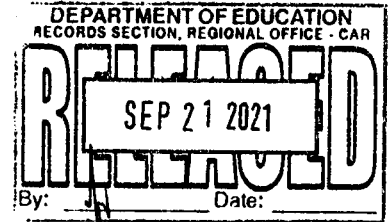




Republic of the Philippines
Department of Education
Cordillera Administrative Region



September 20, 2021

REGIONAL MEMORANDUM

No. 424 . 2021

SUBMISSION OF REQUIREMENTS FOR THE PROJECT HYTEQ

TO: Schools Division Superintendents
Chief, Curriculum and Learning Management Division
Chief, Curriculum and Implementation Division
Head, Regional Office ICT Unit
Division IT Officers
Heads of School Recipients
All Others Concerned

1. The Project HyTEQ is conceptualized which aims to provide pilot schools with technologies, contents, and trainings to implement offline and online strategies of distance learning.
2. As agreed during the meetings with the implementers in the Schools Division Offices, the recipient schools shall submit the following requirements:
 - a. School Profile
 - b. School Network Plan
 - c. Bill of Materials/Purchase Request
 - d. School Project Implementation Plan
3. Templates can be accessed through **https://bit.ly/hyteq_req_templates**.
4. These requirements are advised to be submitted **as soon as possible** to have time for the procurement activities. The funds to be used in the procurement of the needed equipment and materials were already downloaded to the Schools Division Offices (Reference: RM No. 363, s. 2021).
5. The Division ITOs shall review submitted requirements by the recipient schools and endorse them to the Regional ICT Unit on or before **September 28, 2021**.
6. Should there be queries, feel free to contact the Regional IT Officer through **jumar.yagoan@deped.gov.ph**.
7. Immediate dissemination of this memorandum is desired.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director 



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