Region VIII	Leyte	303437	Tanauan NHS (San Roque NHS)	TANAUAN
656	Region VIII	Leyte	313305	Tanauan School of Arts and Trade - Cabuynan Annex	TANAUAN
657	Region VIII	Leyte	303442	Villaba National Comprehensive High School	VILLABA
658	Region VIII	Northern Samar	303536	Buenavista NHS	ROSARIO
659	Region VIII	Northern Samar	303538	Cahayagan NHS	LAOANG
660	Region VIII	Northern Samar	303574	Salvacion NHS	LAOANG
661	Region VIII	Northern Samar	303586	Vigo National High School	LAOANG
662	Region VIII	Samar (Western Samar)	303608	Independencia NHS	TALALORA
663	Region VIII	Samar (Western Samar)	303610	Lawaan NHS	PARANAS (WRIGHT)
664	Region VIII	Samar (Western Samar)	303618	Ramon T. Diaz MHS	GANDARA
665	Region VIII	Samar (Western Samar)	303627	San Sebastian NHS	SAN SEBASTIAN
666	Region VIII	Southern Leyte	303448	Concepcion NHS	MALITBOG
667	Region VIII	Southern Leyte	303455	Esperanza National High School	SAN RICARDO
668	Region VIII	Southern Leyte	303460	Himbangan National High School	SAINT BERNARD
669	Region VIII	Southern Leyte	303461	Hingatungan NHS	SILAGO
670	Region VIII	Southern Leyte	303471	Mercedes NHS	SILAGO
671	Region VIII	Southern Leyte	303478	Pinut-an National High School	SAN RICARDO
672	Region VIII	Tacloban City	303665	Cirilo Roy Montejo NHS (Panalaron NHS)	TACLOBAN CITY (Capital)
673	Region VIII	Tacloban City	303670	Tacloban City National High School	TACLOBAN CITY (Capital)
674	Region X	Bukidnon	303952	Cabulohan-Paradise NHS	CABANGLASAN
675	Region X	Bukidnon	314901	Dalirig NHS	MANOLO FORTICH
676	Region X	Bukidnon	303957	Kalabugao NHS	IMPASUG-ONG
677	Region X	Bukidnon	303958	Kalilangan NHS	KALILANGAN
678	Region X	Bukidnon	303971	Malinao NHS	KALILANGAN
679	Region X	Bukidnon	303975	New Nongnongan NHS	DON CARLOS
680	Region X	Bukidnon	303977	Old Nongnongan NHS	DON CARLOS
681	Region X	Bukidnon	303980	San Andres NHS	KADINGILAN
682	Region X	Bukidnon	303987	Talakag NHS	TALAKAG
683	Region X	Cagayan de Oro City	304106	Bayabas NHS	CAGAYAN DE ORO CITY (Capital)
684	Region X	Cagayan de Oro City	304119	Lumbia NHS	CAGAYAN DE ORO CITY (Capital)
685	Region X	Cagayan de Oro City	304110	Pedro "Oloy" N. Roa, Sr. HS	CAGAYAN DE ORO CITY (Capital)
686	Region X	Cagayan de Oro City	315402	Puerto NHS	CAGAYAN DE ORO CITY (Capital)
687	Region X	Cagayan de Oro City	304105	Tablon NHS	CAGAYAN DE ORO CITY (Capital)
688	Region X	Cagayan de Oro City	304126	Taglimao NHS-Besigan Annex	CAGAYAN DE ORO CITY (Capital)
689	Region X	Camiguin	303991	Guinsiliban NHS	GUINSILIBAN
690	Region X	El Salvador	304065	Cogon NHS	CITY OF EL SALVADOR
691	Region X	Iligan City	304139	Acelo C. Badelles, Sr. MNHS - Abuno HS Annex	ILIGAN CITY
692	Region X	Iligan City	304138	Acelo C. Badelles, Sr. MNHS (Tipanoy NHS)	ILIGAN CITY
693	Region X	Iligan City	304153	Maria Cristina HS - Ditucalan HS Annex	ILIGAN CITY
694	Region X	Malaybalay City	303946	Bangcud NHS	CITY MALAYBALAY (Capital)
695	Region X	Malaybalay City	314904	Bukidnon NHS - Aglayan Annex	CITY MALAYBALAY (Capital)
696	Region X	Malaybalay City	303982	San Martin Agro-Industrial NHS	CITY MALAYBALAY (Capital)
697	Region X	Misamis Occidental	304032	Chiraj NHS	CLARIN
698	Region X	Misamis Occidental	304033	Concepcion NHS	CONCEPCION
699	Region X	Misamis Occidental	304042	Roque L. SU NHS (Mabini NHS)	BALIANGAO
700	Region X	Misamis Oriental	304062	Binuangan NHS	BINUANGAN
701	Region X	Misamis Oriental	304081	Lourdes Alubijid NHS	ALUBIJID
702	Region X	Misamis Oriental	304086	Matangad NHS	GITAGUM
703	Region X	Misamis Oriental	304088	Mat-i NHS (Naawan)	NAAWAN
704	Region X	Misamis Oriental	304098	San Juan NHS	BALINGASAG
705	Region X	Misamis Oriental	304100	Sta. Ines NHS	TALISAYAN
706	Region X	Misamis Oriental	304093	Talisayan NHS	TALISAYAN
707	Region X	Oroquieta City	323201	Mobod IS	OROQUIETA CITY (Capital)
708	Region X	Tangub City	304026	Banglay NHS	TANGUB CITY
709	Region XI	Compostela Valley	304172	Andili NHS	MAWAB
710	Region XI	Compostela Valley	304173	Anibongan NHS	MACO
711	Region XI	Compostela Valley	304177	Bantacan NHS	NEW BATAAN
712	Region XI	Compostela Valley	304178	Bayabas NHS	NABUNTURAN (Capital)
713	Region XI	Compostela Valley	304190	Kidawa NHS	LAAK (SAN VICENTE)
714	Region XI	Compostela Valley	304197	Mapawa NHS	MARAGUSAN (SAN MARIANO)
715	Region XI	Compostela Valley	304198	Maragusan NHS	MARAGUSAN (SAN MARIANO)
716	Region XI	Compostela Valley	304199	Monkayo NHS	MONKAYO
717	Region XI	Compostela Valley	315801	Monkayo NHS- Casoon NHS Annex	MONKAYO
718	Region XI	Compostela Valley	304202	Montevista NHS	MONTEVISTA
719	Region XI	Compostela Valley	304203	Montevista NHS - Annex (DNAS Campus)	MONTEVISTA

