



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 65, s. 2024

13 NOV 2024

**DISTRIBUTION OF LAPTOP COMPUTERS FOR  
NON-TEACHING PERSONNEL, SNED CENTERS AND ILRCs**

To: Assistant Schools Division Superintendent  
Public Elementary and Secondary School Heads  
Administrative Officers II  
All Others Concerned

1. To further enhance the operational efficiency of non-teaching personnel and provide essential support to learners with disabilities, the Schools Division of the City of Batac will conduct the distribution of laptops as part of the Department's commitment to inclusive education and improved administrative functions. The ceremonial turn-over of laptops will be held on **November 14, 2024, 1:30 PM** at Conference Room, Schools Division Office.
2. This event will be spearheaded by the Asset Management Unit and will be attended by Administrative Officers II and/or School Heads of recipient schools.
3. The laptops are intended to improve productivity for non-teaching staff and offer learners with disabilities enhanced access to educational resources. Recipients are reminded to use and maintain the laptops responsibly and in accordance with DepEd policies. Your cooperation and commitment to the successful implementation of this initiative are highly appreciated.
4. For immediate dissemination, information, and guidance.

  
**ANSELMO R. ALUDINO**, *sd*  
Schools Division Superintendent

Enclosure: As Stated  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

ASSET MANAGEMENT  
DISTRIBUTION

DRO/ 24022 Distribution of Laptop Computers for Non-Teaching Personnel, SNED Centers and ILRCs



DepEd Batac City



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Enclosure 1. **List of Recipients/ Recipient-Schools**

**1. Laptops for SNED Centers, ILRCs and Learners with Disability**

No.	School Name	Qty
1.	Catalino Acosta Memorial Elementary School	7
2.	Mariano Marcos Memorial Elementary School	1
3.	Magnuang Elementary School	1
4.	Maipalig-Quiom Elementary School	1
5.	Quiling Elementary School	1
6.	Batac National High School (JHS and SHS)	2
7.	Crispina Marcos Valdez National High School	1
8.	City of Batac National High School Payao	1
9.	B. Macadaeg Memorial Elementary School	1
10.	Baay Elementary School	1
11.	Baligat Elementary School	1
12.	San Mateo Elementary School	1
<b>Total</b>		<b>19</b>

**2. LIST OF RECIPIENTS FOR NTP LAPTOP**

No.	School Name	Qty
1.	LAURINE KIER B. PANLUCENO	1
2.	RALPH JAYSON T. SONICO	1
3.	KRISTEL JHOY M. ARCEGA	1
4.	JOJO H. BONOT	1
5.	RICH SHEENA MAE M. PASCUA	1
6.	JEAN MARIE M. VICENTE	1
7.	AGNES A. BICERA	1
8.	ROCELLE GRACE S. PITIQUEN	1
9.	DIANE M. DE GUZMAN	1
10.	ANGELICA D. OBIANO	1
11.	JENNY MAY P. GUMTANG	1
12.	JAYVIE B. SUILEN	1
<b>Total</b>		<b>12</b>