



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
**No. 477, s. 2023**

DEC 15 2023

**DISTRIBUTION OF LAPTOPS FOR  
JUNIOR AND SENIOR HIGH PUBLIC-SCHOOL TEACHERS & SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Junior and Senior High School Principals  
District ICT Coordinators and Property Custodians  
Junior and Senior School ICT Coordinators and School Property Custodians  
All Others Concerned

1. This Office informs all concerned for Distribution of Laptops to all Secondary for Junior and Senior High Public-School Teachers is scheduled on December 18, 2023, at **Bataan People's Center, Capitol Compound, Balanga City, Bataan** starting from **6:00 AM to 12:00 PM**.
2. Attached is the Program of Activities and color-coded seat plan per District for reference. For the updated and official master list of Public Secondary Teachers and Secondary School Head recipients, see Division Advisory No. 266, s. 2023.
3. Recipients must furnish and submit the following documents to their respective School Property Custodians until December 15, 2023, in which they can access and downloaded via online link:

**[https://bit.ly/SDOBTN\\_2023LAPTOPDOCS](https://bit.ly/SDOBTN_2023LAPTOPDOCS)**

- a. Four (4) copies of Kusang Loob na Pangako, duly signed with wet signatures;
- b. Four (4) copies of scanned Official DepEd Employee ID (Red), duly signed with three (3) specimen signatures per copy;
- c. Four (4) copies of Inventory Custodian Slip, duly signed with wet signatures;
- d. Four (4) copies of Property Acknowledgement Receipt for Provincial Government of Bataan, duly signed with School Property Custodian with wet signatures; and
- e. Four (4) copies of Property Acknowledgement Receipt for Provincial Government of Bataan, duly signed by School Property Custodian and Teacher Recipient with wet signatures

Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

4. Recipients are encouraged to bring their own snacks in the said venue.
5. In any case the Recipients are unable to attend the activity due to personal or official business reasons, they can claim the said laptop units in the SDO Bataan Proper from December 20-22, 2023 through the Supply Office.
6. Technical Working Group and Committees composed of SDO-Bataan Personnel, District Property Custodian and DepEd Bataan TV Team that will facilitate with the distribution of laptops per District are the following:

| District                    | SDO Personnel           | District Property Custodian | District ICT Coordinator |
|-----------------------------|-------------------------|-----------------------------|--------------------------|
| 1. Abucay                   | Alma Garcia             | Marifer Visda               | Gey Gregorio             |
| 2. Bagac                    | Giselle Ann Alonzo      | Darlene Grace Galicia       | Ma. Liza Incleto         |
| 3. Dinalupihan East         | Rojomel Idquival        | Pauline Mae Malate          | Edgardo Jesus Basa II    |
| 4. Dinalupihan West         | Gerald Lingad           | Kelvin John Ocampo          | Dan-Emil Bautista        |
| 5. Hermosa                  | Mary Ann Roxas          | Zenaida De Guia             | Alvin De Leon            |
| 6. Limay                    | Francez Paulene Tabije  | Aleah Louis Diwa            | Alberto Lorenzo          |
| 7. Upper Mariveles          | Ethel Bartolome         | Arjohn Reyes                | Behn Jay Meriño          |
| 8. Lower Mariveles          | Arlene Oliveria         | Donna Salcedo               | Rose Cariazo             |
| 9. Morong                   | Raymond Joseph Mendoza  | Ma Debbie Limongco          | Rose Cyvette P. Bermejo  |
| 10. Orani                   | Jessalyn Anne Linsangan | Arlene Antonio              | Elyzier L. Valenzuela    |
| 11. Orion                   | Hermie Duran            | Christian Samonte           | Aileen Navarro           |
| 12. Pilar                   | Ray Cruz                | Ma Concepcion Ronquillo     | Paulo De Guzman          |
| 13. Samal                   | Perlie Ann Torres       | Ralph Escartin              | Emmanuel Gimena          |
| <b>DepEd Bataan TV Team</b> |                         |                             |                          |
| 1. Edgar Garcia             |                         | 2. Richard Alboro           |                          |
| 3. Jerico Usi               |                         | 4. Pepito Hernandez         |                          |
| 5. Mark Anthony Sobrevinas  |                         | 6. Nicko Manalansan         |                          |



7. SDO Technical Working Group and Committees are required to report on December 17, 2023 at the Bataan People's Center for coordination with the physical and technical arrangement with the Agencies of the Provincial Government of Bataan.
8. As stipulated in the CSC and DBM Joint Circular No. 4, s. 2004, all personnel with permanent, temporary, casual/contractual status can avail of Compensatory Time-Off (CTO) / Service Credit in lieu of overtime services rendered on weekends, holidays, or scheduled days off credits (Saturdays and Sundays).
9. This Memorandum will serve as Travel Authority for the aforementioned Schools, Districts and SDO DBTV Personnel.
10. Immediate and wide dissemination of this Memorandum is desired



**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

IT1 / SO3  
December 14, 2023

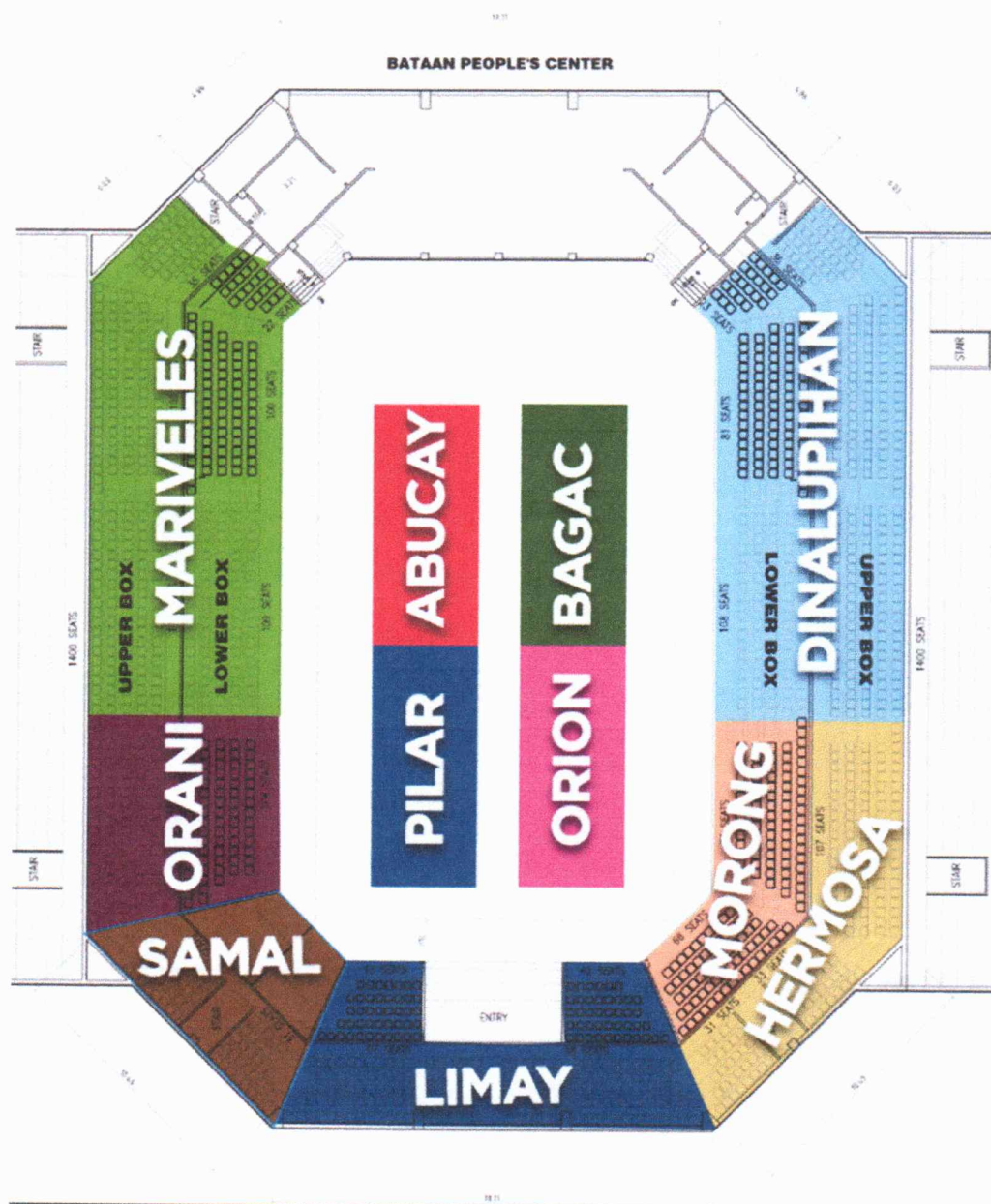




# DISTRIBUTION OF LAPTOPS FOR JUNIOR AND SENIOR HIGH PUBLIC-SCHOOL TEACHERS & SCHOOL HEADS

Bataan People's Center  
December 18, 2023

## SEAT PLAN





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

DEC 07 2023

**DIVISION ADVISORY**

No. 266, s. 2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Principals  
All Others Concerned

This Office informs all concerned that the **Distribution of Laptops for Secondary Teachers** will be on **December 18, 2023, 7:00 AM** at **Bataan People's Center, Balanga City, Bataan**.

Attached is the list of teacher recipients for reference. For clarification on the attached list, kindly email Ms. Perlie Ann Torres-Samonte, Provincial School Board secretariat, at [perlieann.torres@deped.gov.ph](mailto:perlieann.torres@deped.gov.ph) on or before **December 11, 2023, 9:00 PM**. Clarifications or queries beyond the said date and time will not be entertained.

The program of activities and other details will be issued in a separate advisory.

Teachers may also access the list through this link:

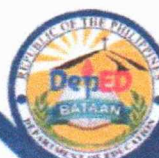
<https://bit.ly/TEACHERS-LAPTOP-RECIPIENTS>.



Please be guided accordingly.

  
**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

SO3/PATS  
December 7, 2023



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

[www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)

"We Mould Heroes"