Region/Division	Total
Sagay City	2
San Carlos City	1
Silay City	1
Region VII	68
Bais City	2
Bayawan City	2
Bogo City	2
Bohol	15
Carcar City	3
Cebu	20
Cebu City	4
City of Naga, Cebu	1
Danao City	2
Dumaguete City	1
Guihulngan City	1
Lapu-Lapu City	3
Negros Oriental	9
Talisay City	1
Tanjay City	1
Toledo City	1
Region VIII	37
Borongan City	2
Eastern Samar	3
Leyte	16
Northern Samar	4
Samar (Western Samar)	4
Southern Leyte	6
Tacloban City	2
Region X	35
Bukidnon	9
Cagayan de Oro City	6
Camiguin	1
El Salvador	1
Iligan City	3
Malaybalay City	3
Misamis Occidental	3
Misamis Oriental	7
Oroquieta City	1
Tangub City	1
Region XI	43
Compostela Valley	15
Davao City	6
Davao del Norte	4
Davao del Sur	6
Davao Oriental	4
Island Garden City of Samal	3
Mati City	4
Panabo City	1
Region XII	32
Cotabato City	1
General Santos City	2
Kidapawan City	2
North Cotabato	11
Sarangani	3
South Cotabato	6
Sultan Kudarat	7
Grand Total	783

Counterpart Requirements (Secondary School)

1. Multi-media classroom ready to house;
 - 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. **Secured** windows and doors with **proper locks**
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



SCHOOL READINESS CHECKLIST
DepEd Computerization Program



SCHOOL ID: _____ NAME OF SCHOOL: _____
Classification: [] Main [] Annex [] Annex A [] Annex B
Region: _____ Division: _____ City/Municipality: _____
Name of Principal/School Head: _____
Name of Computer Laboratory In-Charge: _____ Cellphone No.: _____
Name of School Property Custodian: _____ Contact No.: _____

In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.

