



**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 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**



**School ID:** 162503  
**Address:** Graceville Ave. Brgy. Graceville, City of San Jose del Monte, Bulacan  
**Telephone No.:** (044)307-0131 • **Website:** <http://depedgracevillees.weebly.com>  
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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  
Jomalyn 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)  
Junnel N. Gubat – ICT Focal Person (Grade 4)  
Marilou L. Dadul – ICT Focal Person (Grade 6)



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