



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
PARTIDA ELEMENTARY SCHOOL
SITIO PARTIDA, BRGY. MUZON, CSJDM, BULACAN

Office of the Principal

September 23, 2021

School-Based Memo
No. 30, s. 2021

To: All Teachers
Master Teacher

SCHEDULE OF ICT/COMPUTER LABORATORY USE

1. This is to inform the field that effective SY 2021-2022 the schedule of the following grade level must observe and follow for monitoring the use of ICT/Computer Laboratory by the over-all In-charge Mrs. Zoraida N. Abelilla.
2. To maximize the use of the Internet Connection paid by MOOE all teachers must see to it that they are welcome to use the ICT/Computer Laboratory for the following purposes:
 - a. Webinars
 - b. LIS Enrolment/Updating
 - c. Online Kumustahan with the Learners
 - d. Online Meetings
 - e. SLAC/INSET
3. They may use or borrow the tablet and Ipad for Online Class or Online Kumustahan and doing different reports for school.
4. If the teachers will use the Computer Laboratory please make sure you will log in and log out and state your purpose for the use of the said laboratory.
5. The following schedule are as follows:

GRADE LEVEL	SCHEDULE
Kinder	Every Tuesday
Grade 1	Every Thursday
Grade 2	Every Friday
Grade 3	Every Friday
Grade 4	Every Tuesday
Grade 5	Every Monday
Grade 6	Every Wednesday

6. In the absence of Mrs. Zoraida N. Abelilla the alternate In-Charge of the ICT/Computer Laboratory will be Mrs. Luz M. Diamante.
7. For wide dissemination and compliance of this memorandum.


CAROLYN W. OLIVEROS
Principal I



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