Table with 4 columns: Criteria, Yes, No, Remarks. Contains 9 rows of assessment criteria such as 'Multi-media Classroom', 'Computer Tables', 'Windows and Doors with grills', etc.

Based on the assessment above, the school is:

- Ready [] All criteria (1-9) were satisfactorily met
Partially Ready [] Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
Not Ready [] At least one of critical 1-6 is not met

RECOMMENDATIONS:

Empty rectangular box for providing recommendations.

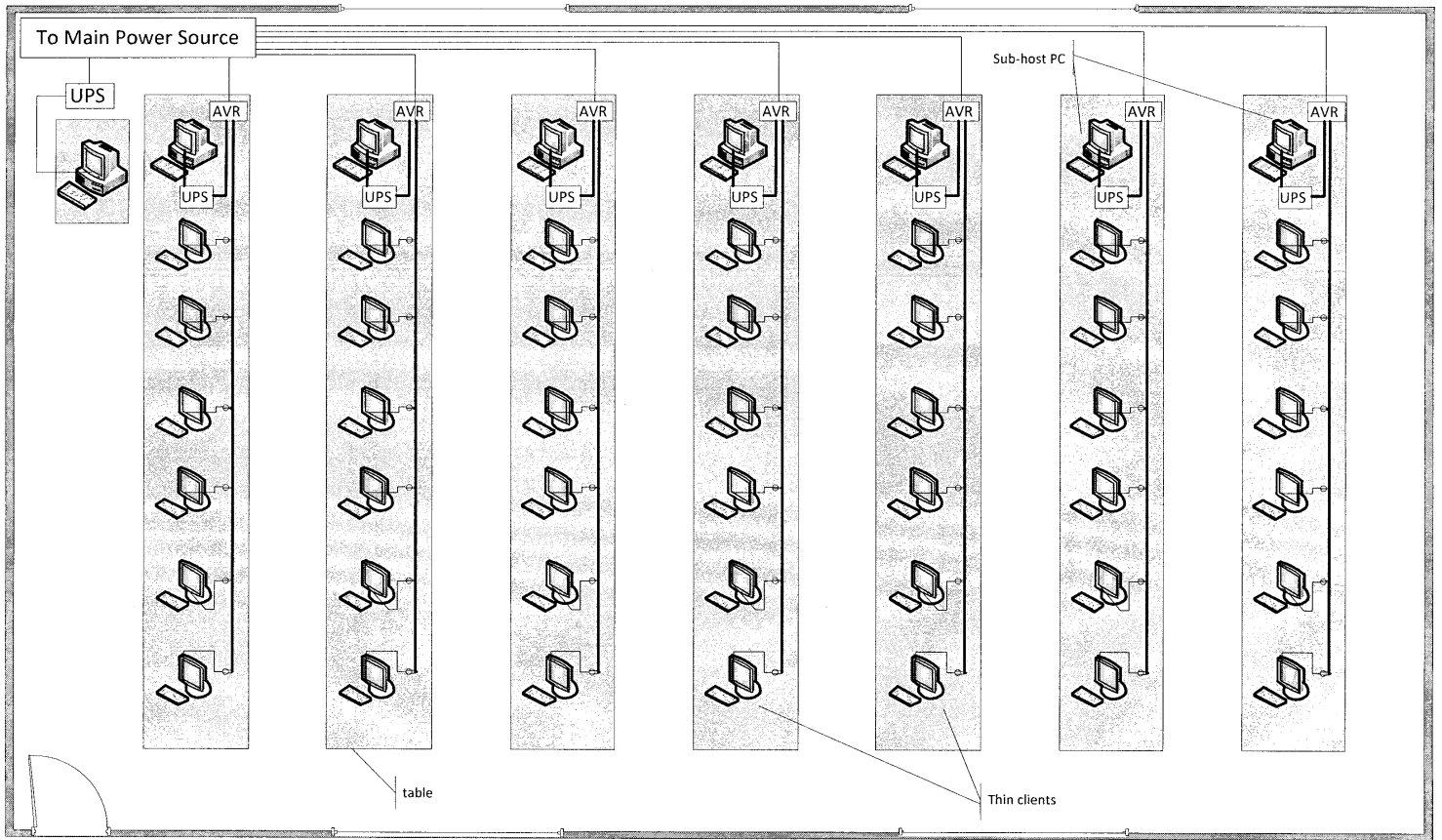
ASSESSED BY:

