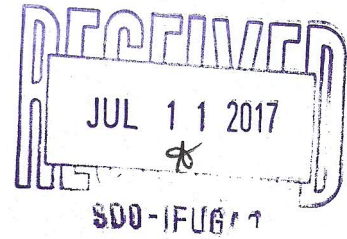


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Ifugao
Schools Division Office
Rizal Ave. Pob. South, Lagawe



Division Memorandum
No. 183 s. 2017

To: Public Schools District Supervisors
All Elementary and Secondary School Heads

From: FELIPE L. BALLITOC
OIC-Schools Division Superintendent

Subject: SUBMISSION OF CLASSROOM SCHEDULE AND SCHOOL POLICY
ON THE USE OF THE DEPED COMPUTERIZATION PROGRAM (DCP)
EQUIPMENTS

Date: July 11, 2017

1. All DCP recipient schools are supposed to have schedules on the use of their DCP equipments. DCP packages such as laptop, desktops with thin clients (if any), projectors, multimedia speakers, etc., must have been placed inside the compliant e-classroom for security and for all teachers and students to use during computer classes.
2. **To gather data on the proper use of the DCP equipments in aid of teaching and learning processes, the ICT Unit is requiring all DCP recipient schools to submit their classroom schedules and school policies on the use said equipments.**
3. It is assumed, as verbally announced during the orientation before the delivery of the DCP packages, that DCP recipient schools have their school policy on the use of the DCP equipments.
4. **Deadline of submission is on July 31, 2017. The documents must be signed by the school ICT Coordinator and the School Head.**
5. Dissemination and strict compliance of this memo is enjoined.

NOTE: Address all submissions to the ICT Unit.