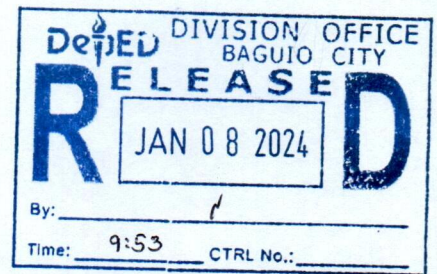




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



05 JANUARY 2024

DIVISION MEMORANDUM

No. 010-2024

**TRANSFER OF COMPUTER LAB CUSTODIANSHIP TO ICT
COORDINATORS, RESTORATION OF PARTITIONED AREAS, AND
FORMATION OF SCHOOL INNOVATION TEAM**

To: CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
School Property Custodian/Supply Officers
School Administrative Officers
School ICT Coordinators
All Others Concerned

1. As part of the ongoing efforts to optimize the management of computer laboratories in public schools across Baguio City, it has been observed that certain individuals, are currently utilizing these facilities for purposes beyond their designated function, impeding the efficient management and oversight of these crucial educational resources.
2. To ensure the proper maintenance, functionality, and effective utilization of the computer laboratories and associated ICT equipment, all non-ICT coordinators currently occupying these spaces are hereby directed to immediately facilitate the turnover of custodianship to the present ICT coordinator of the respective schools.
3. Any partitioning or repurposing of the computer laboratory space for alternative uses must be reversed to reinstate the original layout and purpose of these facilities. This action is essential to preserve the intended function of the computer laboratories for educational activities.
4. The turnover process necessitates the preparation of an inventory detailing all equipment and materials to be transferred. The school property custodian or supply officer, in collaboration with the previous ICT coordinator, is tasked with verifying and documenting the physical existence of all items slated for turnover. Timely settlement of any equipment previously accounted for by the former ICT coordinator or





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personnel managing the computer laboratory is crucial to ensure a seamless transition.

5. The turnover and restoration of partitioned areas should be completed no later than January 19, 2024. The school ICT coordinator will assume responsibility for monitoring and ensuring the effective utilization of the computer laboratory and all ICT equipment moving forward.
6. All equipment acquired through the DepEd Computerization Program (DCP), such as laptop and desktop computers, be primarily utilized for teaching and learning processes rather than solely for administrative tasks. Any ICT equipment that remains underutilized or idle must be reported to the division office for possible transfer to other schools where they can be effectively utilized.
7. To foster innovation and maximize the potential of ICT resources, the School Head and ICT Coordinator are hereby directed to establish an Innovation Team. This team will collaboratively formulate and implement relevant ICT programs and initiatives tailored to the specific needs and capacities of their school.
8. Immediate compliance with this directive is essential to facilitate a smooth transition and to ensure the optimal use of these resources for educational purposes.

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