DIVISION MEMORANDUM
No. 298 s. 2019

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

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

SUBJECT: REQUEST FOR REPLACEMENT OF IT PACKAGES UNDER DEPED COMPUTERIZATION PROGRAM (DCP)

DATE: September 3, 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 inclusion in the DCP Budget 2020, priorities will be given to schools with the following status:

1. School is not DCP recipient;
2. The DCP IT equipment were damaged by natural calamities (like; typhoon, flood, earthquake and the like) as revealed in the Google Sheet (DCP Inventory 2019). (Please provide supporting documents like, pictures and justifications during the occurrence of said calamities); and
3. The DCP IT equipment are already beyond repair (more than 5 years) as revealed in the Google Sheet (DCP Inventory 2019). (Please provide supporting documents like, pictures and justifications from the hired computer technician that defective units/equipment are already beyond repair.)

Please submit the following documents:
   a. Letter request address to SDS
   b. Template for said report (please refer to the attached sheet)
   c. Supporting documents (like pictures, justifications, etc.)

To facilitate the submission of said reports, the designated District ICT Coordinators will coordinate with the designated School ICT Coordinators (Preventive Maintenance of the school’s ICT equipment and in—charge of other ICT related programs and projects) for consolidation of report which is due on September 9, 2019 at SDO-IT unit. Further, designated ICT Coordinators are advised to regularly update the Google Sheet shared to their accounts.

For information, guidance and compliance.