



Republic of the Philippines

Department of Education

Region V(Bicol)

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Virac, Catanduanes

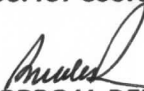
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**DIVISION MEMORANDUM**

No. 194 s. 2018

**TO: Asst. Schools Division Superintendent  
CID & SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Division Supply Officer  
Elementary and Secondary School Heads Concerned  
School ICT Coordinators/Property Custodians Concerned**

**FROM:   
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent**

**SUBJECT: MONITORING OF THE DEPLOYMENT/DELIVERY OF DEPED COMPUTERIZATION PROGRAM(DCP) BATCHES 35,36,40,41,42 & 44 FOR PUBLIC ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL**

**DATE: August 10, 2018**

The ICTS-CO thru the Regional ITO and Division ITO will conduct monitoring and evaluation of the delivery, installation and trainings conducted by the suppliers to **DepEd Computerization Program (DCP) for Batches 35, 36,40,41,42&44** recipients schools on **August to December, 2018**. The said recipient schools are advised to have the following documents(*Templates were sent already to the designated School ICT Coordinator DepEd Email Accounts*) in preparation for the said visit:

- a) Preventive Maintenance Schedule
- b) Monthly Schedule of Utilization of E-Classroom/Portable IT Equipment/ DCP allocation funds
- c) Utilization Logbook
- d) DCP Inventory
- e) DCP CIGP(Concerns, Issues, Gap and Problems) Logbook

We would like also to follow-up the following documents which are already due on **July 26, 2018** as stated in Division Memorandum No. 155 s. 2018 dated July 9, 2018, however only few schools submitted. As per advised from the ICTS-CO due date is extended until **August 15, 2018**:

- a) Signed Delivery Receipts(DRs) and Inspection and Acceptance Reports (IARs); and
- b) Reports on the process of delivery, installation and trainings conducted by the supplier in the school and must include narrative report, video and photo documentation.

Further, school heads are advised to submit Letter Request to the SDS supported with Program of Works if they needed 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 until **August 15, 2018**.

Should you have any inquiry or concerns regarding the suppliers, you may contact CP#09208779674/ [jennifer.metica@deped.gov.ph](mailto:jennifer.metica@deped.gov.ph)

For information, guidance and compliance.

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION

Date: AUG 10 2018

Time: 3:15 PM

Initial: 