



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Building, Sudlon, Lahug, Cebu City



May 30, 2014

Division Memorandum  
No. 238, s. 2014

**SUBMISSION OF REPORT ON DAMAGED COMPUTERS IN SCHOOLS  
AFFECTED BY TYPHOON YOLANDA**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Attached herewith is the Regional Memorandum No. 305, s. 2014, dated May 26, 2014, entitled "**Submission of Report on Damaged Computers in Schools Affected by Typhoon Yolanda.**"
2. Elementary schools that are recipients of the e-Classroom package from DCP are likewise required to submit the said report.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.

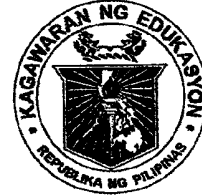
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Schools Division Superintendent

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City




May 26, 2014

REGIONAL MEMORANDUM  
No. **305**, s. 2014

**SUBMISSION OF REPORT ON DAMAGED COMPUTERS IN SCHOOLS AFFECTED BY TYPHOON YOLANDA**

**To: Schools Division/ City Superintendents  
Officers-in-Charge of Schools/City Divisions**

1. The Technical Service-Information and Communications Technology Unit (TS-ICTU) has been tasked to gather reports on damaged computers in the schools affected by typhoon Yolanda.
2. To ensure the efficient gathering of reports on damaged computers, Regional and Division ICT Coordinators are hereby directed to instruct the affected schools to accomplish the Form attached and submit to the TS-ICTU via email at [mausalang@gmail.com](mailto:mausalang@gmail.com), and [maurita.ponce@deped.gov.ph](mailto:maurita.ponce@deped.gov.ph) on or before June 6, 2014. The data gathered will be used as part of the Yolanda relief and rehabilitation efforts of the Department.
3. Immediate dissemination of and compliance with this Memorandum is directed.

  
CARMELITA T. DULANGON  
Director III  
Officer-in-Charge

CTD/mfp

ICT – Report damaged computers-Yolanda affected

### **DAMAGED COMPUTERS REPORTING FORM**

<b>SCHOOL ID:</b>		<b>NAME OF SCHOOL:</b>	
Region:	Province:	City/Municipality:	
District:		Division:	
Name of Principal/School Head:			
Contact No./Cellphone No.:		E-mail:	
Name of Computer Laboratory In-Charge:			
Contact No./Cellphone No.:		E-mail:	
Name of School Property Custodian:			
Contact No./Cellphone No.:		E-mail:	
<b>Damaged Equipment (Brand and Model)</b>			<b>Quantity</b>
<i>Monitor</i>			
<i>System Unit</i>			
<i>Thin Client</i>			
<i>Printer</i>			
<i>Keyboard</i>			
<i>Mouse</i>			
<i>Router</i>			
<i>Switch</i>			
<i>DLP Projector</i>			
<i>Laptop</i>			
<i>Others</i>			
Accomplished by:		Concurred by:	
<i>Name and Signature of ICT Coordinator</i>		<i>Name and Signature of School Head</i>	