



**Republic of the Philippines**  
**Department of Education**  
**INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE**  
**TECHNOLOGY INFRASTRUCTURE DIVISION**  
Pasig City, Philippines

**SCHOOL READINESS FORM / CHECKLIST**

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

Classification (if recipient pls. check):

- Main                       Annex                       Annex A                       Annex B  
 Campus A                       Campus B                       Campus C

DCP Batch No. \_\_\_\_\_ (Allocated)                       1  2

Region: 02 Province: ISABELA District:  3  4 City/Municipality: \_\_\_\_\_

Division: SDO ISABELA Superintendent: JESSIE L. AMIN, CESO V

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: \_\_\_\_\_

Criteria	Yes	No	Remarks
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. 50 pieces mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. At least 2 units of stand fan	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____

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  
Not Ready                                            with prior to the installation of equipment  
At least one of critical 1-6 is not met

Others:

- Electricity                       Energized (24hrs, Local grid Connection)                       No Electricity  
 Unenergized (Not 24hrs Generator, Solar)

Report on recent flood in the Area                       (Yes)                       (No)

RECOMMENDATIONS:

Date: \_\_\_\_\_

ASSESSED BY:

**ORLANDO L. NICOLAS, JR**

(Name and signature of Division ICT Coordinator)

CONCURRED BY:

(Name and signature of School Head)