



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF LANA DEL NORTE**



4 APRIL 2024

**DIVISION MEMORANDUM**

No. 187, s. 2024

**"Authorization for Laptop and Computer Check-Up: Ensuring  
Technological Efficiency in Schools"**

To: All Public Elementary and Secondary School Heads  
All Public Elementary and Secondary School Teachers  
All Others Concerned

1. This is to inform all school heads and teachers within the division that the Division Office (ICT Section) acknowledges the need for the proper maintenance and upkeep of technological resources within our educational institutions. Consequently, schools are hereby authorized to request a check-up for laptops and computers experiencing issues, **(From DCP Batch 30 to latest, excluding tablet PCs)**.

2. It is imperative that educational technology equipment such as laptops and computers are in optimal condition to support the teaching and learning process effectively. Therefore, if any device within your school's possession is experiencing technical issues or malfunctions, you are encouraged to take the Following steps:

1. Identify the problematic device(s) and compile a list detailing the issues encountered.
2. Submit a formal request letter for a check-up to the Division Office (ICT Section). Include the list of problematic devices and any relevant details regarding the issues encountered.
3. Upon receipt of the request, the ICT Section will coordinate with the appropriate personnel or service provider to schedule the check-up.



Address: Pigcarangan, Tubod, Lanao del Norte  
Telephone No.: (063) 227-61-50  
Email Address: [lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)  
Web site: <https://depedldn.com>



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 012886293



4. Ensure the availability of the device(s) for inspection on the scheduled date and cooperate with the assigned personnel or service provider to facilitate the process.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

Laptop Authorization for and Computer Check-Up:

Ensuring Technological Efficiency in Schools

ICT

FSV – Laptop Authorization for and Computer Check-Up:

Ensuring Technological Efficiency in Schools

April 4, 2024



**Address:** Pigcarangan, Tubod, Lanao del Norte  
**Telephone No.:** (063) 227-61-50  
**Email Address:** [lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)  
**Web site:** <https://depedldn.com>



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID: 010806283

