**Enclosure No. 3 – School Readiness Checklist**

**SCHOOL ID: \_\_\_\_\_\_\_\_\_ NAME OF SCHOOL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification *(if recipient pls. check)*:

🞏 Main 🞏 Annex 🞏 Annex A 🞏 Annex B

🞏 Campus A 🞏 Campus B 🞏 Campus C

Region: \_\_\_\_\_ Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_ City/Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/School Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Property Custodian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Computer Laboratory In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No./Cellphone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No. (of the school): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*In compliance to DepEd Memo No. 280, series of 2011, the school’s readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Yes** | **No** | **Remarks** |
| 1. Multi-media Classroom | □ | □ |  |
| 1. Computer Tables | □ | □ |  |
| 1. Windows and Doors with grills | □ | □ |  |
| 1. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician | □ | □ |  |
| 1. Provision of adequate security mechanisms | □ | □ |  |
| 1. School Inspectorate team were organized | □ | □ |  |
| 1. 50 pieces (HS)/ 40 pieces (ES) mono chairs | □ | □ |  |
| 1. At least 2 units of stand fan | □ | □ |  |
| 1. Sufficient electrical lighting | □ | □ |  |

Based on the assessment above, the school is:

|  |  |  |
| --- | --- | --- |
| Ready | □ | All criteria (1-9) were satisfactorily met |
| Partially Ready | □ | Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment |
| Not Ready | □ | At least one of critical 1-6 is not met |

**Recommendations:**

**Assessed by: Concurred by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Name and signature of Division IT Officer)* *(Name and signature of School Head)*