



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

**TO: Public Schools District Supervisors
Elementary & Secondary School Heads
School ICT Coordinators Concerned**

FROM: NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

**SUBJECT: PROPER UTILIZATION & MAINTENANCE OF ICT PACKAGES FOR DCP RECIPIENT
SCHOOLS**

DATE: July 15, 2015

This is to remind the recipient schools of DepEd Computerization Program(DCP) on the proper utilization & maintenance responsibilities on ICT packages as provided in the DCP Orientation Handbook.

- 1) Making sudden and unnecessary changes or adjustments to prearranged installation layouts must be avoided;
- 2) Any modifications and/or additional improvements to the equipment and installation specifications set down in the Terms of Reference of DepEd Central Office is not permitted. Any and all modifications must be consulted first with the supplier;
- 3) Liabilities incurred in the performance of any unauthorized work at the behest of school representatives shall be charged to the school accordingly.

For your information and guidance.

