



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building, Sudlon, Lahug, Cebu City




June 27, 2016

Division Memorandum
No. 322, s. 2016

**SUBMISSION OF ACCOMPLISHED SCHOOL READINESS CHECKLIST OF THE
DEPED COMPUTERIZATION PROGRAM (DCP) BATCHES 29 TO 33**

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. School heads of recipient schools of the DepEd Computerization Program (DCP) Batches 29 to 33 are directed to submit the accomplished School Readiness Checklist on or before June 30, 2016 to the Division Office (Attn.: Mr. Emmanuel Mendoza).
2. Attached herewith are the suggested layout of the multi-media classroom for elementary and secondary schools and the School Readiness Checklist.
3. Immediate dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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SCHOOL READINESS CHECKLIST
DepEd Computerization Program

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: _____

Name of Principal/School Head: _____

Contact No./Cellphone No.: _____ E-mail: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

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.

| 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 mono chairs | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. At least 2 units of stand fan or Aircon | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. Sufficient electrical lighting | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Based on the assessment above, the school is:

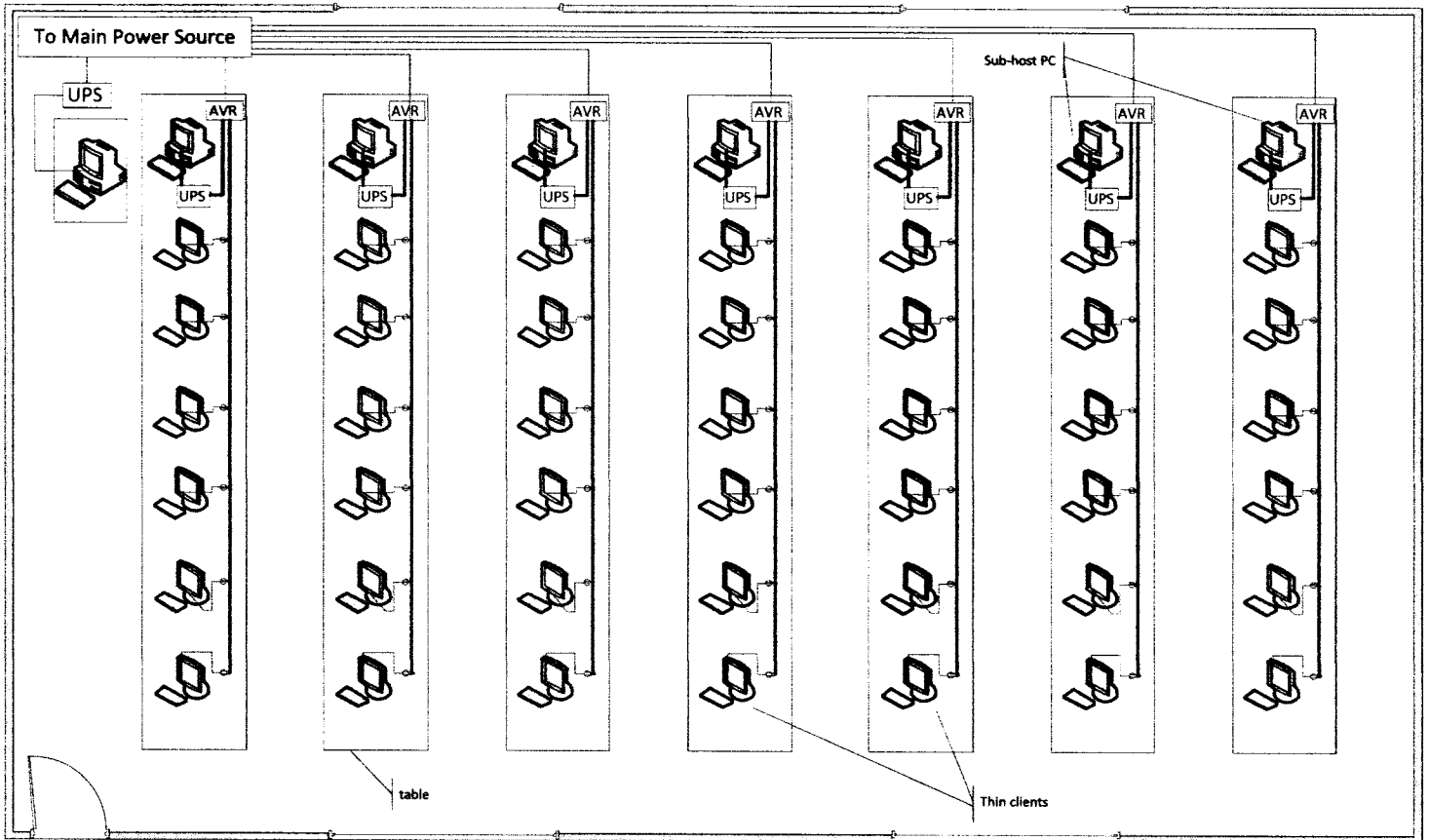
- Ready All criteria (1-9) were satisfactorily met
 Partially Ready Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
 Not Ready At least one of critical 1-6 is not met

