

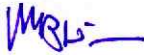


Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

Office of the Schools Division Superintendent

MEMORANDUM

TO : Asst. Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Schools Heads
All Others Concerned

FROM : 
MARIA-MAGNOLIA F. BRIOSO
OIC-Schools Division Superintendent

SUBJECT : **SUBMISSION OF ANNUAL ICT LABORATORY UTILIZATION SCHEDULE AND ICT INTEGRATION REPORTS**

DATE : May 5, 2026

1. In support of the Department of Education's thrust to strengthen the integration of Information and Communication Technology (ICT) in teaching and learning, all **School ICT Coordinators** are hereby directed to prepare and submit to the ICT Office the **Annual ICT Laboratory Utilization Schedule and the Laptops for Teaching (L4T) and Smart TV Utilization Report** for School Year 2026–2027.
2. Please be reminded that the use of the Computer Laboratory is not limited to Computer/ICT subjects alone. Schools are expected to ensure the meaningful integration of computer technology across various learning areas as an instructional tool to enrich teaching strategies, improve learner engagement, and support the development of 21st-century skills.
3. This initiative aims to prepare learners by enhancing their familiarity with computers and online assessment platforms, supporting their readiness for technology-enabled evaluations in line with DepEd's nationwide implementation.
4. The ICT Laboratory Utilization Schedule and the Laptops for Teaching (L4T) and Smart TV Utilization Report shall be prepared in coordination with the **School Head, School ICT Coordinator, and subject teachers**, who shall ensure the integration of ICT across all learning areas, and must reflect:
 - Equitable access of classes across different subject areas
 - Frequency and duration of laboratory use
 - Alignment of ICT integration with Most Essential Learning Competencies (MELCs)
 - Availability of teachers and facilities



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

- All usage must be recorded in the Laboratory Logbook with exact date and time.
 - Any changes in schedule must be approved by the School Head through the ICT Coordinator.
5. Moreover, this schedule shall serve as a reference for the SDO ICT Officer in monitoring the functionality, utilization, and sustainability of DCP resources. Likewise, the same schedule shall be included in the regular monitoring and validation activities of the Education Program Supervisors (EPS) in their respective subject areas to ensure that planned ICT integration is effectively implemented in classroom instruction. A copy of the submitted schedule shall also be furnished to the Curriculum Implementation Division (CID).
6. In addition to all Junior and Senior High Schools, **Iriga Central and San Isidro Elementary Schools** are likewise required to prepare and submit their Computer Laboratory Utilization Schedule, as these schools have sufficient computer resources to support ICT integration.
7. For other Elementary Schools, all ICT Coordinators are required to submit a report to the ICT Office specifying the subjects and learning competencies/topics where ICT tools are utilized in daily teaching. This includes the use of Laptops for Teaching (L4T) and Smart TVs provided by DepEd, as well as other available digital resources.
8. Please be informed that this shall be treated as an annual activity to be accomplished by all ICT Coordinators and submitted prior to the opening of classes each school year. The specific schedule of submission shall be determined and communicated through a separate memorandum to be issued annually.
9. In addition, all ICT Coordinators are encouraged to:
- Ensure proper scheduling, maintenance, and security of ICT equipment and facilities
 - Provide technical and instructional support to teachers in integrating ICT in their lessons
 - Promote responsible and ethical use of technology among learners in accordance with DepEd policies on digital citizenship and data privacy
 - Document best practices, innovations, and challenges encountered in ICT integration for future reference and continuous improvement
 - Align ICT utilization with existing DepEd programs and issuances on technology-enabled learning



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

10. All required submissions shall be prepared by the School ICT Coordinator and reviewed and noted by the School Head and submitted to the ICT Office on or before May 28, 2026.
11. The suggested templates of the documents to be submitted, including the sample report for Elementary Schools, are hereby attached for reference and may be downloaded through the Google Drive link provided: https://bit.ly/DCPLabSchedule_Report.
12. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.



Republic of the Philippines
Department of Education

Region V

SCHOOLS DIVISION OFFICE OF IRIGA CITY

COMPUTER LABORATORY UTILIZATION SCHEDULE

(DepEd DCP Laboratory – Junior & Senior High School)

School Year: 2026–2027

Coverage Period: June 1, 2026 – March 31, 2027

School Name : _____

School ID : _____


District : _____

Laboratory Type: DCP Computer Laboratory (Desktop Computer Package)

DCP Batch Information:

- Batch/Year of Delivery: _____
- Number of Units: _____
- Source/Program: DepEd Computerization Program (DCP)

