



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

25 Mar 2026

DIVISION MEMORANDUM

No. 182, s. 2026

**END OF SCHOOL YEAR TECHNOKIDS ACTIVITIES AND
 LABORATORY MAINTENANCE**

To: OIC-Assistant Schools Division Superintendent
 OIC-CID Chief Education Supervisor
 OIC-SGOD Chief Education Supervisor
 School Heads/OICs (Public Senior High Schools)
 All Others Concerned

1. To ensure the continued functionality of our equipment and laboratories subscription for TECHNOKids, this Office hereby announces the conduct of end-of-school-year activities and laboratory maintenance. These scheduled activities are designed to ensure all resources are prepared for the upcoming academic year.

2. Please be guided by the following timelines and required actions for each school. Below is the schedule of activities:

Date	Activity
April 1 to 15, 2026	<p style="text-align: center;">Kit Pullout and Inspection</p> <p>The technical team will conduct a scheduled pullout of all deployed kits for comprehensive inspection and quality checking. This procedure is necessary to verify that all equipment is fully functional and ready for future use.</p>
Summer Period	<p style="text-align: center;">Laboratory Maintenance</p> <p>Preventive maintenance shall be conducted on all computer laboratory units during the summer break. This service includes assessing unit functionality and identifying any hardware that requires professional repair or service to ensure readiness for the opening of classes.</p>



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May 25, 2026	<p style="text-align: center;">Student Account Deactivation</p> <p>All student accounts are scheduled for deactivation on May 25. Upon deactivation, all saved outputs and files stored within the system will be permanently deleted.</p>
Provision of Video Recording for LAC/INSET Session	<p style="text-align: center;">Teacher Training Opportunity</p> <p>A professional training session will be offered to teachers prior to the end of the current school year. Participants will receive access to a starter toolkit upon the successful completion of the session.</p>


3. All schools are instructed to prioritize the following tasks according to the stated timelines:

- School Heads and ICT Coordinators must ensure that all kits are accounted for and ready for pullout starting April 1.
- Teachers are directed to instruct students to download or secure any important files and projects from the system before the **May 25** deadline.

4. For inquiries and clarifications, please contact Ms. Naamah C. Mambalos, OIC-Information technology Officer I/Planning Officer III, at (046)-419- 8450 to 53 local 227.

5. For immediate and wide dissemination.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent 

Encl.: As stated

Reference: None

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

PROGRAMS

ict/ncm/March 23, 2026 