



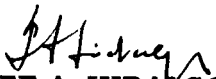
DepED MEMORANDUM
No. 196, s. 2006

MAY 31 2006

GEARING UP INTERNET LITERACY AND ACCESS FOR STUDENTS (GILAS):
PROJECT ORIENTATION, PROFILING AND VISIT TO SCHOOLS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools

1. As stated in the DepED Memorandum No. 38, s. 2006, "the Department of Education (DepED), in collaboration with various leaders in the business, government, and socio-civic community has adopted and is fully supporting the Gearing Up Internet Literacy and Access for Students or the GILAS Project".
2. The GILAS Project aims to connect all public secondary schools in the country to the Internet in five (5) years.
3. The GILAS Project calls on the assistance of the Regional Directors and Schools Division Superintendents in the full implementation of the project.
4. In line with this, the Regional Directors and Schools Division Superintendents are expected to ensure the active participation of the heads of the public secondary schools in this initiative:
 - a. The school heads shall attend the GILAS Project orientation;
 - b. The school heads shall allow the members of the GILAS Consortium and its volunteers to conduct school validation visit; and
 - c. The school heads shall be tasked to accomplish GILAS school profile forms and submit to GILAS Secretariat the enclosed application form. The application and school profile forms shall be used by the GILAS Project for planning and fundraising purposes, determining school readiness, and priority areas for the GILAS Project roll out.
5. For more information, please contact **Ms. Julie R. Bergania**, Manager, Ayala Foundation, Inc. at tel. no. (632) 752-1066 to 69.
6. Immediate and wide dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encls.: As stated

Reference: DepED Memorandum: (No. 38, s. 2006)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY
OFFICIALS

PROJECTS
SCHOOLS



**SCHOOL PROFILE FORM
(Public Secondary Schools)**

School	:		Date Established	:	
Old name of school, if any	:		Area Classification : <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Semi Rural <input type="checkbox"/> Semi Urban		
Complete Address	:				
Division	:		Region	:	
Telephone No. (+ area code)	:		Telephone Company Currently Servicing the School :		
Fax No.	:				
School E-mail	:		Website	:	
School Head / Designation / Email Address	:		Contact Nos. (Tel. & Mobile)	:	
Computer Teachers/ Email Address	:		Contact Nos. (Tel. & Mobile)	:	

A. STUDENT POPULATION

Year Level	Student Population (SY _____)			No. of Sections	Average Class Size
	Male	Female	Total		
First					
Second					
Third					
Fourth					
TOTAL					

B. SCHOOL AND OFFICE FACILITIES

1. Presence of electricity Yes No Stable supply of electricity Yes No

If no electricity, how far is the school from an electric source (in kms.)? _____

Other possible source/s of electricity for the school _____

If electricity is unstable, schedule of when power supply is available in the school

2. How many classrooms does the school have? _____ Owned _____ Shared _____

3. Offices connected to the Internet Principal's office Library Others: _____

If connected, what telephone company is providing the Internet? _____

Access Type: _____ Cost per month: _____ Who pays the cost: _____

C. COMPUTER LABORATORY

1. Presence of a computer laboratory Yes No
 If yes, how many computer lab/s does the school have? _____

If no, please answer no. 15

2. Size of computer lab/s (in meters) Lab 1 _____ Lab 2 _____ Lab 3 _____
 3. Floor Wood Concrete W/ tiles
 4. Doors with locks Yes No
 5. Windows sealed Yes No
 6. Air-conditioning units Yes Qty: _____ Total HP: _____ No
 7. Electric Fan Yes Qty: _____ No
 8. Sufficient electrical wiring and sockets Yes No
 9. Presence of computers Yes No
 a. If yes, how many computer units are made available for instruction? _____
 b. How many computer units are functional / working? _____

If no, please answer no. 16

10. Source of computers and quantity DTI-PCPS _____ DepEd _____
 DOST _____ LGU _____
 LSB _____ Leased _____
 Others _____
 a. For leased computers, from what company? _____
 b. Cost of lease per computer per month: _____ Total per month: _____
 c. Services offered by the owner of leased computers _____

