



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 001, s. 2025

28 JAN 2025

2025 BEGINNING INVENTORY OF ICT EQUIPMENT IN SCHOOLS

To: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary ICT Coordinators

1. The Information and Communications Technology Unit (ICTU) of the Schools Division Office of the City of Batac is committed to address the ICT Equipment gaps in the different Public Schools in the Division by ensuring an updated and accurate record of Information and Communications Technology (ICT) resources.
2. To achieve this, an online form has been prepared to streamline the data collection process. School Heads and ICT Coordinators are requested to accomplish the inventory using the Microsoft Forms link <https://tinyurl.com/SDCB2025ICTInventory> or by scanning the QR Code below.



3. All schools are reminded to ensure the accuracy and completeness of the data submitted as the information gathered will be used to guide decision-making and resource distribution for ICT improvements, maintenance, and allocations.
4. Forms must be completed by Friday, 31 January 2025, 5:00PM. Non-compliance or delayed submission may affect future DCP Package allocations.
5. For information and strict compliance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Reference:
To be included in the Perpetual Index
Under the following subject:

ICT Inventory ICTUnit

OSDS ICTU MARB / 28012025
250001/ January 28, 2025



SDCB RECORDS UNIT

2501665



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993