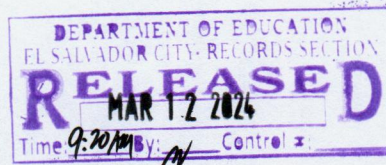




Republic of the Philippines

Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



08 March 2024

DIVISION MEMORANDUM
No. 109, s. 2024

TABLET AND LAPTOP PREPARATION FOR THE CONDUCT OF THE DIFFERENT ASSESSMENTS IN THE DIVISION OF EL SALVADOR CITY

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. There will be administration of National Learning Camp Assessment (NLCA) in the Division of El Salvador City for Grade 7 to Grade 10 learners. Along this line, the assessment requires the use of laptops or computers to take the test.
2. With this, all teachers who received laptops from Batch 2021 are required to allow the Division Office to borrow the laptops during the conduct of the NLCA. If the laptop is not available to be borrowed by the Division Office, the personnel is required to provide a reason for consideration. See table below for the list of schools who received the laptops:

Schools	No. of Laptops
Amoros ES	4
Bolisong ES	4
Himaya ES	4
Hinigdaan ES	5
Molugan CS	5
PSB ES	4
SFDA NHS	4

3. The administration of the NLCA will be from March 11 to May 17. However, when the laptops are no longer needed if the schools can finish the test early, the laptops will be returned as soon as possible.
4. The laptops will be picked up on March 12, 2024, from the schools. Just ensure proper labeling of the units and documentation is ready as proof of the handover of the device.



[Handwritten signature]

[Handwritten signature]

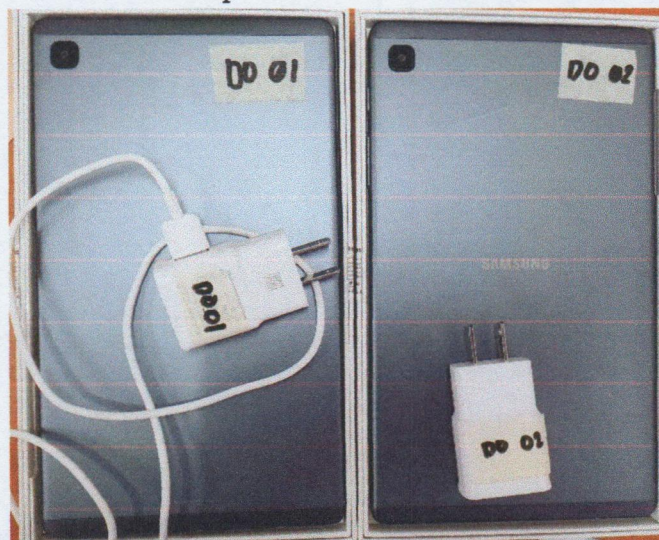


Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- Also, the Division of El Salvador City will conduct a Division Achievement Test for G3, G6, G10 and G12 learners. The platform that will be used will be using tablets. Since not all schools have tablets to use, there is a need to collect all the tablets distributed to the schools and will be divided to all schools that will be participating with the DAT.
- The listed schools below are directed to label all their tablets, chargers, and prepare the necessary documents showing the details of all devices that will be borrowed by the Division to ensure correct accounting and facilitate the smooth pick up and return of borrowed items.

Name of School	Tentative No. of Tablets
El Salvador City CS	211 (Huawei)
Pedro Sa. Baculio ES	78 (Samsung)
Sinaloc ES	36 (Samsung)
Taytay ES	85 (Samsung)
Cogon NHS – SHS	100 (Samsung)
El Salvador City NHS - SHS	100 (Samsung)
Molugan NHS - SHS	150 (Samsung)
Sinaloc NHS - SHS	50 (Samsung)
Division Office	8 (Samsung)
Himaya ES	32 (Android tablet from RO)
TOTAL	850 tablets

- Check the photo below as sample on how to label the tablet.



- The Division Office ALS personnel will visit the school starting March 13, 2024, to pick up the tablets. The ALS personnel who will facilitate in picking up the tablets shall place all the devices in the Jade Building, Conference Office or in the ICT Unit Office.



AS



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

9. In the conduct of the DAT, the allocation of the router and the laptop varies depending on the number of test takers. There should be 1 router and 1 laptop for every 20-25 learners to ensure good connection. See table below for the tentative number of test takers and the needed number of router and laptop to administer the test in the school.

School	Grade 3	Grade 6	No. of Wireless Router	No. of Wireless Laptop
Amoros ES	20	21	2	2
Bolisong ES	8	7	1	1
Cogon ES	18	18	1	1
El Salvador City CS	23	59	3	3
Himaya ES	15	12	1	1
Hinigdaan ES	13	9	1	1
Kalabaylabay IS	15	12	1	1
Kibonbon ES	9	8	1	1
Molugan CS	44	43	3	3
PSB ES	15	17	1	1
Sambulawan ES	12	12	1	1
SFDA ES	11	10	1	1
Sinaloc ES	22	19	2	2
Taytay ES	17	20	1	1
Ulaliman ES	9	11	1	1

School	Grade 10	Grade 12	No. of Wireless Router	No. of Wireless Laptop
Cogon NHS	51	61	4	4
El Salvador City NHS	64	28	4	4
Himaya NHS	8	16	1	1
Hinigdaan NHS	21	20	2	2
Kalabaylabay IS				
Molugan NHS	85	112	8	8
Sambulawan NHS	17		1	1
SFDA NHS	16	12	1	1
Sinaloc NHS	16	12	1	1



10. The school shall check if the school can provide the number of wireless router and wireless laptop necessary.
11. For questions and concerns, please contact the Division IT Officer at 09177154632.





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

12. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
13. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

INFORMATION AND COMMUNICATION TECHNOLOGY

OSDS/SRD

