



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

SCHOOLS DIVISION OFFICE OF CATANDUANES
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MEMORANDUM

TO : CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School ICT Coordinators

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

SUBJECT : REITERATION ON THE PROPER UTILIZATION & MAINTENANCE OF ICT
PACKAGES FOR DCP RECIPIENT SCHOOLS

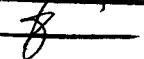
DATE : August 18, 2017

RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION

Date AUG 10 2017

Time: 4:35 PM

Initial/Signature: 

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/SDO-IT section;
3. Liabilities incurred in the performance of any unauthorized work at the behest of school representatives shall be charged to the school accordingly.

For information, guidance and compliance.