



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

April 7, 2025

DIVISION MEMORANDUM

No. 192 s. 2025

**DISTRIBUTION OF LAPTOPS FOR NON-TEACHING PERSONNEL BATCH 3 -
ADMINISTRATIVE OFFICER II**

To: Assistant Schools Division Superintendents
Chief - Curriculum Implementation Division (CID)
Chief - Schools Governance Operation Division (SGOD)
Public Schools Division Supervisors
Public School Heads
School Property Custodians
Administrative Officer II
All Others Concerned

1. In reference to ICTS-OD-MM-2024-0315 titled "*Guidelines on the Delivery and Distribution of DCP Packages 2023 & 2024*", the Schools Division Office of Batangas, through the Property and Supply Unit and Information and Communication Technology Unit, will facilitate the distribution of the DepEd Computerization Program (DCP) Packages for Fiscal Year 2023 & 2024 Laptop for Non-Teaching Personnel (LANT).
2. Prior to the distribution, an orientation will be conducted to provide guidance on the proper use, handling, and care of the DCP packages.
3. The orientation and distribution activity is scheduled on **April 16, 2025**, to be held at the **Conference Hall, Schools Division Office, Bolbok, Batangas City**, starting at **9:00 AM onwards**.
4. The recipients of the DCP 2023-04 and 2024-04 Laptops for Non-Teaching Personnel are the **Administrative Officers II**, whose names are listed in **Annex A**.
5. This Memorandum shall serve as the **Authority to Travel** for the identified recipient personnel.
6. For inquiries, you may call the Property and Supply Unit at (043) 722-1840 loc. 218.
7. Immediate and widest dissemination of this Memorandum is desired.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent

CMB/DISTRIBUTION OF LAPTOPS FOR NON-TEACHING PERSONNEL BATCH 3 - ADMINISTRATIVE OFFICER II/R2-142128 /April 7, 2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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ANNEX A

DISTRIBUTION LIST

LAPTOP FOR NON-TEACHING PERSONNEL (ADMINISTRATIVE OFFICER II)

NO.	SUB-OFFICE	SCHOOL NAME	LAST NAME	FIRST NAME	MIDDLE NAME
1	Balayan East	Patugo Elementary School	CARUMBA	PRINCE KENOLY	CABINGAN
2	Bauan	As-Is Integrated School	NOCHE	JOBELLE ANNE	GARCIA
3	Bauan	Locloc Elementary School	TATLONGHARI	WENALYN	ABRUGENA
4	Calatagan	Calatagan Senior High School	BALINTON	JANE ROSE	BAUTISTA
5	Cuenca	Dalipit Elementary School	ATIENZA	MARISSA	BONSOL
6	Ibaan	Malainin Elementary School	MASAKAYAN	ANGELIN	ARELLANO
7	Lemery	San Isidro Labac Elementary School	FLORALDE	NIÑA	LUNAR
8	Lian	Lian Central School	BAYLOSIS	REGINE	MAGBANUA
9	Lobo	Basilio S. Marasigan Memorial National High School	IMAN	JUDITH	RAMOS
10	Mabini	Nag-iba Elementary School	DEL PILAR	HILDA	MAGAHIS
11	San Juan East	Wenceslao I, Llana Memorial School	PIMENTEL-CARANDANG	SHARON	JANE RAZON
12	San Juan East	Coloconto Elementary School	SANCHEZ	BABY JANE	CABOS
13	San Juan West	Buhaynasapa Integrated National High School	DOLIENTE	JUSTIN	PABORITO
14	San Juan West	Paaralang Elementarya ng Quipot	LUMANGLAS	JINKY	DELACION
15	San Luis	Calumpang East Elementary School	MENDOZA	GERALDINE	REYES
16	San Pascual	Bayanan Elementary School	CARAIG	JOSEPHINE	BERANIA
17	Sta. Teresita	Tambo Integrated School	RUGAY	VANESSA	GARDUCE
18	Taysan	Taysan Central School	BERON	MARIA KATHRINA	CONCHAZ
19	Tingloy	Papaya National High School	BINAY	APRIL ROSE	EVANGELISTA

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