RECOMMENDATIONS:**ASSESSED BY:**
CONCURRED BY:

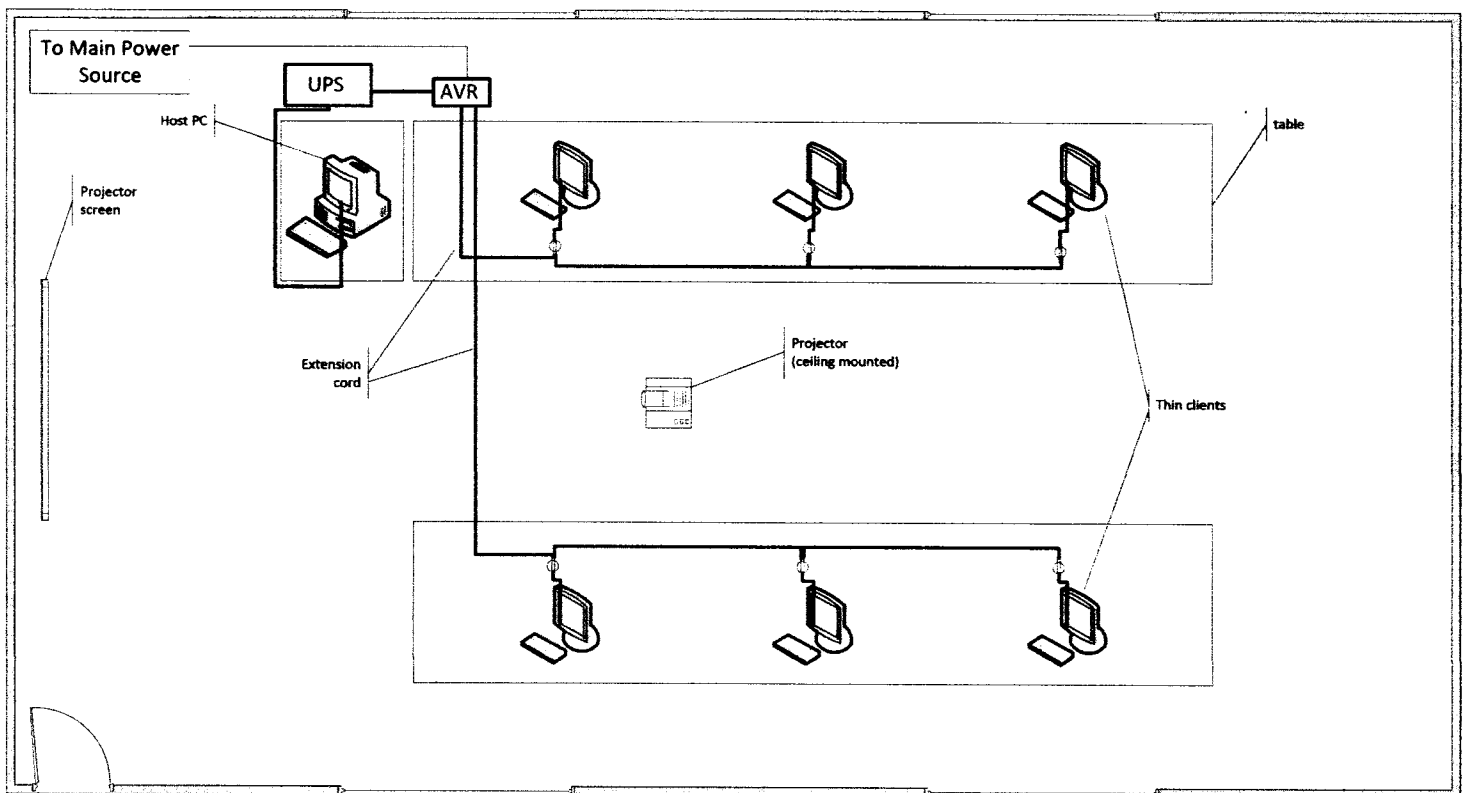
 (Name and signature of Division ICT Coordinator)

