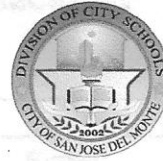




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region III
DIVISION OF CITY SCHOOLS
 City of San Jose del Monte



website: depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

March 12, 2012



DIVISION MEMORANDUM

No. 58, s. 2012

To: Public School District Supervisors
 Public Elementary School Head/OICs
 Public Secondary School Head/OICs

**TECHNICAL SERVICE – INFORMATION COMMUNICATION AND TECHNOLOGY UNIT
 SCHOOL SURVEY AND MONITORING CHECKLIST**

Attached is the Survey and Monitoring Checklist of the Department of Education Technical Service – Information Communication and Technology Unit for you to accomplish and to submit to the Division Office on or before March 16, 2012.

Your usual cooperation and on time submission of this inventory is requested.

Very truly yours,

Amancio S. Villamejor Jr.
DR. AMANCIO S. VILLAMEJOR JR., CESO IV
 Schools Division Superintendent

SS3

Facilities	Working Units	Division Office	Total	Remarks
Air-Conditioning Units				
Computer Tables				
Chairs				
Electrical Cables				
Electric Fans				
Telephone Lines				

**DEPARTMENT OF EDUCATION
TECHNICAL SERVICE – INFORMATION COMMUNICATION AND TECHNOLOGY UNIT
SCHOOL SURVEY AND MONITORING CHECKLIST**

School ID: _____ **NAME OF SCHOOL:** _____

Address: _____

Tel. no. (Of the school): _____ **Fax No.** _____ **E-mail:** _____

Classification (if recipient pls. check):

- Main Annex Annex A Annex B
 Campus A Campus B Campus C

- DCP** Batch 1 Batch 2 Batch 3 Batch 4 Batch 5
 Batch 6 Batch 7 Batch 8 Batch 9

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.: _____ **E-mail:** _____

A. INVENTORY

IT equipment:

Equipment	DCP				Other Donors				Total
	Items Received	Date Received	Working Units	Defective Units	Items Received	Date Received	Working Units	Defective Units	
CPU									
MONITOR									
KEYBOARD									
MOUSE									
UPS									
AVR									
PRINTER									
W-ROUTER									
SPEAKER									
RECOVERY CD									
OTHERS:									

Remarks:

Equipment	Qty	Donor	Remarks

Facilities:

Facilities	Working Units	Defective Units	Total	Remarks
Air-Condition Units				
Computer Tables				
Chairs				
Electrical Outlets				
Circuit Breaker				
Telephone Line/s				

LAN(Local Area Network)				
Electric Fan				
Fire Extinguisher				

Internet Connection:

No. of ISP's	Internet Service Provider	Speed	CIR	Type of Connection	MSF

Instructional Resources:

Title	Donor / Publisher	Subject Area	Type of Media	Qty.

OVERALL CONDITION of the computer laboratory:

Roof/ceiling:

- Very Good Good Needs Improvement

Remarks:

Electrical Wiring:

- Very Good Good Needs Improvement

Remarks:

B. SECURITY ASSESSMENT

Security-related facilities

- a. Window Grill: Very Good Good Needs Improvement
b. Door Grill: Very Good Good Needs Improvement
c. Locks : Very Good Good Needs Improvement

Remarks:

d. Does the Computer Laboratory have a Log Book? Yes No

Type of Security

(SEF, MOOE, Canteen, PTCA, Barangay)

	Name	Schedule of Duty	Source of Funds
<input type="checkbox"/> Hired Security Personnel	1. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
	2. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
	3. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
<input type="checkbox"/> Barangay Tanod	1. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
	2. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
	3. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
<input type="checkbox"/> Others, pls. specify:	_____		
	1. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
	2. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____
	3. _____	<input type="checkbox"/> Day <input type="checkbox"/> Night	_____

C. COMPUTER UTILIZATION

PURPOSE OF USAGE

Check if applicable:

- For Technology and Livelihood Education (ICT Literacy).
- Tool for teaching across subjects areas (*pls. check the applicable subject/s*)
 - Math Science English Filipino AP MAPEH
- To accomplish clerical and administrative tasks of teachers.
- To accomplish clerical and administrative tasks of non-teaching personnel.
- To provide IT access to the community for training and seminar. *Pls. specify the:*

Purpose

- IT Training
- Seminars
- Others (pls. specify) _____

Type of User

- LGU
- Out-of-School Youth
- Brgy. Official
- PTCA
- Others (pls. specify) _____

Does the Computer Laboratory have Class Schedule? Yes No (*if yes, pls. attached*)

D. AFTER SALES SUPPORT

- a. Brand of Computer: _____
- b. Service Provider: _____ Contact No.: _____
- c. Local Service Provider: _____ Contact No.: _____
- d. Average Response Time: Within the day after 2 days after 3 days More than 5 days
- e. Average Resolution Time: Within the day after 2 days after 3 days More than 5 days

E. OTHER DOCUMENTS (*check if properly accomplished by the Property Custodian/ the Principal/ the School ICT Coordinator*)

- a. Delivery Receipt: Yes No
- b. Training Acceptance Report: Yes No
- c. Inspection and Acceptance Report: Yes No
- d. Invoice-Receipt for Property: Yes No

F. RECOMMENDATION:

DepED Central Office:

DepED Region/Division/School I.T. Coordinator

Name: _____
(pls. sign over printed name)

Name: _____
(pls. sign over printed name)

NOTED BY:

PRINCIPAL
(pls. sign over printed name)

Date Accomplished: _____

DepED Computerization Program (2009 Budget-Batch 7)
List of Recipient Schools (183 Elementary Schools)-Luzon Area
TICC, Tagaytay City (Final List-as of August 4, 2011)