11. Specifications of Computers:

No. of Units	Source of PCs	Processor/ Clockspeed	Hard Disk size	RAM	LAN Card	Operating System	Office Application	Date Acquired / Received

12. Other equipment/peripherals in the computer laboratory:

No. of Units	Source of Equipment / Peripherals	Items	Description
		Printer	Dot-Matrix
		Printer	DeskJet
		Printer	Laser
		Modem	56kbps
		Scanner	Flatbed
		Television	Colored
		Projector	LCD/ OHP
		Web Camera	
		Others	

13. Computers connected to Local Area Network Yes No How many _____ Yes No

14. Computer laboratory with Internet connection Yes No
 a. If yes, how many PCs are connected to the Internet? _____

If no, please answer no. 17

b. Telephone company providing the Internet connection Bayantel Digitel Innove
 PLDT Smart
 Others _____

c. Access Type DSL / Broadband Dial Up Wi-Fi
 Prepaid card Others _____

d. Cost of Internet connection per month: _____

e. Who pays for the Internet connection? _____

15. For schools without computer labs yet, are you willing and able to provide the following:

- a. Dedicated computer room Yes No
- b. Air-conditioning units Yes No
- c. Computer tables and chairs Yes No
- d. Maintenance of computers Yes No
- e. Monthly telephone and Internet subscription Yes No

16. For schools without computers yet, what do you intend to do to get PCs for the school?

- a. _____
- b. _____
- c. _____

17. For schools with computer laboratory but without Internet connection yet:

- a. Telephone companies that can possibly service the school or are within the area/community of the school
- Bayantel Digitel Innove
 PLDT Smart
 Others _____
- b. Distance of the school from a telephone line post (in kms.): _____
- c. Possible Internet Service Provider (ISP) or Access Type
- DSL / Broadband Dial Up Wi-Fi
 Prepaid card Others _____
- d. How much will be the cost of Internet connection per month? _____
- e. Who will pay for the cost of Internet connection? _____

Note: Schools that will be sponsored by GILAS partner telephone companies will be provided with free Internet connection for one year. Discounted rate will be offered to the school after one year.

D. COMPUTER EDUCATION PROGRAM

1. Number of students taking computer classes and coverage of computer instruction

<i>Year Level</i>	<i>Number of Students</i>	<i>Coverage of Computer Instruction</i>
First		
Second		
Third		
Fourth		
TOTAL		

2. Academic subjects that utilize computers as teaching aid: _____

E. FACULTY PROFILE

1. Number of teachers by subject area

<i>Subject Area</i>	<i>Number of Teachers</i>
English	
Math	
Science	
Filipino	

<i>Subject Area</i>	<i>Number of Teachers</i>
Makabayan	
TLE Computer)	
TLE (Other subjects)	

2. Total number of teachers: _____ Number of teachers who are computer literate: _____
3. Computer training / seminars attended by teachers (*please use additional sheets if necessary*)

<i>Title of Computer Training/Seminar/Course</i>	<i>Conducted by</i>	<i>Date</i>	<i>Total Hours of Instruction</i>	<i>No. of Teachers Who Attended</i>

F. STUDENT ACHIEVEMENT PROFILE

1. Performance rating of students (as of school year _____):

	<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>	<i>4th Year</i>	<i>Division Rank</i>
English					
Math					
Science					
Filipino					
Makabayan					
TLE (Computer)					
Overall Division Rank:					

2. Distinctions / awards received by the school in the last 3 years (*please use additional sheets if necessary*)

G. COMMUNITY SUPPORT

1. Is the community supportive of the school (e.g. PTCA, Yes No barangay, local government unit, local school board, alumni, business groups, civic groups, etc.)?
2. Support / assistance to the school (please use additional sheets if necessary)

Name (individuals/ organizations)	Project / Type of Assistance or Support/ Amount Involved	Date of Project Implementation or Partnership	Results / Impact of Assistance
PTCA			
Local School Board			
Local Government Unit			
Others:			

H. Other Attachments:

1. Please also attach the following:
 - a. Location map of the school
 - b. Brief description or history of the school
 - c. At least 2-3 pictures of the school

Submitted by : _____
 Printed Name and Signature : _____
 Designation : _____
 Date : _____

THANK YOU VERY MUCH FOR YOUR INTEREST TO BE A PARTNER OF THE GILAS PROJECT!

