

ICT Monitoring and Evaluation Form

A tool for Monitoring and Evaluation of ICT Programs and Projects for Department of Education Division of Digos City

A. BASIC DETAILS

School ID : _____
 School Name : _____
 School Head : _____
 ICT Coordinator : _____
 Property Custodian: _____
 Monitoring Type

<input type="checkbox"/> First Visit	<input type="checkbox"/> Follow-UP	<input type="checkbox"/> Special Visit
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Monitoring Date/s: _____

B. DCP EQUIPMENT DETAILS (If school is a recipient). Please take note of the latest 2 deliveries in the school.

	1 st Delivery	2 nd Delivery
DCP Batch		
Year of Delivery:		
Package Type:		
Warranty expiration date:		
DR Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
IAR Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
IRP Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PTR Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Note: DR – Delivery Receipt; IAR – Inspection and Acceptance Report IRP – Inspection Receipt of Property
 PTR- Property Transfer Receipt

E. E-CLASSROOM/LABORATORY CONDITIONS (Place a check mark in the appropriate column)

INDICATOR	YES	NO	REMARKS
SECURITY AND SAFETY			
<input type="checkbox"/> Grills are installed to doors and windows and other holes/exits from the classroom			
<input type="checkbox"/> A Security personnel is designated			
<input type="checkbox"/> Doors are protected with double padlocks			
LAB ACTIVITY MONITORING			
<input type="checkbox"/> Class schedules are readable and are posted in visible area/s			
<input type="checkbox"/> Logbooks are utilized			
<input type="checkbox"/> DCPs are available and usable by all Learning Areas			
<input type="checkbox"/> User Guidelines are readable and are posted in visible area/s			
LEARNING ENVIRONMENT			
<input type="checkbox"/> The room is well-ventilated (electric fan, air-conditioned unit are installed)			
<input type="checkbox"/> Walls are free from destructive designs			
<input type="checkbox"/> The Computer laboratory is well-lit			
<input type="checkbox"/> Charis are sufficient in number(i.e. 50 and above)			
<input type="checkbox"/> Tables are in good condition			
<input type="checkbox"/> The computer laboratory is clean and orderly			
<input type="checkbox"/> The computer laboratory space is sufficient			

6. What topic/s do you intend to present in your future LAC Sessions?

- _____
- _____
- _____

7. In the next ICT Literacy Training, what topics would you like to be discussed/covered?

- _____
- _____
- _____

H. INTERNET CONNECTIVITY

Fund Source:	<input type="checkbox"/> School MOOE	<input type="checkbox"/> Canteen	<input type="checkbox"/> Donated by _____
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No. of Subscriptions: _____

Subscription Details:

ISP	TYPE	LOCATION	UTILIZATION (Curriculum/ Governance)	AVERAGE SPEED(Mbps)	MONTHLY EXPENSE

I. FINDINGS

J. RECOMMENDATIONS

We hereby certify that the above information are true and correct to the best of our knowledge and belief. We understand that any false information indicated herein may greatly affect the status of this school's ICT programs and projects and good standing in the Department of Education

School Head
(Signature over Printed Name)

ICT Coordinator
(Signature over Printed Name)

Property Custodian
(Signature over Printed Name)

Monitored by:

STEPHEN R. PASCUAL, MIT
Division IT Officer I