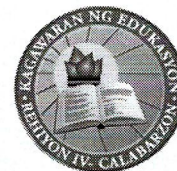


Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



RM-317

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TO : SCHOOLS DIVISION SUPERINTENDENTS
DIVISION INFORMATION TECHNOLOGY OFFICERS
PRINCIPALS/SCHOOL HEADS
ICT COORDINATORS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : ICT LABORATORY PREPARATION FOR S.Y. 2018-2019

DATE : May 24, 2018

- In line with the conduct of National School Maintenance Week also known as Brigada Eskwela 2018, the ICT Unit requests all Division Information Technology Officer to prepare the following:
 - inventory of DCP packages in the school;
 - consolidated DCP maintenance schedule;
 - consolidated reports on the status of the DCP packages.For the ICT Coordinators:
 - preparation of computer laboratory before the opening of the classes;
 - preparation of quarterly DCP maintenance schedule;
 - report on the status of DCP package;
- Visit the link below on or before June 15, 2018.
Division shared link:
https://docs.google.com/spreadsheets/d/1pgFTgKKad56AKw6HzpLo_KvHSlDtE2dnzFqAHRArYts/edit#gid=1927236288
- Immediate and wide dissemination of this Memorandum is desired.

