

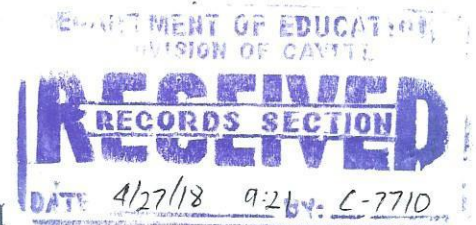


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APR 26 2018

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



**MEMORANDUM**  
05 April 2018

For: **Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Concerned**

Subject: **GUIDELINES ON THE CONDUCT AND UTILIZATION OF THE  
2018 DEPED COMPUTERIZATION PROGRAM MONITORING  
FUND FOR ALL PUBLIC ELEMENTARY AND SECONDARY  
RECIPIENT SCHOOLS**

1. Communications Technology Service (ICTS) is solely mandated to implement the DepEd Computerization Program (DCP). This includes overseeing the proper implementation of the DCP pursuant to DepEd Order No. 78, s. 2010 entitled **Guidelines on the Implementation of the DepEd Computerization Program (DCP)**.
2. As part of carrying out the DCP, the **Guidelines on the Conduct and Utilization of the 2018 DepEd Computerization Program Monitoring Fund for All Public Elementary and Secondary Recipient Schools** are enumerated below:
  - a. The funds will be allotted to conduct monitoring of the ff:
    - i. School readiness to accept DCP packages;
    - ii. Status of on-going deployment of DCP packages in recipient schools; and
    - iii. Survey on the utilization, performance and status of DCP packages in recipient schools.
  - b. The total amount to be downloaded to the DepEd field offices for this activity is Twenty-Three Million Seventy-Two Thousand Eight Hundred Pesos (P23,072,800.00) and is solely intended for the transportation expenses for the on-site visitation of DCP recipient schools; and

**Office of the Undersecretary for Administration**

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health,  
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
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The breakdown of the allocation of P800.00 monitoring allowance is as follows:

- i. food;
- ii. transportation;
- iii. communication allowance; and
- iv. other incidental expenses

d. The utilization of the aforementioned funds shall be subject to the usual liquidation process for submission to the Region and Division Accounting Offices.

3. To properly utilize the 2018 DCP Monitoring Fund, DepEd-ICTS enumerates the duties and responsibilities of the Central Office (CO), Regional Office (RO), and Schools Division Offices (SDOs) involved in the said activity, below:

a. **Information Communication and Technology Service**

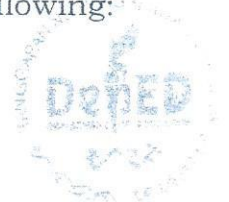
- i. Retrieval, consolidation, and validation of School Readiness Checklists/Reports submitted by the ROs;
- ii. Consolidation and validation of acceptance documents submitted by the suppliers during the DCP implementation;
- iii. Conduct of on-site monitoring (when necessary); and
- iv. Gathering of documents from field monitoring activities.

b. **Regional Office**

- i. Retrieval, consolidation, and validation of School Readiness Checklists/ Reports submitted by the SDOs for submission to ICTS; and
- ii. Handling of issues/concerns with regard to School Readiness deliveries, installation, training among encountered by school's division offices

c. **Schools Division Office**

- i. For DepEd schools division offices **with no on-going deployment of ICT packages** to recipient schools, the Division Information Technology Officers (ITOs) need to update/validate all the School Readiness Checklists of schools for future reference on the deployment of DCP packages;
- ii. For schools division offices with impending or on-going deployment of ICT packages to recipient schools, the ITOs need to do the following:



- (a) Monitor/validate recipient schools' readiness before delivery of DCP packages;
  - (b) Oversee the delivery of packages and ensure their completeness;
  - (c) Raise issues/concerns (i.e. incomplete delivery, items delivered are different from those indicated in the Delivery Receipt among others encountered during deployment with the Supplier, Regional Office and/ or the ICTS for appropriate action); and
  - (d) Ensure that acceptance documents [i.e. Delivery Receipt, Inspection and Acceptance Reports (IARs), Training Checklist, etc.] are in order before, during and after deployment/installation.
4. For clarifications or more information on these matters, please direct all concerns to:

**ENGR. OFELIA L. ALGO**

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Officer-In-Charge, Technology Infrastructure Division  
Information and Communications Technology Service  
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5. Immediate dissemination of this Memorandum is desired.

  
**ALAIN DEL B. PASCUA**  
Undersecretary