WEEKLY LABORATORY UTILIZATION SCHEDULE

 **Week Covered: June 1–5, 2026 (Example Week 1)**

Time	Monday (June 1, 2026)	Tuesday (June 2, 2026)	Wednesday (June 3, 2026)	Thursday (June 4, 2026)	Friday (June 5, 2026)
7:30–8:30	Grade/Section: _____ Subject: ____ Teacher: ____				



Republic of the **Philippines**
Department of Education
 Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

8:30–9:30					
9:30–10:30					
10:30–11:30					
11:30–12:30	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
12:30–1:30					
1:30–2:30					
2:30–3:30					
3:30–4:30					

DAILY ICT LABORATORY USE LOG (WITH DATES)

Date	Grade Level	Section	Subject	MELC-Based Topic/Competency	Teacher	Purpose of Use
June 1, 2026						<input type="checkbox"/> Research <input type="checkbox"/> Presentation <input type="checkbox"/> Online Assessment <input type="checkbox"/> Simulation <input type="checkbox"/> Output
June 2, 2026						
June 3, 2026						



Republic of the **Philippines**
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

June 4, 2026						
June 5, 2026						

MONTHLY UTILIZATION SUMMARY

Month	Total Instructional Days Used	Total Classes Served	Most Utilized Subject Area	Remarks
June 2026				
July 2026				
August 2026				
September 2026				
October 2026				
November 2026				
December 2026				
January 2027				
February 2027				
March 2027				



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

✳ ICT INTEGRATION BREAKDOWN

Learning Area	No. of Lab Sessions	Type of Activity	Remarks
English			
Mathematics			
Science			
Araling Panlipunan			
TLE/TVL			
MAPEH			
ESP			
ICT			
Others			

■ DCP LABORATORY PROFILE

- DCP Batch : _____
- Year Delivered : _____
- Total Desktop Units : _____
- Functional Units : _____
- Student-to-Computer Ratio: _____
- Internet Connectivity: Yes No Limited
- Peripheral Devices: Printer Projector Router UPS



Republic of the Philippines
Department of Education
Region V

SCHOOLS DIVISION OFFICE OF IRIGA CITY

◆ **UTILIZATION GUIDELINES**

1. The laboratory schedule must strictly follow the **assigned date-based weekly plan**.
 2. ICT Laboratory use is **integrated across all learning areas**, not limited to ICT subjects.
 3. Activities must align with **DepEd MELCs and curriculum competencies**.
 4. Priority use cases:
 - Online assessment preparation and practice
 - Digital research and collaboration
 - Multimedia presentations
 - Performance task outputs
 5. All usage must be recorded in the **Laboratory Logbook with exact date and time**.
 6. Any changes in schedule must be approved by the **School Head through the ICT Coordinator**.
-

Prepared by:

School ICT Coordinator

Date: _____

Reviewed/Noted by:

School Head

Date: _____



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

SCHOOL ICT UTILIZATION REPORT
(ELEMENTARY)
(Laptop and Smart TV Integration in Instruction)

School Year: 2026–2027

School : _____

School ID : _____

District : _____

 **COVERAGE PERIOD**

- Daily Report
- Monthly Report
- Summary of ICT Integration

Reporting Period: _____ (e.g., June 1, 2026 -March 2027)

 **ICT TOOLS UTILIZED**

- Laptop (Teacher-issued / DCP / Personal Device)
 - Smart TV (DepEd-provided)
 - Internet-Based Resources
 - Offline Digital Materials
 - Other: _____
-



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

SUBJECT INTEGRATION REPORT (DAILY/LESSON USE)

Date	Grade Level	Section	Subject	Topic / Learning Competency (MELC-Based)	ICT Tool Used (Laptop/Smart TV)	Teacher	Duration
June 1, 2026							
June 2, 2026							

MONTHLY UTILIZATION SUMMARY

Month	Total Instructional Days Used	Total Classes Served	Most Utilized Subject Area	Remarks
June 2026				
July 2026				
August 2026				
September 2026				
October 2026				
November 2026				
December 2026				
January 2027				
February 2027				



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

March 2027

 **SUMMARY OF ICT INTEGRATION**

Subject Area	No. of Lessons Using ICT	Most Common ICT Tool Used	Remarks
English			
Mathematics			
Science			
Araling Panlipunan			
ESP			
MAPEH			
MTB-MLE (if applicable)			
Others			

 **OBSERVATIONS ON ICT USE**

(Brief narrative report)

- Effectiveness of Laptop use in instruction:



Republic of the **Philippines**
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

- Effectiveness of Smart TV in classroom teaching:

- Learner engagement and participation:

- Issues/Challenges encountered:

◆ **GENERAL REMARKS**

Prepared by:

School ICT Coordinator

Date: _____

Reviewed/Noted by:

School Head

Date: _____