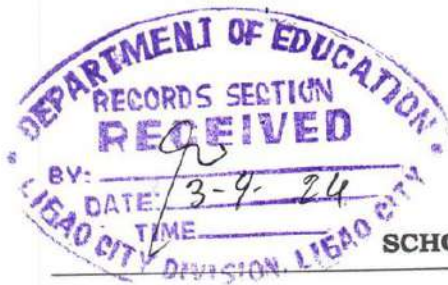




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

30426161

MEMORANDUM

TO : Assistant Schools Division Superintendent
Section Chiefs and Unit Heads
All School Heads & School ICT Coordinators
All Division Personnel
All Others Concerned

FROM : **NYMPHA D. GUENO**
Schools Division Superintendent

SUBJECT : **1ST SEMI-ANNUAL ICT FIELD MONITORING FOR SCHOOL DCP
UNITS, SCHOOL INFORMATION UPDATES AND PERSONNEL
VALIDATION**

DATE : March 04, 2026

In line with the continuous monitoring and evaluation of ICT resources and services across the division, the ICT Unit will be conducting scheduled site visits to ensure proper utilization, maintenance, and documentation of ICT-related assets and information.

The field visit aims to cover the following:

1. Monitoring of Physical Condition and Documentation of the Delivered DCP Units
2. Assessment of School Internet Capabilities and Laboratory Condition
3. Inventory of Defective and Unserviceable DCP Units for Disposal
4. Updating of School Geotag Information
5. Validation of Personnel Information and Issued Accounts

All School Heads and Teacher-In-Charge are requested to:

- Ensure the availability of the School ICT Coordinator or designated representative during the visit.
- Prepare updated ICT inventory records, delivery receipts, acknowledgement receipt and other pertinent documents
- Provide a list of school personnel with their respective update information and account status
- Present documentation related to defective units and other ICT concerns.

Below is the list of schools with their respective schedule of visits:

GROUPS		SCHEDULE
AREA 1	LWCES -Binatagan LNHS Greenfield ES LWCES - Poblacion Tinago ES BRSHS LECS	March 9, 2026
AREA 2	Paulog ES Layon ES Baligang ES Amtic NHS Amtic ES Tambo ES Basag ES	March 10, 2026
AREA 3	Herrera ES LCNTVHS Don Teotimo ES Tobgon ES Buga ES Nabonton ES Binanowan ES	March 11, 2026
AREA 4	Batang ES Mahaba ES Busay ES Pinit ES Barayong ES Barayong NHS	March 12, 2026
AREA 5	Catburawan ES Tambac ES Cabarian ES Cabarian NHS Maonon ES Maonon HS	March 13, 2026
AREA 6	Palapas NHS Palapas ES Balanac ES Bacong NHS Bacong ES Abella ES San Vicente ES	March 16, 2026

GROUPS		SCHEDULE
AREA 7	Bagacay ES Malama ES Oma-Oma NHS Oma-Oma ES Tiongson ES Tupas ES Busac ES	March 17, 2026
AREA 8	Francia ES Tandarura ES Paulba ES Paulba NHS Allang ES Culliat ES	March 18, 2026
AREA 9	Macalidong ES Macalidong ES – Quiasa Ext. Tula-Tula - P ES Tula-Tula - G ES Tinampo ES Cavasi ES Tastas ES	March 19, 2026
AREA 10	Pinamaniquian ES Bonga ES Macael ES Pandan ES Sta. Cruz ES CRPMES DPPMHS	March 20, 2026

For information and guidance.