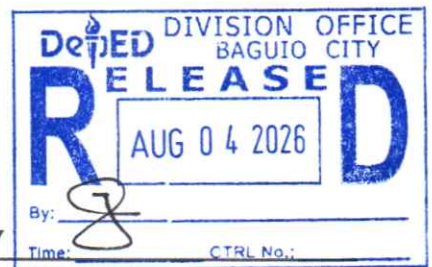




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 4, 2026

DIVISION MEMORANDUM

No. 496-2026

**CONDUCT OF THE CEREMONIAL TURNOVER OF BATCH 4 SMART
 LEARNING COMMUNITIES COMPUTER SETS TO SIX BENEFICIARY SCHOOLS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Public School Heads
 All Others Concerned

1. In support of the Department of Education's commitment to strengthen digital learning opportunities and improve access to information and communications technology (ICT) resources in schools, this Office shall conduct the Ceremonial Turnover of One Hundred Twenty-Six (126) Computer Sets to six (6) beneficiary schools on August 6, 2026.

2. Beneficiary Schools and Schedule

School	No. of Computer Sets	Date	Time	DepEd Official	LGU Official	CID and ICT Personnel
Dona Aurora Elementary School	21	August 6	9:30 AM	Juliet C. Sannad	Hon. Mauricio Domogan	Mary Jane Malihod, Loida Mangangey, Rosiebeel Marzo, Vince Jay Luis
Camp 7 Elementary School	21	August 6	9:30 AM	Samuel T. Egsaen	Hon. Vladimir Cayabas	Marina Tabangcura, Santiago Bugtong, Sonny Paday-os
Crystal Cave Integrated School	21	August 6	9:30 AM	Soraya T. Faculo	Hon. Benjamin Magalong	Sydney Carino, Harris Dizon, Jr.
Happy Hollow Elementary School	21	August 6	1:30 PM	Juliet C. Sannad	Hon. Mauricio Domogan	Loida Mangangey, Brendalee Awingan, Vince Jay Luis
Jose P. Laurel Elementary School	21	August 6	1:30 PM	Samuel T. Egsaen	Hon. Vladimir Cayabas	Marina Tabangcura, Santiago Bugtong,



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						Sonny Paday-os
Dona Aurora H. Bueno Elementary School	21	August 6	1:30 PM	Soraya T. Faculo	Hon. Benjamin Magalong	Sydney Carino, Marilyn Tamiing, Harris Dizon, Jr.

3. Each beneficiary school shall organize and facilitate a simple turnover program in accordance with its local context, available resources, and stakeholders while ensuring the participation of invited DepEd and LGU City and Barangay officials. The ceremony shall highlight the significance of the computer sets in enhancing teaching, learning, and digital literacy among learners and teachers. Schools are encouraged to contextualize the program and may include learner presentations, ICT demonstrations, stakeholder testimonials, school achievement highlights, or other appropriate activities that showcase the school's programs and initiatives. However, the core activities reflected in the Program Matrix shall be observed to ensure uniformity across all beneficiary schools.

4. Schools may adopt the following program flow:

Time	Activity	Person Responsible
9:00 AM - 9:30 AM	Registration and Arrival of Guests	School Personnel
9:30 AM - 9:35 AM	Opening Program	Master of Ceremony
9:35 AM - 9:40 AM	Invocation and National Anthem	Assigned Personnel/Learners
9:40 AM - 9:45 AM	Welcome Remarks	School Head
9:45 AM - 9:55 AM	Message from LGU Official	Invited LGU Official
9:55 AM - 10:05 AM	Message from DepEd Official	Assigned DepEd Official
10:05 AM - 10:15 AM	Brief Presentation of the Computer Donation Project	ICT Coordinator/CID Representative
10:15 AM - 10:25 AM	Ceremonial Turnover and Acceptance of Computer Sets	DepEd Official, LGU Official, School Head, LGU Barangay Officials
10:25 AM - 10:35 AM	Signing of Turnover and Acceptance Documents	Concerned Officials
10:35 AM - 10:45 AM	Photo Opportunity and Media Documentation	School Documentation Team
10:45 AM - 10:50 AM	Closing Message	School Head
10:50 AM onwards	Inspection of Computer Laboratory/Refreshments	All Participants

5. The assigned CID and ICT personnel shall:
- Coordinate with the beneficiary schools regarding logistical requirements;
 - Ensure readiness and proper documentation of the turnover activity;



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- Assist in the inventory, turnover, and acceptance procedures of the computer sets; and
 - Submit activity documentation and reports to the Schools Division Office.
6. All concerned are advised to disseminate this information to relevant personnel and ensure the attendance of the identified participants.
7. For inquiries, don't hesitate to get in touch with CID Chief – Juliet Sannad, telephone number 619-3491.
8. Immediate dissemination of this memorandum to all concerned is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent