



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

DEC 16 2024

DIVISION MEMORANDUM
No. 541, s. 2024

DISTRIBUTION OF LAPTOPS FOR PUBLIC ELEMENTARY TEACHERS AND JUNIOR HIGH SCHOOL DEPARTMENT HEADS

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

1. This office informs all concerned for the Distribution of Laptops to Public Elementary Teachers and Junior High School Department Heads scheduled on December 19, 2024, at **Bataan People's Center, Capitol Compound, Balanga City, Bataan** starting from **6:00 AM to 2:00 PM**.
2. Attached is the Program of Activities and color-coded seat plan per District for reference.
3. Teacher and Department Head recipients must submit the following documents to their respective School Property Custodian by December 16, 2024. These documents can be accessed and downloaded online:
<https://tinyurl.com/SDOBTV2024LAPTOPDOCS>
 - a. Two (2) copies of Kusang Loob na Pangako, duly signed by Recipient, School Property Custodian and School Head, in wet signatures;
 - b. Two (2) copies of scanned Official DepEd Employee ID (Red), duly signed with three (3) specimen signatures per copy;
 - c. Two (2) copies of Inventory Custodian Slip, duly signed by Recipient in wet signatures; and
 - d. Two (2) copies of Masterlist of Recipients within the district, with laptop unit serial number, duly prepared by District Property Custodian.Each school must submit two (2) folders containing all the required documents for the teacher and department head recipients within their school.



Kabukiran, Calaylayan, Abucay 2114 Bataan
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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 710100



COMMITMENT TO
QUALITY MANAGEMENT LEVEL II
2022



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

4. Recipients, School Property Custodians, and School ICT Coordinators are required to bring their own heavy snacks and individual trash containers. This measure is to ensure that we maintain the cleanliness and orderliness of the facility. Only bottled water and/or tumbler with water is permitted inside the facility to prevent spills and maintain the venue's condition.
5. Bringing food with sticky sauces and juices is not allowed inside the facility. These items can cause spills and stains, which are difficult to clean and may damage the venue.
6. For the smooth release and issuance of laptop units, only fully furnished documents will be accepted. Schools must ensure all required documents are complete, submitted to the respective School Property Custodian, and ready for submission to TWG at the time of distribution. On-site processing of documents, such as scanning, printing, or photocopying that may cause delays is discouraged.
7. The Technical Working Group and Committees composed of SDO-Bataan Personnel, District Property Custodians, and District ICT Coordinators that will facilitate the distribution of laptops per District / Municipality are the following:

District	SDO Personnel	District Property Custodian	District ICT Coordinator
1. Abucay	Ethel Joyce Bartolome	Marifer Visda	Ana Liza V. Dominguez
2. Bagac	Hermie Duran	Lory Jane G. Gonzales	Garry Solis
3. Dinalupihan East	Francez Paulene Tabije	Pauline Mae M. Nuguid	Jennifer G. Cruz
4. Dinalupihan West	Randy Salandanan	Kelvin John Ocampo	Dan-Emil Bautista
5. Hermosa	Jessa Linsangan	Dennis P. Guinto	Jocelyn B. Ludovice
6. Limay	Raymond Joseph Mendoza	Aleah Louise Diwa	Imee De Leo
7. Upper Mariveles	Rico Calma	Jomar D Dela Cruz	Bryan Behn Dispo Meriño
8. Lower Mariveles	Jess Garcia	Donna Salcedo	Bernardo G. Laxamana Jr
9. Morong	Mark Anthony Sobrevinas	Ma. Debbie S. Limongco	Clarizelle Jam R. Concepcion
10. Orani	Mary Ann Roxas	Arlene Antonio	Marites DR. Bandong



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CSC Regulation No. 229-100



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COMMITMENT TO QUALITY MANAGEMENT (LEVEL II)
2019



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District	SDO Personnel	District Property Custodian	District ICT Coordinator
11. Orion	Alma Garcia	Christian Samonte	Bernadette S. Gonzaga
12. Pilar	Marlon B. San Diego	Gelli Estrella	Joseph Ralph Dizon
13. Samal	Mar-Elen Fe Renosa	Avegail B. Nanasca	Omar Manalansan
Other SDO Personnel			
1. Richard M. Alboro		2. Perlie Ann T. Samonte	
3. Jethro Nocom		4. Nicko B. Manalansan	
Project Development Officers			
1. Jerico G. Cruz		2. Jo Ann J. Esluzar	
3. Roselyn L. Punzalan		4. Chariz Ann A. Lintag	
5. Magnolia M. De Leon		6. Marjorie C. Diego	
7. Cesiah Faith A. Hernandez		8. Kathrina Q. Cruz	

- SDO Technical Working Group and Committees are required to report at 4:00AM on December 19, 2024 at the Bataan People's Center for coordination with the physical and technical arrangement with the Agencies of the Provincial Government of Bataan.
- This Memorandum will serve as Travel Authority for the above-mentioned School, District and SDO Personnel.
- Immediate and wide dissemination of this Memorandum is desired

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

IT1 / SO3
December 16, 2024



Kabukiran, Calaylayan, Abucay 2114 Bataan

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COMMITMENT TO QUALITY MANAGEMENT LEVEL II 2023



Abucay	181
Bagac	150
Dinalupihan East	237
Dinalupihan West	300
Hermosa	320
Limay	324
Mariveles	521
Morong	168
Orani	301
Orion	264
Pilar	192
Samal	154
JHS Department Heads	122
Total	3,234

DISTRIBUTION OF LAPTOPS FOR
ELEMENTARY TEACHERS AND SECONDARY DEPARTMENT HEADS

Bataan People's Center
December 19, 2024

Program of Activities

TIME	ACTIVITY	IN- CHARGE
6:00 AM – 9:00 AM	Distribution of Laptop	PowerMac DepEd-Bataan
9:00 AM- 9:10 AM	Preliminaries - National Anthem - Prayer	AVP
9:10 AM- 9:15 AM	Welcome Message	BM Jomar Gaza Chairperson, Committee on Education
9:15-9:42	Messages from Bataan Congressional Representatives	Cong Jett Nisay Cong Maria Angela Garcia Cong Geraldine Roman Cong Albert Garcia
9:42-9:47	Inspirational Message	Vice Governor Cris Garcia
9:47- 10:00	Message	Gov. Jose Enrique S. Garcia III
10:00 – 11:10	Turn-over/ Photo Opportunity	VIP, Teachers
11:10-11:15	Acceptance Speech	Dr. Carolina S. Violeta, EdD, CESO V
11:15- 12:00	Orientation	Power Mac Center