 (Name and signature of School Head)

Enclosure no. 4b – Suggested Secondary E- Classroom Lay-out



Enclosure no. 4a – Suggested Elementary E-Classroom Lay-out



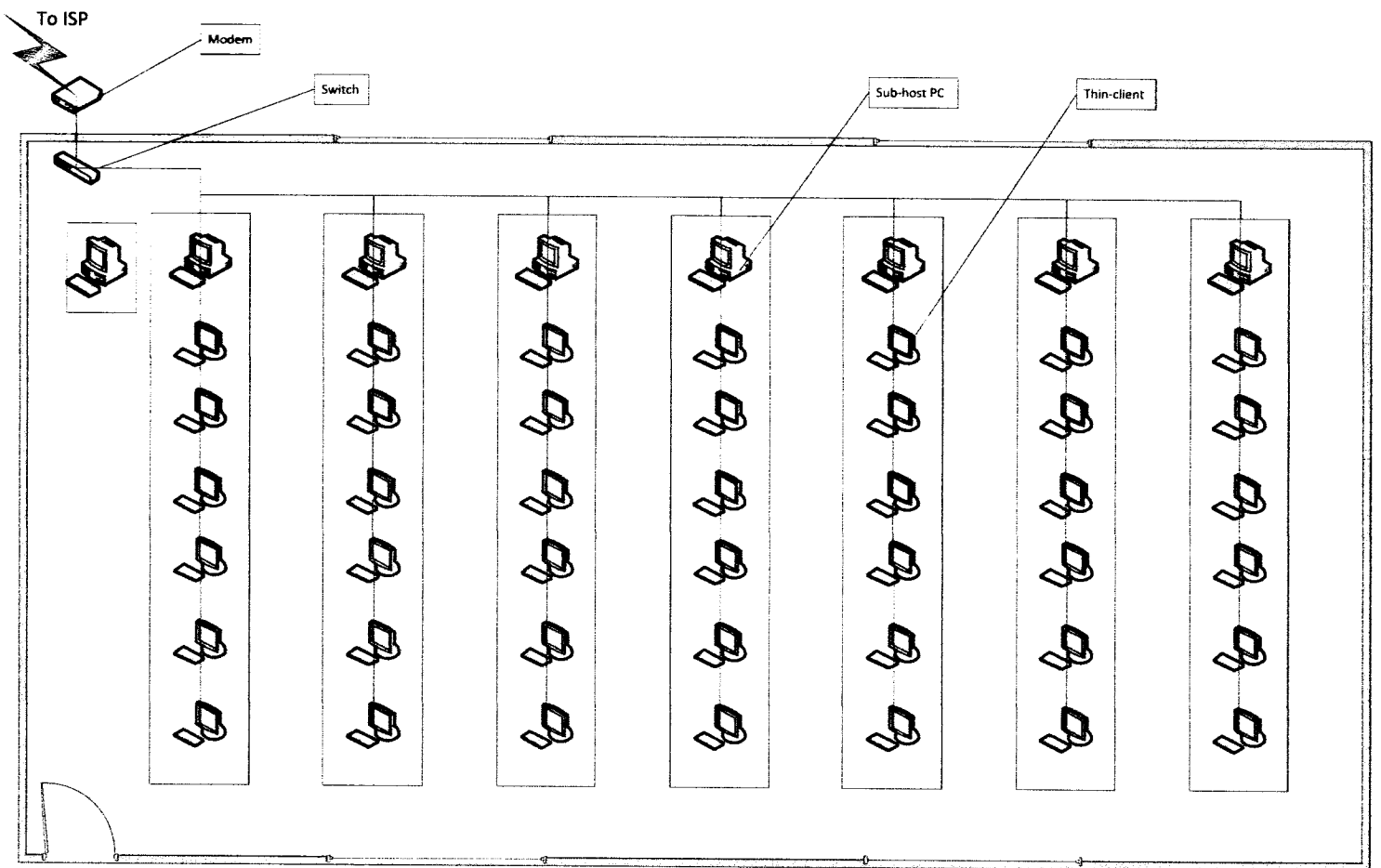


Figure 1. Secondary School Suggested Network Lay-out