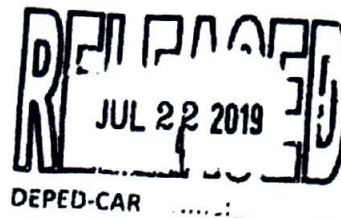


**MEMORANDUM**


**TO:** Schools Division Superintendents  
Heads of Recipient Schools  
Information Technology Officers  
All Others Concerned



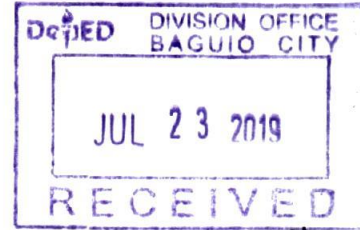
**FROM:**  **MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

**SUBJECT: DELIVERY and DEPLOYMENT OF THE DCP BATCHES 2018-01 (E-TEXTBOOKS) and 2018-02 (E-CLASSROOM PACKAGE FOR SHS OFFERING ICT TRACK)**

1. For effective and efficient deployment of the DCP Batch 2018-01 and 2018-02 packages in the Region, the recipient schools are hereby reminded of the strict implementation of the following guidelines:
  - a. For Batch 2018-01, the recipient schools must have a dedicated and secured classroom to store the e-textbooks. Furthermore, the recipient schools of Batch 2018-02 must comply with the e-classroom readiness requirements. Subsidy shall be downloaded from Regional Office for Batch 2018-02.
  - b. Deliveries shall be done on a door to door basis. The delivery receipt must be signed if and only if the DCP package/s has arrived at the school without signs of tampering, mishandling and damages. Furthermore, it should only be accepted if the expected number of boxes is complete.
  - c. For the training, a four (4) hour face to face training shall be provided for at least 3 teachers from the recipient school.
  - d. Inspection and acceptance reports shall only be signed after the delivery, installation, inspection and training have been conducted and accepted.
2. For smooth coordination, the recipient schools are hereby required to update their contact details through the DCP Monitoring System not later than July 26, 2019.
3. For issues and concerns, please contact immediately your respective Division IT Officer.
4. Enclosed are the following documents for reference:
  - Enclosure No. 1 – List of Recipient Schools
  - Enclosure No. 1 – School Readiness Requirement
  - Enclosure No. 2 – Steps on updating contact details through the DCP Monitoring System

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
**FEDERICO P. MARTIN, Ed.D, CESO VI**  
Schools Division Superintendent

**School Readiness Checklist**



**Republic of the Philippines**  
**Department of Education**  
**INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**  
 Pasig City, Philippines

**SCHOOL ID:** \_\_\_\_\_ **NAME OF SCHOOL:** \_\_\_\_\_

Classification (if recipient pls. check):

- Main                       Annex                       Annex A                       Annex B  
 Campus A                       Campus B                       Campus C

Region: \_\_\_\_\_ Province: \_\_\_\_\_ District: \_\_\_\_\_ City/Municipality: \_\_\_\_\_  
 Division: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
 Principal/School Head: \_\_\_\_\_  
 Contact No./Cellphone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 School Property Custodian: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 Name of Computer Laboratory In-Charge: \_\_\_\_\_  
 Contact No./Cellphone No.: \_\_\_\_\_  
 Tel. No. (of the school): \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

*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.*

Criteria	Yes	No	Remarks
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. 50 pieces (HS)/ 40 pieces (ES) mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. At least 2 units of stand fan	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____

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:**

**ASSESSED BY:**

**CONCURRED BY:**

\_\_\_\_\_  
 (Name and signature of Division IT Officer)

\_\_\_\_\_  
 (Name and signature of School Head)