



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY  
GRACEVILLE ELEMENTARY SCHOOL  
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

March 21, 2022

**SCHOOL MEMORANDUM**  
**NO. 022 s.2022**

To: School ICT Coordinator  
ICT-MMT  
All others concerned

**DISSEMINATION OF SCHOOLS DIVISION MEMORANDUM NO. 119 S.2022 AND SCHOOL MEMORANDUM NO. 021, S.2022 FOR ICT-MMT**

1. As part of Schools Division Basic Education Learning Continuity Plan of Project TABLET (Technology Augmentation to Bridge Learning Engagement and Teaching), this Offices conduct a meeting for dissemination of SDM No. 119 s.2022 entitled Schools Division Guidelines on Related Task of ICT Coordinators, School Property Custodians and Learning Resources Coordinators on Project TABLET and School Memorandum No. 021: Orientation on the Guidelines on the Issuance and Accountability of Parent/Guardian for the Borrowed ICT Devices and Other Related Matters on March 22, 2022, 10:00 AM via MS Teams.
2. This activity aims to orient School ICT Devices Management and Monitoring Team (ICT-MMT) on their task and responsibilities in safekeeping maintenance of the ICT Devices.
3. Attached here is the SDM No. 119 s.2022 and SM No. 021 s.2022.
4. Immediate dissemination of this memorandum is directed.

**DIANALYN A. PALAGANAS PhD**  
Principal II



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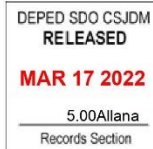
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March 17, 2022

SCHOOLS DIVISION MEMORANDUM  
No. 119, s. 2022



**SCHOOLS DIVISION GUIDELINES ON RELATED TASKS OF ICT COORDINATORS, SCHOOL PROPERTY CUSTODIANS AND LEARNING RESOURCES COORDINATORS ON PROJECT TABLET (TECHNOLOGY AUGMENTATION TO BRIDGE LEARNING ENGAGEMENT AND TEACHING)**

To: OIC - Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. Relative to SDM No. 59, s. 2022 on the Issuance and Accountability of Parent/Guardian for Borrowed ICT Devices and other related matters, this Office announces Project Tablet (Technology Augmentation to Bridge Learning Engagement and Teaching) for ICT Coordinators, School Property Custodians and Learning Resources Coordinators schools' division guidelines on related tasks guidelines:
  - a. The **School Property Custodian** (or designated alternate) shall perform the initial checking of the delivered Tablets as to logistics, physical condition of the boxes and quantity of the good.
  - b. The **School ICT Coordinator** shall perform the following:
    - i. Physical and working condition check on the delivered IT devices  
In case of physical defect, software, issues, or hardware problem the School ICT Coordinator shall coordinate with the School Property Custodian for warranty and services.
    - ii. Maintain and manage the designated Tablet Laboratory and its content and perform preventive maintenance as scheduled.
    - iii. Provide the necessary technical assistance to LR Coordinator on uploading LR materials and other educational application, as well as ensuring the utilization of Microsoft 356 Learners' Account.
  - c. The **Schools' Learning Resource Coordinators** shall have access to all the locally-developed Self-Learning Modules (SLMs) for downloading and uploading through the drive folder link which the SDO LRMS will provide. Access to SLMs will be provided to all LR Coordinators using their official DepEd Gmail accounts.
2. The locally developed SLMs are bound by copyright and is not applicable for sharing outside the division level.



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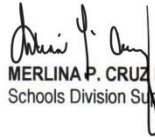


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3. Ensure that printing and reproduction of locally developed SLMs in any form is prohibited and are exclusive for teaching and learning purposes of the learners and teachers.
4. Immediate and wide dissemination of this Memorandum is enjoined.

  
MERLINA P. CRUZ PhD, CESO V  
Schools Division Superintendent

**"Malasakit. Bayanihan. San Joseño.  
We heal as one. We rise as one!"**

cid/mcs/ag  
cn/2022-02-10



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March 18, 2022

SCHOOL MEMORANDUM  
NO. 21 s.2022

To: School Head  
Master Teachers  
School Property Custodian  
School ICT Coordinators  
Sped Teacher/Receiving Teacher  
School ICT-MMT  
Parents/Guardians  
Learners

**ORIENTATION ON THE GUIDELINES ON THE ISSUANCE AND ACCOUNTABILITY OF  
PARENT/GUARDIAN FOR THE BORROWED ICT DEVICES AND OTHER RELATED MATTERS**

1. This office will conduct a face-to-face orientation on the guidelines of issuance and accountability of parent/guardian for the borrowed ICT devices and other related matters on March 23, 2022, 10:00 am onwards at school covered court.
2. The activity aims to:
  - inform parents/guardians on the completion of forms and checklist for ICT devices.
  - orient parents/guardians on their responsibilities and accountabilities in the safekeeping and maintenance of the ICT devices.
3. Enclose herewith is the composition of School ICT-MMT.
4. Dissemination of this memorandum is earnestly desired.

  
DIANALYN A. PALAGANAS PhD  
Principal II



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**Enclosure 1:**

**SCHOOL ICT DEVICES MANAGEMENT AND MONITORING TEAM (ICT-MMT)**

**DIANALYN A. PALAGANAS PhD**

Principal II  
Chairperson

**ROY V. REBOLADO**

School ICT  
Data Management Coordinator  
Vice Chairperson

**EMEL S. ESCOBIDO**

School ICT  
Programs and Projects Coordinator  
Vice Chairperson

**MEMBERS**

Krizelle I. Agapito - School Property Custodian  
Syche S. Tabuzo – Master Teacher I  
Ruby Jane Dasalla – SPED Adviser  
Princess E. Barba – Grade Leader (Grade 1)  
Janette C. Herrera – Grade Leader (Grade 3)  
Maylyn G. Sunga – Filipino Coordinator  
Jomaly G. Babalcon – EsP Coordinator  
Janet C. Palines – ICT Focal Person (K-1)  
Janette C. Herrera – ICT Focal Person (Grade 3)  
Arnel II A. Policarpio – ICT Focal Person (Grade 5)

Rochelle J. Esguerra – Master Teacher I  
Welmer T. Serrano – Master Teacher I  
Ryen Joy A. Superio – Grade Leader (Kindergarten)  
Eliny P. Castro – Grade Leader (Grade 2)  
Cheryl I. Rodriguez – English Coordinator  
Kimchi Chino G. Tan – AP Coordinator  
L-Jay B. Bartolome – MAPE Coordinator  
Mary Ann O Dunghit – ICT Focal Person (Grade 2)  
Jannel N. Gubat – ICT Focal Person (Grade 4)  
Mariou L. Dadul – ICT Focal Person (Grade 6)



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