CONCURRED BY:

(Name and signature of Division ICT Coordinator)

(Name and signature of School Head)

Suggested Secondary E- Classroom Lay-out



CHECKLIST OF DCP PROCESSES

SCHOOL ID:		SCHOOL NAME:	
REGION:		DIVISION:	
SCHOOL HEAD:		POSITION:	

INSTRUCTIONS: This checklist serves to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages. The School Head or his/her authorized representative (e.g. School Property Custodian) shall accomplish this form and submit to the Division ICT Coordinator.

PROCESS		DONE	INFORMATION REQUIRED
DELIVERY			
1.	RECEIVED INFORMATION ON SCHEDULE OF DELIVERY	<input type="checkbox"/>	IF NOTICE OF DELIVERY WAS RECEIVED, ↳ WHO COORDINATED WITH THE SCHOOL? _____ ↳ WHEN WAS SCHEDULE OF DELIVERY? _____
2.	RECEIVED DELIVERED ITEMS	<input type="checkbox"/>	IF ITEMS WERE DELIVERED, WHEN WAS ACTUAL DELIVERY DATE? _____
3.	INSPECTED BOXES IF ACCORDING TO SPECIFIED QUANTITY AND IF ANY WERE OPEN, TAMPERED WITH OR NOT IN GOOD CONDITION?	<input type="checkbox"/>	WERE THE BOXES IN GOOD CONDITION? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	SIGNED DELIVERY WAYBILL (FOR COURIER) AND/OR DELIVERY RECEIPT (FOR AUTHORIZED/LOCAL SERVICE PARTNER)	<input type="checkbox"/>	
5.	KEPT BOXES SAFE & UNOPENED UNTIL AUTHORIZED INSTALLER ARRIVES	<input type="checkbox"/>	ISSUES / COMMENTS :
INSTALLATION & INSPECTION			
6.	INSTALLED DCP COMPONENTS IN SCHOOL	<input type="checkbox"/>	DATE OF INSTALLATION : _____
7.	SCHOOL INSPECTION TEAM TESTED AND INSPECTED INSTALLED EQUIPMENT AND SIGNED INSPECTION PORTION OF IAR	<input type="checkbox"/>	ISSUES / COMMENTS :

CHECKLIST OF DCP PROCESSES

TRAINING			
8.	TRAINING OF SCHOOL TEACHERS COMPLETED	<input type="checkbox"/>	INCLUSIVE DATES OF TRAINING : _____ TO _____ NO. OF TEACHERS TRAINED : _____
9.	TRAINING CHECKLIST SUCCESSFULLY ACCOMPLISHED	<input type="checkbox"/>	
10.	PS-DBM/DEPED DELIVERY RECEIPT SIGNED BY SH	<input type="checkbox"/>	
11.	INVOICE RECEIPT OF PROPERTY (IRP) INITIALED BY SCHOOL HEAD AND PROPERTY CUSTODIAN	<input type="checkbox"/>	
12.	IRP COLLECTED BY DIVISION ICT COORDINATOR	<input type="checkbox"/>	
13.	INSPECTION ACCEPTANCE REPORT (IAR) SIGNED	<input type="checkbox"/>	
14.	DR, IAR AND TC FORWARDED TO SUPPLIER	<input type="checkbox"/>	

PREPARED BY:

(Name and Signature of Authorized School Representative)

CERTIFIED BY:

(Name and Signature of School Head)