For Luzon schools, please send to:
 The Director
 GILAS Project
 c/o Ayala Foundation, Inc.
 10/F BPI Main Building
 Paseo de Roxas cor. Ayala Avenue, Makati City

For Visayas and Mindanao please send to:
 The Director
 GILAS Project
 c/o Ayala Foundation, Inc.
 4/F Krizzia Building
 Gorordo Avenue, Lahug, Cebu City

Or contact us at (632) 752-1101 / 752-1079
 Fax: (632) 813-4487/ 813-4488
 Website: www.gilas.org

Or contact us at (6332) 412-2405 / 412-2058
 Fax: (6332) 233-0824



(Date)

THE DIRECTOR

GILAS Project
c/o Ayala Foundation, Inc.
10/F BPI Main Building
Ayala Avenue cor. Paseo de Roxas
Makati City

Dear Sir:

Our school _____, with address at _____
would like to be a partner of the GILAS Project.

To qualify as a partner (*please check*):

- We have an existing computer laboratory with the following provisions:
 - at least 10 functional/working computer units
 - proper lighting
 - proper wiring
 - air-conditioning units
 - computer tables and chairs
 - sealed windows and doors

- (*for those without computer labs yet*) We are willing and able to provide a room which can be devoted to become a computer/Internet laboratory with the following provisions:
 - proper lighting
 - proper wiring
 - air-conditioning units
 - computer tables and chairs
 - sealed windows and doors

- We have an existing telephone line provided by _____
(*name of telephone company*)

- (*for those without telephone line yet*) Our school is within the service area of _____
(*name of telephone company*)

We understand that the GILAS consortium through the AFI will facilitate the setting up of the computer laboratory and will use any applicable technology that will provide Internet access to the school. When possible, our school will enjoy free use of the Internet on the first year of the project. However, if no telephone company would be able to sponsor us, we are willing to shoulder the installation and monthly cost of Internet connection even during the first of the project.

Our school is willing to do the following (*please check*):

Gearing Up Internet Literacy and Access for Students (GILAS) Project

Name of School: _____ Division: _____

Our school is willing to do the following (please check):

- Send teachers to IT training/seminars that the members of the GILAS consortium will conduct with the assurance that these teachers will transfer their learning to our students.
- Assign a teacher who will act as the computer/Internet laboratory administrator. If not possible, why? _____

- Institute the following policies on the use of computer/Internet laboratory (please use additional sheets if necessary): _____

- Train and allow our students to use the computers and the Internet, as projected below:

<i>Year Level</i>	<i>Number of Users (per quarter)</i>	<i>Frequency of Use</i>	<i>Purpose</i>
First			
Second			
Third			
Fourth			
Others (e.g. teachers, parents, OSY, for ALS, etc.)			
TOTAL			

- Allow the use of the computer/Internet facility to serve the needs of our host community. If not possible, why? _____

- Take the lead in mobilizing our own community (PTCA, LSB, LGU, barangay, alumni, local civic groups, etc.) to support the project. If not possible, why? _____

If we will be a partner of the GILAS Project, we are committed to take on the following costs:

- Repairs and maintenance of the computers, furniture and other peripherals in the laboratory
- Supplies and consumables in the laboratory
- Monthly phone and Internet subscription *(starting on the first year for schools not sponsored by partner telephone company / starting on the second year for those with sponsor)*
- Electricity, salaries of computer teacher/s, and other administrative requirements of the project

We are committed to sustain the project through the following *(please use additional sheets if necessary and feel free modify the format or attach a business plan or project proposal to support your application):*

Plan / activities	Timetable	Lead/ Responsible	Expected results (e.g. value of cash, in-kind support, etc. to be generated from the activities)

We hope that our application will merit your kind approval. Thank you very much.

Sincerely,

Endorsed by:

Principal / OIC / School Administrator

Tel. No. _____
Fax No. _____
E-mail _____

Superintendent

For Luzon schools, please send to:

The Director
GILAS Project
c/o Ayala Foundation, Inc.
10/F BPI Main Building
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Gearing Up Internet Literacy and Access for Students (GILAS) Project

Name of School: _____

Division: _____