



Republic of the Philippines
Department of Education
Region V (Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES
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RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: **MAY 31 2019**

Time: **9:10 AM**
Signature: *[Handwritten Signature]*

DIVISION MEMORANDUM

No. 167 s. 2019

**TO: CID & SGOD Chiefs
SDO Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Designated School ICT Coordinators
All other concerned**

FROM: *for* SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent *[Signature]*

**SUBJECT: REQUEST FOR REPLACEMENT OF IT PACKAGES AND FINANCIAL SUPPORT
UNDER DepEd Computerization Program(DCP)**

DATE: May 30, 2019

In connection with the implementation of **DepEd Computerization Program(DCP)**, this Office would like to know the real status of IT packages under this program for possible replacement with the following requirements:

- a. The DCP IT equipment that are already beyond repair (*more than 5 years*) or damaged by natural calamities as revealed in the Google Sheet (DCP Inventory 2019). (with support documents like, pictures and justifications are needed and certificate from the hired computer technician that defective units/equipment are already beyond repair); and
- b. If the school needs financial assistance for the completion of the requirements as stipulated in the School Readiness Checklist for possible inclusion to the financial assistance to be given by the ICTS-CO to small schools with limited MOOE the School Heads are advised to submit Letter Request address to the SDS supported with Program of Works, documentation and justifications).

Submission of said reports and updating of Google Sheet (DCP Inventory 2019) is due on **June 6, 2019** for consolidation and submission to Regional Office and Central Office on June 7, 2019.

To facilitate and monitor the said reports, designated School ICT Coordinators are hereby advised and reminded to regularly update the Google Sheet that was shared to their accounts.

For information, guidance and compliance.