



JAN 18 2011

DepEd MEMORANDUM  
No. **13**, s. 2011

**IMPLEMENTATION OF THE DEPED COMPUTERIZATION PROGRAM  
BATCH 6 (93 RECIPIENT ELEMENTARY SCHOOLS)**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools  
Regional and Division ICT Coordinators

1. The Department of Education (DepEd) has almost completed the provision of Computer Laboratories to Secondary Schools based on the Basic Education Information System (BEIS) 2008-2009. The Technical Service through the Information and Communication Technology Unit (TS-ICTU) in cooperation with the Bureau of Elementary Education (BEE) is now ready to implement the DCP for Public Elementary Schools based on the savings from Fiscal Year 2003-2004 DCP Budget.

2. The DepEd Computerization Program (DCP) aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century.

3. The BEE together with the regional/division offices has selected ninety three (93) recipient elementary schools to be provided with their e-Classroom package based on the following criteria: quality of schools; potentials and commitment; and technology requirements.

a. *Quality of Schools.* For purposes of research, 70% of these recipients are high performing schools and 30% of which are low performing schools with high potential for drop-outs based on records of absenteeism. Schools with high enrolment/population are mostly located in town centers.

b. *Potentials and Commitment.* The School heads and teachers of these recipient schools have expressed commitment in sustaining and maintaining the e-Classroom package through their willingness to put up counterpart funds/services by upgrading their ICT ability and by showing adequate evidence of strong school-community partnership.

c. *Technology Requirements.* Schools have available internet connectivity or in the process of providing internet connection.

4. Please refer to the following enclosures:

- a. Enclosure No. 1: List of Recipient Schools
- b. Enclosure No. 2: Counterpart Requirements
- c. Enclosure No. 3: Computer Laboratory Lay-out



- d. Enclosure No. 4: Flow Chart on the Procedure for the Receipt, Inspection, Acceptance and Recording Deliveries of Inventory Items and Equipment
- e. Enclosure No. 5: List of Items/Equipment Included in the e-Classroom Package
- f. Enclosure No. 6: Checklist of Topics for the 2-day Training Program on Basic Software and Hardware Installation and Troubleshooting per School to be Conducted by the Winning Bidder upon Delivery

5. To ensure the effective and efficient deployment of the Program, the Regional Director (RD) shall mobilize its ICT-Technical Committee composed of the Regional ICT Coordinator, Subject Area Supervisor (to be designated by the RD), Accountant, and Supply Officer. This Committee shall perform the following functions:

- a. validate the readiness of the schools and compliance to the counterpart requirements;
- b. assist the schools in preparing for the delivery of the computers;
- c. supervise and coordinate the delivery of computers to the schools;
- d. monitor the utilization of the computers in their respective region; and
- e. submit reports on the implementation of the Program.

6. For the guidelines on Delivery, Implementation and Acceptance of All Properties by DepEd Central Office and the Department of Budget and Management (DBM) Procurement Service, please refer to DepEd Order No. 45, s. 2006.

7. The Regional Offices through the ICT Coordinators shall be notified of the delivery schedule which will commence sometime in February 2011. In the meantime, the recipient schools are advised to prepare their counterpart requirements immediately.

8. A checklist of topics included in the Invoice Receipt for Property (IRP) shall be provided by the winning bidder during the delivery of the equipment. **This shall only be signed by the participants after actual training has been conducted.** This training checklist together with the delivery receipt shall be the basis of payment to the winning bidder.

9. A separate memorandum for the orientation of the recipient schools shall be issued.

10. For more information, please contact Mr. Elmer M. Guizano, TS-ICTU at telephone numbers: (02) 636-4878 and (02) 633-7264 or Mr. John Ralph Sotto at telephone numbers: (02) 631-9636 or (02) 635-7369 or e-mail at [computerization@deped.gov.ph](mailto:computerization@deped.gov.ph) or [ictu@deped.gov.ph](mailto:ictu@deped.gov.ph).

11. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUSTRO FSC**  
Secretary

Encls.:

As stated

References:

DepED Memorandum: No. 473, s. 2009 and DepEd Order No. 78, s. 2010

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

COMPUTER EDUCATION  
INFORMATION TECHNOLOGY  
PROGRAMS  
SCHOOLS

SMA, DM Implementation of Batch 6  
January 10, 2011 revised 1-11-11

**DepEd Computerization Program (2003-2004 Savings Budget-Batch 6)**  
**List of Recipient Schools (93 Elementary Schools)**  
as of January 11, 2011

No.	Region	Division	School ID	School Name	Street	Barangay	District Name	School Head	Designation	Contact Nos.
1	1	Ilocos Sur	100403	Cabugao South Central School	-	Bonifacio	Cabugao	Helen Siruno	Principal IV	-
2	1	La Union	100819	Aringay CES	-	POBLACION	Aringay	JOAQUIN A. ABELLERA	Principal III	(072) 714 0187
3	1	La Union	100961	Cantoria CS	Old Provl. Rd.	Cantoria No. 2	Luna II	ROSIE G. MEDINA	Principal IV	-
4	1	Laog City	102191	Laog CES	J.P. Rizal	13 Sta. Balbina	Laog City District I	Primo T. Domingo	Principal IV	077-7715438
5	1	Pangasinan I,	101311	Birmaley I CS	-	POBLACION	Birmaley I	LYDIA L. HIZON	Principal II	9197064721
6	1	Pangasinan II,	101815	Mangaldan CS	-	Poblacion	Mangaldan I	Teresta G. Cera	Principal III	-
7	10	Bukidnon	126586	Malaybalay City CES	Guingona St.	Brgy 3 & 4	Malaybay City North District	Lorenzo O. Capado	Principal II	-
8	10	Camiguin	126914	Mambajao CS	Bonifacio Aranas St.	Poblacion	Mambajao	Luisito A. Acero	Principal I	-
9	10	Gingoog City	128050	Don Restituto Baul CS	National Highway	# 22	Gingoog City South District	RODRIGANDE J. MIOLE	Principal II	-
10	10	Misamis Oriental	127705	Jasaan CS	Rizal	Upper Jasaan	Jasaan District	Wennie A. Nacasabog	Principal I	760537
11	10	Ozamis City	128170	Gango ES	-	Gango	Ozamis City District II	JULIET M. TAGAPAN	Principal I	-
12	11	Compostella Valley	128505	Nabunturan CES	National Highway	Poblacion	Nabunturan West	Lorena M. Flores	Master Teacher I	084-376-1113
13	11	Davao City	129648	Matina CES	Crossing Matina	Matina	Matina	Edna B. Jorge	Principal II	-
14	11	Davao City	129708	Sta. Ana CES	R. MAGSAYSAY AVE.	28-C	Sta. Ana	EVELYN S. AGUSTIN, Ph.D.	Principal II	2218863
15	11	Panabo City	129785	Rizal ES	-	Brgy. San Francisco	Panabo Central	Jaime C. Carlom	Principal II	-
16	11	Panabo City	129786	Salvacion ES	-	Brgy. Salvacion	Panabo Central	Nerita B. Prior	Principal I	-
17	12	Cotabato City	131240	Cotabato City CPS	Sinsuat Avenue	Pop. 6	Cotabato City District I	Norma S. Sinsuat	Principal III	(064) 421-80-05
18	12	General Santos City	210001	GSC SPED Integrated School	QUEZON AVE.	BRGY. DADIANGAS WEST	Pedro Acharon	RIZZA S. ROBIN - VALDEZ	Principal II	(083)-552-2660
19	12	Koronadal City	131406	Koronadal Central I ES	RIZAL ST	ZONE IV	Koronadal West District	MA. FE LITA S. YPARAGUIRRE	Principal I	(083) 2283773
20	12	North Cotabato	130005	Kabacan Pilot CES	Rizal Avenue	Poblacion	Kabacan South	Samuel R. Gura	Principal I	-
21	12	North Cotabato	130174	Midsayap Pilot ES	Rizal 3	Poblacion 3	Midsayap Central	Gil F. Ferolin	Principal I	-
22	2	Isabela	103332	Fugu ES	-	Angoluan	Echaque West	Erenio D. Ortega	Officer-In-Charge	-
23	2	Isabela	103364	Ilagan East CS	Taft St.	Centro	Ilagan East	Andres T. Abiqui	Principal II	-
24	2	Isabela	103402	Ilagan South CS	-	Calamaqui 1st	Ilagan South	Erlinda T. Pascua	Principal II	-
25	2	Nueva Vizcaya	104173	Solano East CS	Espino St.	Roxas	Solano I	M onaliza A. Cabato	Principal II	-
26	2	Tuguegarao City	104402	Catagmanan ES	Provincial Road	Catagmanan Viejo	Tuguegarao West Educational Zone	Richard M. Bacud	Principal II	-
27	2	Tuguegarao City	104406	Tuguegarao West CS	Ugac Highway	Ugac Sur	Tuguegarao West Educational Zone	Norma L. Taguinod	Principal III	-
28	3	Bataan	104575	Dinalupihan ES	-	Padre Dandan	Dinalupihan East	Ester Timpuog	Principal II	047-481-21-55
29	3	Nueva Ecija	105472	San Isidro ES	-	San Isidro	Laur	LORETA P. BADILLES	Principal I	0919 311 6288
30	3	Pampanga	106023	Lubao CS	-	San Nicolas 1st	Lubao East	Randy N. Batac	Principal II	-
31	3	Tarlac	106404	Concepcion North CS	A. BONIFACIO National Highway	SAN NICOLAS POB.	Concepcion North	MARIA LUISA S. BONDOC	Principal II	-
32	3	Zambales	107010	Iwas ES	-	Iwas	Subic	Ester Agnes C. Edora	Principal I	-
33	4A	Antipolo City	109329	Lores ES	Bant St.	San Roque	District II-B	JOYANY ST. GUTIERREZ	Principal I	6960953
34	4A	Cavite	108187	Trcece Martinez City ES	M. GREGORIO ST	San Agustin	Trcece Martinez City	Felino B. Sidocan, Jr.	Principal II	046-419-2010
35	4A	Cavite City	109629	Julian R. Felipe ES	-	SAN ANTONIO	Cavite City I District	JOSE J. MATTIAS	Principal III	431-2347
36	4A	Rizal	109540	Mizon ES	National Road	Mizon	Taytay II	MISS RAQUEL R. PINON	Principal II	286-42-98

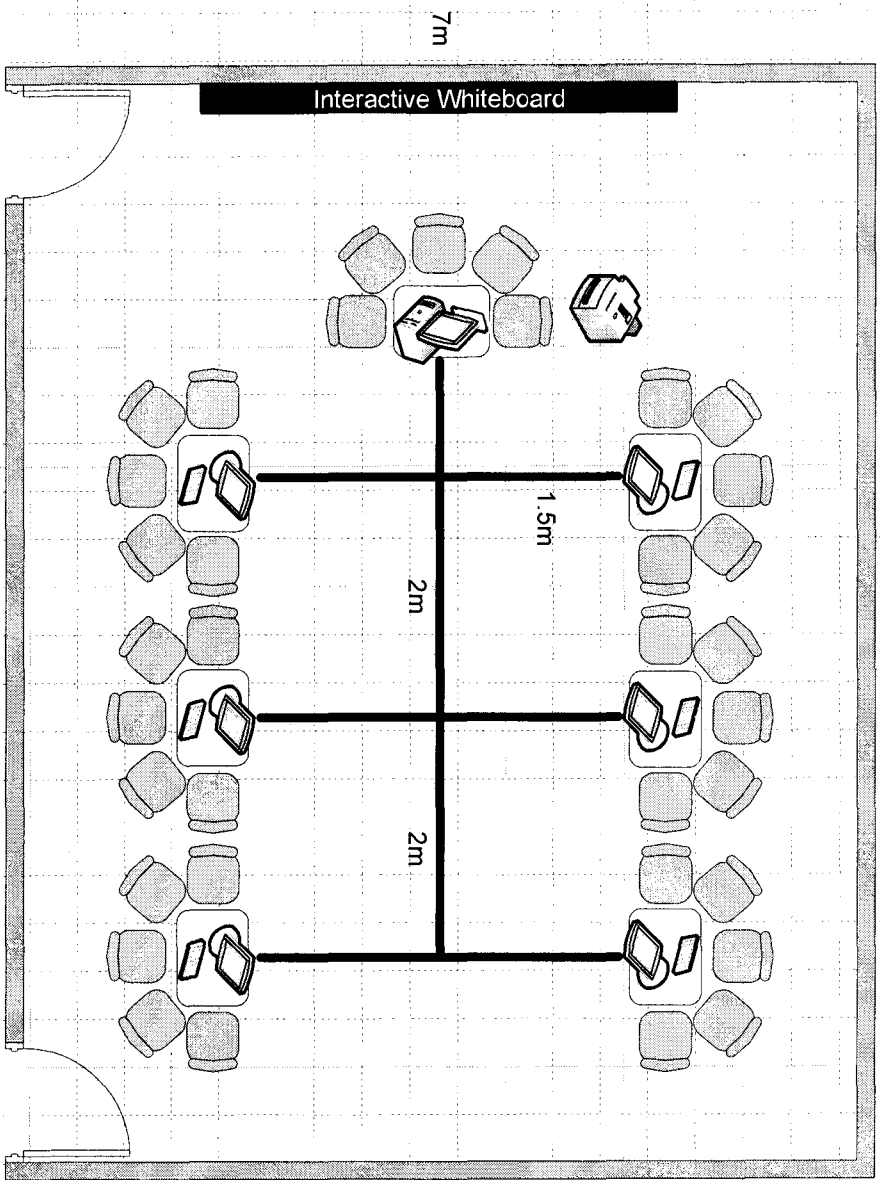
No.	Region	Division	School ID	School Name	Street	Barangay	District Name	School Head	Designation	Contact Nos.
37	4A	Rizal	109535	Tayay ES	L. Wood St.	Dolores	Talay I	MS. LUZ V. DE LEON	Principal III	660-74-75
38	4A	Tanauan City	107781	Tanauan North CS	-	BARANGAY 1	Tanauan City North	CECILIE G. CARANDANG	Principal II	-
39	4B	Occidental Mindoro	110169	Mamburao CS	#02, San Jose St.	Barangay 2	Mamburao	Marilyn S. Pille	Principal III	043 7111802
40	4B	Oriental Mindoro	110619	Puerto Galera CS	-	Poblacion	Puerto Galera	Nelia M. Castillo	Principal I	-
41	4B	Palawan	110712	Aborlan CS	-	Poblacion	Aborlan Central	Ruth J. Baltazar	Master Teacher II	-
42	4B	Puerto Princesa City	111470	Puerto Princesa Pilot ES	Roxas St.	Magkakabigan	Puerto Princesa District I	LETTY R. ORDONEZ	Principal III	-
43	5	Catanduanes	113345	JMAMES	-	Lanao	Virac North	Ma. Jeany T. Postrado	Principal II	-
44	5	Iriga City	114420	Iriga CS	Hi-way 1	San Nicolas	Iriga Central District	CLAUDIA MARLOU S. MARPURJ, Ph.D.	Principal II	(054) 299-2042
45	6	Aklan	114756	Kaililo I ES	19 Martys	Poblacion	Kaililo II	Evelyn C. Arenas	Principal II	(036) 2623451
46	6	Aklan	114841	Makato IS	Jose B. Legaspi Sr.	Poblacion	Makato	Louderes V. Tesoro	Principal II	-
47	6	Iloilo	116643	Pavia Pilot ES	Evangelista	Poblacion	Pavia	Padencia J. Jovero	Principal III	-
48	6	Iloilo	116153	Trinig CES	-	Trinig	Cabatuan II	Ema C. Aranza	Principal II	-
49	6	Iloilo City	117588	Iloilo Central ES	Gen. Luna	Sampaguita	City Proper	Dominica T. Parcia, Ph.D.	Principal IV	337-5004
50	6	Iloilo City	117609	Nabitsan ES	-	Nabitsan	La Paz ES	-Eva M. de Juan	Principal I	329-3679
51	6	Iloilo City	117591	SPED - Integrated School for Exceptional Children	Cor. Mabini-Gen. Luna	San Agustin	City Proper	Elizabeth L. Orquiola	Principal III	338-1175/508-4225
52	6	Roxas City	117662	Pres. Manuel Roxas MS - South	Arnaldo Blvd,	Tanque	Roxas City District I	DIVINA A. CABANTUG	Principal IV	-
53	7	Bohol	118424	Jagna Central ES	-	Tejero	Jagna	Leonardo B. Ranas	Principal I	-
54	7	Cebu	119931	Zapatera ES (Night/Speed)	Sikatuna	Zapatera	North District 6	CELESTINA N. GOHETIA	Principal III	4129462/2541364
55	7	Mandaue City	119997	Mandaue City CS	Catalino Ll. Ouanu	Centro	Mandaue City Central District	FLORENCIA P. CABALES, Ed. D.	Principal III	(032) 345-3970
56	7	Negros Oriental	120648	Lutoban ES	-	LUTOBAN	Zamboangita	JOVELYN A. GRAMPON	Teacher-In-Charge	NONE
57	7	Tagbilaran City	233001	Tagbilaran City Central SPED	M. TORRALBA ST.	POBLACION 2 & 3	Tagbilaran City	RHODORA I. TADENA	Principal I	(038) 411-5302
58	8	Eastern Samar	122361	E. S. Daza Pilot C/S	San Fernando St.	Brgy.G	Borongnan East	Aurora B. Amboy	Principal II	-
59	8	Leyte	121061	Bato CS	Mabini	Tinago & Kalanggaman	Bato	ERMINA C. MILLOREN	Principal II	(053)336-2488
60	8	Leyte	121079	Baybay I CS (Baybay North CS)	-	F. Mascarnas	Baybay I	RHODORA B. CHAN	Principal II	(053) 335-2068/335-3679
61	8	Leyte	121743	Palo I CS	-	Cavite West	Palo I	Verda G. Fabillo	Principal II	323-6428
62	8	Samar (Western Samar)	123397	Catbalogan I CS	curry ave	bry. 7	Catbalogan I	nicefora diaz	Principal I	-
63	8	Southern Leyte	122323	Tomas Oppus CS	-	Bogo	Tomas Oppus District Learning Center III	Evangelina A. Gorduz	Principal I	-
64	8	Tadoban City	124260	Sto. Nino Sped Center	Cor. T. Claudio & Sto. Nino Ext.	6	Sto. Nino	Miguel V. Dumas, Jr.	Principal I	321-4227
65	9	Pagadian City	126046	Pagadian City Pilot CES	-	San Jose	Pagadian City Central District	Leonarda H. Alforque	Principal II	2153096
66	9	Zamboanga Del Sur	125371	San Pablo CES	-	Poblacion	San Pablo	Juanita A. Vasquez	Principal I	-
67	9	Zamboanga Del Sur	125484	Tinotongan ES	-	Tinotongan	Tukuran East	ABELARDO C. SAYSON	Head Teacher III	-
68	9	Zamboanga Sibugay	125543	Bug Pilot CS	Dagohoy	Poblacion	Bug	Victorino M. Olandag	Principal I	-
69	9	Zamboanga Sibugay	125519	Kauswagan ES	-	Kauswagan	Alicia	Lydia A. Olivo	Teacher-In-Charge	9192784711
70	9	Zamboanga City	126220	Sta. Maria CS	Gov. Ramos	Sta. Maria	Sta. Maria	FELY C. ASCABANO, Ed.D.	Principal III	-
71	CAR	Baguio City	136382	Baguio Central School	Yandoc Street	Kayang Extension Barangay	District I	Berita B. Elepanga	Principal III	442-2960
72	CAR	Baguio City	136394	Luchan ES	Magsaysay Avenue	Camdas Barangay	District III	William R. Riveria, Ed. D.	Principal IV	-
73	CAR	Baguio City	136414	M. L. Quezon ES	-	Upper Session Rd. Ext.	District II	JOHNNY L. OFO-OB	Principal II	446-6731

No.	Region	Division	School ID	School Name	Street	Barangay	District Name	School Head	Designation	Contact Nos.
74	CAR	Baguio City	136417	SPED Center (FL)	84	Military Cut Off	District II	FI-AN B. SIDING	Principal II	3042683
75	CAR	Benguet	135624	La Trinidad CS	-	Poblacion	La Trinidad	Rafael C. Baquilung	Principal III	-
76	CARAGA	Agusan Del Norte	131526	North Cabadbaran CES	-	BRGY . 8	North Cabadbaran	SOMITA J. BERAY	Principal II	-
77	CARAGA	Agusan Del Sur	131615	Agusan del Sur Pilot ES (ADSPILS)	-	Poblacion	Bayagan Central	Alicia Gavia Aprovechar	Principal I	231-2968
78	CARAGA	Bislig City	132609	Bislig CES	Quirino Street	Poblacion	Bislig City I	MARCELA T. MASANGAY	Principal II	(086) 853-6026
79	CARAGA	Bislig City	132833	Mangagoy CES	Andres Soriano Avenue	Mangagoy	Mangagoy I	BLESILDA T. DUQUE	Principal II	None
80	CARAGA	Butuan City	212502	Butuan SPED Center	-	Diego Silang	Central Butuan District I	MERCEDDES C. QUIÑONES	Principal I	(085) 815-10-30
81	CARAGA	Dinagat Island	132513	Aurelio ES	-	Aurelio	District I	ANA M. DE LA TORRE	Principal I	-
82	CARAGA	Sitargao	132129	Don E. Navarro MES	-	Pob., Barangay I	San Jose	ABELARDO P. DURERO	Principal I	-
83	CARAGA	Surigao City	213501	Special Science ES	Roxas Street	Washington	Dapa East Surigao City District IV	Tessie C. Dolores	Principal I	-
84	CARAGA	Surigao Del Norte	132568	Tubod CES	-	Poblacion	Tubod	ELEONOR ELVIE F. ESMENDA	Principal I	-
85	CARAGA	Surigao Del Sur	132824	Madrid CES	-	Quirino	Madrid	Loures G. Abay-abay	Principal I	-
86	NCR	Makati City	136705	F. Benitez ES	Kakarong St.	Sta. Cruz	Makati City District IV	Cecilia S. Payumo	Principal III	8908438
87	NCR	Mandaluyong City	136665	Dona Pilar C. Gonzaga ES	M. Gonzaga	Hagdang Bato Itaas	Mandaluyong City District II	WHELMA M. HILARIO	Principal II	532-3627
88	NCR	Mandaluyong City	136669	Nueva de Febrero ES	9 de Febrero	Addition Hills	Mandaluyong City District II	EMMA G. ARRUBIO	Principal II	533-5148
89	NCR	Mandaluyong City	136661	Plainview ES	San Joaquin	Plainview	Mandaluyong City District I	ALYN G. MENDOZA	Principal I	532-8158
90	NCR	Manila	136432	J. P. Rizal ES	Tauman St.	55	Tondo VII	Ethinda C. Bautista	Officer-In-Charge	254-8022
91	NCR	Manila	136473	Justo Lukban ES	G. Apacible St.	671	Paco I	Vecelina A. Tan	Principal IV	525-8016
92	NCR	Muntinlupa City	136908	Alabang ES	Purok 1, Mendola St.	Alabang	Muntinlupa City District II	FLORANTE C. MARMETO, Ed. D.	Principal IV	842-2594
93	NCR	Muntinlupa City	136904	Putatan ES	San Guillermo	Putatan	Muntinlupa City District I	MISS MARISSA M. ANDANZA	Principal II	861-5480

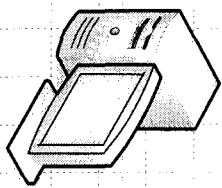
**Enclosure No. 2 to DepEd Memorandum No. 13, s. 2011**

**e-Classroom Requirements of Recipient Public Elementary Schools under Batch 6 of the DepED Computerization Program**

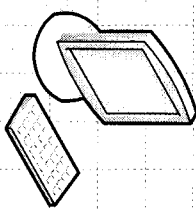
1. The room to be used should now be ready in order to house the e-Classroom package to be delivered to each recipient school. It should have:
  - a. computer tables and chairs
  - b. standard electrical wirings and outlets with appropriate load capacity
  - c. air conditioning unit/s
  - d. window and door iron grills and locks
2. Security measures must be put in place such as:
  - a. hiring of security guards
  - b. engaging the assistance of *barangay tanods*
  - c. fastening of each PC unit to the computer table (optional)
3. Provision of funds (e.g., school's MOOE, public-private linkage assistance through *Adopt-a-School Program*, Local School Board, PTCA, Alumni Association, Teacher Coop Store and/or School Canteen sharing, etc.) for:
  - a. electricity
  - b. supplies



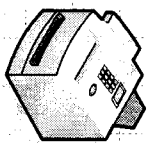
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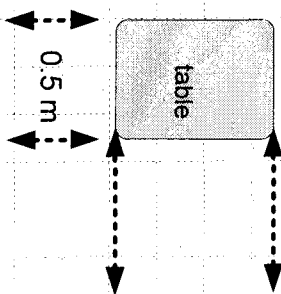
Host PC



Client PC



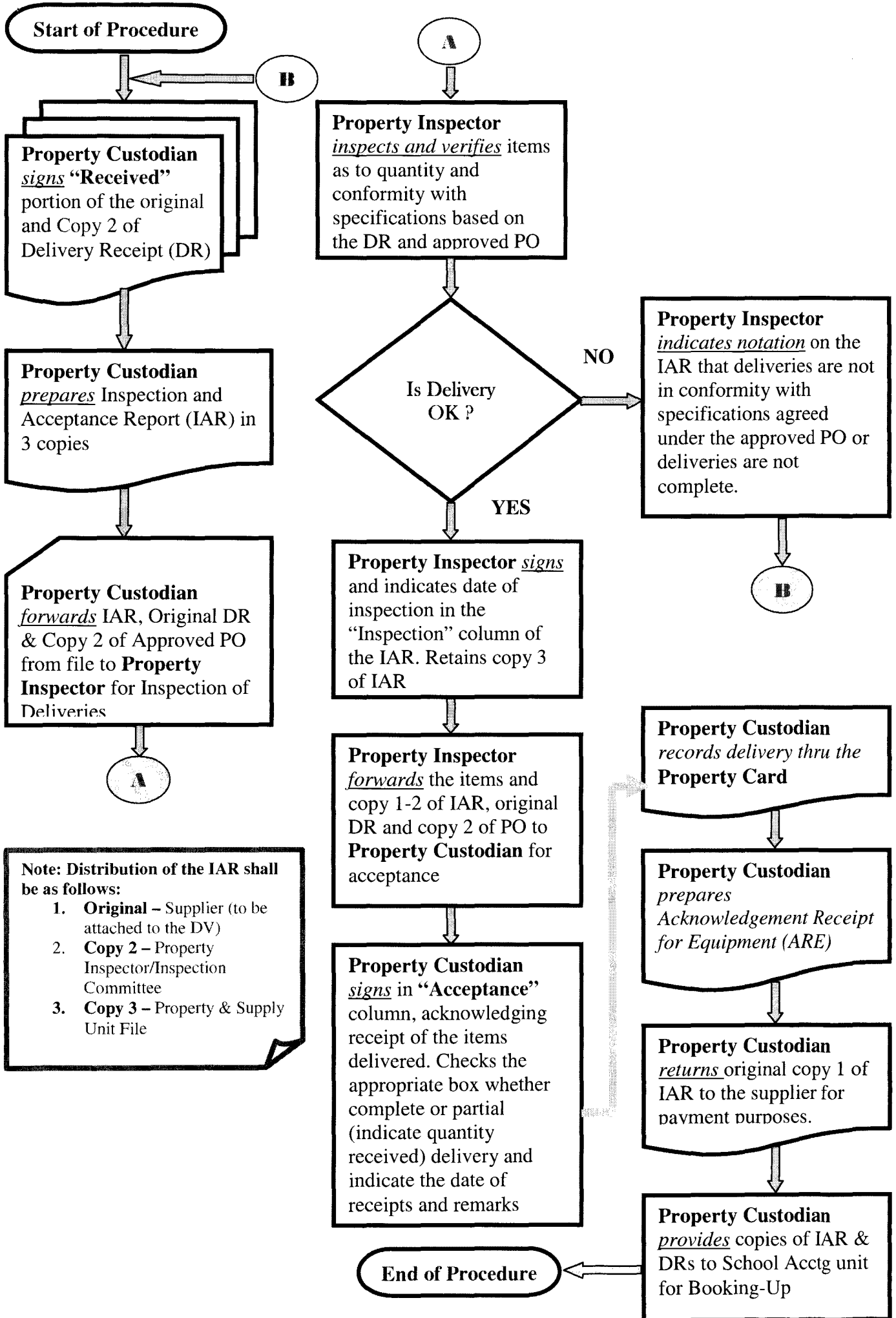
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**Recommended Lay-out**



**Procedure in the Receipt, Inspection, Acceptance and Recording of Deliveries**



**Enclosure No. 5 to DepEd Memorandum No. 13, s. 2011**

**e-Classroom PACKAGE**

E-Classroom Package	
Qty	Specification
1	Host PC: Lenovo ThinkCentre M70e, Memory: 4GB DDR3, Hard Disk: 320 GB 7200 rpm (SATA) Optical Drive: DVD-/RW (SATA), Monitor: 19" LCD WIDE Lenovo L197w, Keyboard: 104 keys, USB interface, Speaker: Lenovo External Speaker (FOR HOST PC ONLY), Burned Copy of Recovery Discs of the Different Software: Windows Multi-user Application Suite; MS Office Enterprise 2010; Antivirus: Forefront Client Security Suite (1 year subscription) and Classroom Management Software
6	17" LCD Monitor (Branded and Brand new)
6	Keyboard and Mouse (Branded and Brand new)
2 Kits	Desktop Virtualization Kit using shared computing technology NCOMPUTING X3501: PCI card with 3 terminal ports and 3 access devices; ACCESS TERMINAL NComputing XD2
1	UPS (Branded and Brand new)
1	Interactive Whiteboard (Branded and Brand new)
1	3-in-1 Inkjet Printer (Branded and Brand new)
1	LCD Projector (Branded and Brand new)
Set	Face to face lecture and hands-on training for Desktop Computer, Interactive Whiteboard and Desktop Virtualization using Shared computing technology



**TRAINING CHECKLIST FOR MULTIMEDIA ELEMENTAY PACKAGE  
BATCH 6 RECIPIENTS**

Name of School (in Print): \_\_\_\_\_ Date of Training: \_\_\_\_\_ to \_\_\_\_\_  
School ID: \_\_\_\_\_ Duration of Training: \_\_\_\_\_ days

Type of Training Conducted: Orientation Only   
Computer Aided Instruction Only   
Face to Face Lecture and Hands-on

1. User1  
Name (in Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
2. User2  
Name (in Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
3. User3  
Name (in Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Please check (✓) the appropriate box for topics taken and put (x) for topics not taken.

I. Computer Orientation	V. Training On Basic Software and Hardware of Host PC and Virtualization Kit
Setting up the Computer	How to install and set-up the Windows Multi-user application Suite, MS Office Standard 2007, Antivirus Printer Driver and necessary drivers to run the PC? <input type="checkbox"/>
• Basic info <input type="checkbox"/>	How to format, back-up and recover data in the hard disk? <input type="checkbox"/>
• Front Panel <input type="checkbox"/>	How to update the Operating System and Antivirus software? <input type="checkbox"/>
• Rear Panel <input type="checkbox"/>	How to perform the preventive maintenance of the PC? <input type="checkbox"/>
• Mouse <input type="checkbox"/>	How to upgrade and replace the hard disk, memory, CD-Rom and other computer peripherals? <input type="checkbox"/>
• Storage Device <input type="checkbox"/>	Installation and configuration of 6 terminals to host PC. <input type="checkbox"/>
• Connecting Hardware <input type="checkbox"/>	Creation of administration user accounts per terminal <input type="checkbox"/>
• Turning On <input type="checkbox"/>	Operation and troubleshooting of the shared computing technology <input type="checkbox"/>
• Turning Off <input type="checkbox"/>	<b>VI. Training on Interactive Whiteboard</b>
<b>II. Anti Virus</b>	How to set-up and configure the Interactive Whiteboard? <input type="checkbox"/>
Basic Features <input type="checkbox"/>	How to operate and calibrate the Interactive Whiteboard? <input type="checkbox"/>
<b>III. UPS</b>	How to install the authoring software? <input type="checkbox"/>
Installation <input type="checkbox"/>	How to create an electronic flipchart using the authoring Software? <input type="checkbox"/>
Troubleshooting <input type="checkbox"/>	Preventive maintenance and troubleshooting <input type="checkbox"/>
<b>IV. Printer Operation</b>	<b>VI. Training on Classroom Management Software</b>
Installation <input type="checkbox"/>	How to broadcast lessons? <input type="checkbox"/>
Software/Driver Installation <input type="checkbox"/>	How to call attention of individual or all students? <input type="checkbox"/>
Installing/Replacing Cartridge <input type="checkbox"/>	How to monitor and control student PCs? <input type="checkbox"/>
Loading Paper <input type="checkbox"/>	How to shutdown the terminal from the host PC? <input type="checkbox"/>

Conducted by:  
\_\_\_\_\_  
Name & Signature of Trainor

Certified Corrected by:  
\_\_\_\_\_  
Name & Signature of School Head/  
School ICT Coordinator

\_\_\_\_\_  
Training Provider

\_\_\_\_\_  
Contact Number/s