



December 1, 2017

**Unnumbered Memorandum**

No. 325, s. 2017

TO : Public Schools District Supervisors  
Public Elementary & Secondary School Principals  
District & School Property Custodian  
District & School ICT Coordinators  
School Computer Laboratory Managers  
All others Concerned

FROM :   
**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

SUBJECT : Reiteration on DepEd Computerization Program Security Measures in E-Classroom  
Laboratory to Avoid Pilferage of Computer Items and other Accessories

DATE : December 1, 2017

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This Office continuously receiving unfortunate reports that a number of computer items and accessories have been stolen or missing in the E-Classroom Laboratory.

This office wants to reiterate that these computers and other accessories are public properties that emanated from the taxes paid by the citizens and purposely to provide quality education to our students.

In this regard, all Public School Principals with their School ICT Coordinators and Computer Laboratory Managers are hereby enjoined to adopt **tight security mechanism** to ensure that their respective ICT Room is well secured especially this coming Christmas Break. The security personnel are properly coordinated with the community, barangay, police and LGU to ensure the **safety, security and safeguarding** of the school property. The Public Schools District Supervisors, through District ICT Coordinators, must likewise monitor compliance of public schools with this memorandum in their jurisdiction.

Strict compliance to this Memorandum is desired.

**DEPED QUEZON ICT**  
**UPLOADED BY:** Gigan  
**DATE:** 12-1-17 **TIME:** 3:14  
**REFERENCE NO:** 4m 325