lo.	Region	Division	School ID	School Name	Street	Barangay	District Name	School Head	Designation	Contact Nos.
.22	3	San Fernando City	107173	San Agustin ES	-	San Agustin	San Fernando East	Graciela F. Subala	Principal II	(045)963-5881
.23	3	San Fernando City	107195	San Fernando ES	B Mendoza	Sto. Rosario	San Fernando West	Elena C. Herrera	Principal IV	(045)963-5507
.24	3	San Fernando City	107188	San Isidro ES	-	San Isidro	San Fernando North	Edelita T. Lopez	Principal II	(045)861-2431
.25	3	San Fernando City	107174	San Jose Panlumacan ES	Purok 5	San Jose	San Fernando East	Sergio P. Cabrera	Principal II	(045)961-1456
.26	3	San Fernando City	107176	San Nicolas ES	Ilang-ilang	San Nicolas	San Fernando East	Lani P. Delumen	Principal I	(045)860-8116
.27	3	San Fernando City	107190	Sindalan ES	-	Sindalan	San Fernando North	Elizabeth Garcia	Principal II	(045)636-4230
.28	3	San Fernando City	107199	Sta. Lucia ES	Purok 1	Sta. Lucia	San Fernando West	Lorenda G. Crisostomo	Principal I	(045)961-1558
.29	3	San Jose Del Monte City	107142	Bagong Buhay A ES	-	MINUYAN IV	San Jose Del Monte East	ARMANDO C. DELA MERCED	Principal II	-
.30	3	San Jose Del Monte City	107143	Bagong Buhay B ES	MASIPAG	BAGONG BUHAY B-I	San Jose Del Monte East	JOSEFINA P. NARAG	Principal II	-
.31	3	San Jose Del Monte City	107144	Bagong Buhay E ES	FIRST AVENUE	FATIMA III	San Jose Del Monte East	TERESITA S. PADILLA	Principal I	044-6981389
.32	3	San Jose Del Monte City	107145	Bagong Buhay F ES	KARUNUNGAN ST.	SAN PEDRO	San Jose Del Monte East	SOFRONIO P. MACAWILE	Principal I	-
.33	3	San Jose Del Monte City	107146	Bagong Buhay G ES	-	CITRUS	San Jose Del Monte East	GREGORIO U. FRANCISCO	Principal I	-
.34	3	San Jose Del Monte City	107147	Bagong Buhay I ES (Lawang)	TORTOISE	LAWANG PARE	San Jose Del Monte East	MA. SHIRLEY A. MACAWILE	Principal II	-
.35	3	San Jose Del Monte City	107159	Benito Nieto ES (Muzon ES)	-	MUZON	San Jose Del Monte West	NERLIZA C. MIRANDA	Principal I	044-6910517
.36	3	San Jose Del Monte City	107154	Francisco Homes ES	-	NARRA F. HOMES	San Jose Del Monte West	FLODELIZA M. LIMON	Principal II	044-6912837
.37	3	San Jose Del Monte City	107155	Gaya-Gaya ES	-	GAYA-GAYA	San Jose Del Monte West	RAUL G. PANIMBATAN	Principal I	044-6912754
.38	3	San Jose Del Monte City	162503	Graceville ES	-	GRACEVILLE	San Jose Del Monte West	MARIA THERESA M. DELA CRUZ	Teacher-In-Charge	044-6910429
.39	3	San Jose Del Monte City	107156	Gumaok ES	-	GUMAOK WEST	San Jose Del Monte West	RAMIRO M. GACOSTA	Principal I	-
.40	3	San Jose Del Monte City	107157	Kaypian ES	-	KAYPIAN	San Jose Del Monte West	GENOVEVA R. MENDOZA	Principal I	-
.41	3	San Jose Del Monte City	107149	Minuyan ES	IPO ROAD	MINUYAN PROPER	San Jose Del Monte East	MIRIAM C. MARIANO	Principal I	044-6912173
.42	3	San Jose Del Monte City	107158	Muzon (Pabahay 200) ES	-	MUZON	San Jose Del Monte West	LOURDES A. SOLOMON	Principal II	044-6981421
.43	3	San Jose Del Monte City	107150	Paradise FarMS ES	-	KAYBANBAN	San Jose Del Monte East	JULIETA Y. BALITA	Principal I	0917-5124933
.44	3	San Jose Del Monte City	107160	S. Palay Proper ES	-	SAPANG PALAY PROPER	San Jose Del Monte West	DIOSCORIA A. ESCOBAL	Principal I	044-6981457
.45	3	San Jose Del Monte City	107161	San Jose Del Monte Cs	SAN IGNACIO	POBLACION	San Jose Del Monte West	NONATA V. GERMAN	Principal II	-
.46	3	San Jose Del Monte City	107162	San Martin ES (BBC)	-	SAN MARTIN III	San Jose Del Monte West	MIRIAM A. ZAMORA	Principal I	044-6981388
.47	3	San Jose Del Monte City	107163	San Rafael ES (BBH)	-	SAN RAFAEL III	San Jose Del Monte West	LILIBETH D. DASCO, ED.D	Principal II	044-6981424
.48	3	San Jose Del Monte City	107164	Sta. Cruz ES (BBD)	-	STA. CRUZ III	San Jose Del Monte West	VALENTIN F. DE LEON	Principal I	044-6982171
.49	3	San Jose Del Monte City	107151	Sto. Cristo ES	SITIO GITNA	STO. CRISTO	San Jose Del Monte East	CHITO M. REPOREN	Principal I	-
.50	3	San Jose Del Monte City	107152	Towerville ES	TOWERVILLE SUBD.	MINUYAN	San Jose Del Monte East	DOLORES M. LAVILLA	Principal III	-
.51	3	San Jose Del Monte City	107165	Tungkong Mangga ES	EMERALD	TUNGKONG	San Jose Del Monte	ELVIRA P. VILLANO	Principal II	044-6914061

