



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DIVISION MEMORANDUM

ICT-2024-064

To: Assistant Schools Division Superintendent
Information Technology Officer I
School Heads
All Others Concerned

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Date: July 30, 2024

Subject: **SETUP AND ACCEPTANCE OF DCP BATCH 2023 AND 2024 LAPTOP
FOR NON-TEACHING PERSONNEL**

1. The Schools Division Office recently received laptops as part of the DepEd Computerization Program (DCP) for Batch 2023 and 2024. These laptops are intended for use by the identified non-teaching personnel of this Division to enhance administrative efficiency and support their daily tasks.
2. In this regard, this Office through the Information and Communications Technology Unit will orient the following concerned personnel on the installation of necessary software, and user account creation as well as to acknowledge the receipt of their assigned laptops. This will be held on July 30, 2024, 2:00 p.m. at the Ivatan Conference Hall.

Name	Position/ Designation	School
Claudia Felma B. Balasbas	Administrative Officer II	Diptan ES
Hazel F. Espinosa	Administrative Officer II	Valugan IS
Jerrilyn C. Quianzon	Administrative Officer II	Chanarian ES
Iza C. Villa	Administrative Officer II	Itbayat CS
Jarah Denisse S. Garcia	Administrative Officer II	Mayan ES
Vincent V. Elento	Administrative Officer II	Raele IS



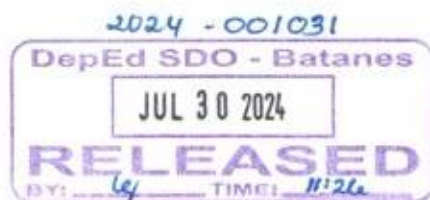
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Shiela C. Carzon	Administrative Officer II	Diura BS, MCS, MNHS
Bryan Akeem L. Acosta	Administrative Officer II	Sabtang CS
Joan Beronque	Administrative Officer II	Sum and Nak ES
Necy A. Alcazar	Administrative Officer II	Sav and Chav ES
Kristine Joy A. Cataluña	Administrative Officer II	Ivana ES, SV ES & INHS
Esperanza Judy S. De Sagon	Administrative Officer II	Imnajbu ES & IIS

3. Furthermore, recipients who cannot attend are granted to assign their representative.
4. For information, guidance and compliance.

OSDS/ djm/ jcf



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