DIVISION MEMORANDUM
No. 144 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/ DICP 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

For information, guidance and compliance.