



Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 0185, series 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Public Schools District Supervisors  
Division IT Officer  
Concerned School Heads

Subject: **2024 MONITORING AND EVALUATION ON THE UTILIZATION OF DCP PACKAGES IN SCHOOLS**

Date: September 23, 2024

Attached is the Regional Memorandum ORD-2024-032 titled, 2024 Monitoring and Evaluation on the Utilization of DCP Packages in Schools. The Regional ICTU will conduct a monitoring on the DCP packages received by the schools on the following schedules, to wit:

**September 25, 2024 -** San Vicente NHS, San Vicente ES  
Panabo City SHS, Panabo NHS  
Gedu ES

**September 26, 2024 -** Namuag ES, Katipunan ES  
Little Panay NHS, Datu Abdul ES  
New Visayas CES

**September 27, 2024 -** Roxas ES, Sindaton ES  
AOF NHS, Valentin Daquio ES  
Sothern Davao NHS

For your information and guidance.

**JINKY B. FIRMAN, PhD, CESO VI**  
OIC – Assistant Schools Division Superintendent  
Office of the Schools Division Superintendent

**RELEASED** For the SDS *[Signature]*  
**AILENE B. ANONUEVO, Ph.D.**  
Chief Education Supervisor, SGOD  
In charge of the Division  
SEP 24 2024

Enclosed: as stated  
OSDS/ICTU/tod



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RECORDS SECTION SDO PANABO CITY  
BY *[Signature]*



Republic of the Philippines

74-28092

**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

ORD-2024-032

TO : Schools Division Superintendents

SUBJECT : 2024 MONITORING AND EVALUATION ON THE UTILIZATION OF DCP PACKAGES IN SCHOOLS

DATE : February 21, 2024

Pursuant to the Memorandum OUA-OUT-032923-008 re: Guidelines for Regions and Divisions on the Allocation, Utilization, Documentation, and Reporting of Downloaded Funds for the Program Support Fund (PSF) under FY 2023 DepEd Computerization Program (DCP), the Information and Communications Technology Unit (ICTU) of Regional Office XI shall **conduct monitoring on the utilization of DCP packages in schools**.

The personnel from ICTU, Asset Management Section (AMS) and Curriculum and Learning Management Division (CLMD) shall team up with the Division IT Officer (DITO) and representative from Curriculum Implementation Division (CID) in conducting the aforementioned activity. Please see attachment for the monitoring schedule.

RITOs and DITOs must submit a copy of the DCP monitoring report and supporting data that can be used in planning and programming. Reports must be signed by the Schools Division Superintendent (SDS) and endorsed by the Regional Director to the ICTS-TID - DepEd Central Office through this email: [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph)

Format of the DCP Monitoring Report is provided through this link: <https://bit.ly/decp-monitoring-report>

Travel and other incidental expenses relative to the conduct of monitoring and evaluation of the Regional Personnel shall be charged to downloaded PSF for DCP 2023 MOOE (SUB-ARO No. OSEC-11-23-3345), while travel and other expenses incurred by the Division Personnel shall be charged to their respective Division DCP MOOE, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

RECORDS SECTION

**RELEASED**

ALLAN G. FARNAZO

Director IV

By: *[Signature]*

Date: *Feb. 26, 2024*

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Telephone Nos.: (082) 291-1665; (082) 221-6147

Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)

Website: [www.depedroxi.ph](http://www.depedroxi.ph)

Enclosed as stated.  
ORD/ICT2/jaw





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**DCP MONITORING AND EVALUATION SCHEDULE**

#	DIVISION	DATE
1	Davao Occidental	April 2-5, 2024
2	Davao del Sur	April 16-19, 2024
3	Digos City	May 8-10, 2024
4	Davao Oriental	July 9-12, 2024
5	Mati City	July 24-26, 2024
6	Davao de Oro	August 13-16, 2024
7	Tagum City	August 28-30, 2024
8	Davao del Norte	September 10-13, 2024
9	Panabo City	September 25-27, 2024
10	IGACOS	October 9-11, 2024
11	Davao City	November 5-8, 2024

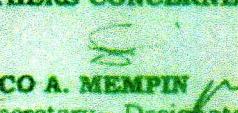
  
**Republika ng Pilipinas**  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

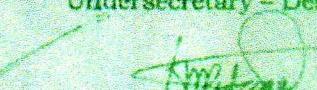
OUA-OUT-032923-008

**MEMORANDUM**

20 June 2023

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION SUPPLY OFFICERS  
REGIONAL AND DIVISION IT OFFICERS  
FINANCE OFFICERS  
ALL OTHERS CONCERNED

**THROUGH :**   
**NOLASCO A. MEMPIN**  
Undersecretary - Designate for Administration

**FROM :**   
**FERDINAND B. PITAGAN, PhD**  
Director IV  
Information and Communications Technology Service

**SUBJECT :** **GUIDELINES FOR REGIONS AND DIVISIONS ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF DOWNLOADED FUNDS FOR THE PROGRAM SUPPORT FUND (PSF) UNDER FY 2023 DEPED COMPUTERIZATION PROGRAM**

The DepEd Computerization Program - Program Support Fund (DCP-PSF), which will be downloaded to Regional and Division Offices is intended to augment the additional expenses needed to plan, implement, and monitor the programs, activities, and projects (PAPs) of the Information and Communications Technology Service (ICTS).

In view of the foregoing, this Memorandum is hereby issued to provide guidance on the following:

- a. The DCP-PSF shall be utilized to ensure the successful implementation of various PAPs of ICTS;
- b. The PSF shall be utilized to keep DCP packages and other ICT devices funded by other government agencies and the private sector up to par, and make sure that all equipment is operational;
- c. To allocate funding for the regular operation, traveling expenses during the conduct of evaluation/validation/ assessment, monitoring of DCP;

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**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph)

- d. The PSF shall also cover the Regional and Division Information Technology Officers (RITOs and DITOs) travel expenses when they participate in ICTS activities; and
- e. To allocate funding to complete the network infrastructure requirement of the Regional and Division Offices.

**A. Coverage:**

All DepEd Regional and Division Offices shall receive the PSF from the ICTS - Technology Infrastructure Division (ICTS-TID) under DCP.

**B. Utilization of Allotments:**

- a. The utilization of funds allotted for the planning, implementation, and monitoring of DCP must adhere to the eligible activities.
- b. The allotted funds must be used in accordance with the submitted proposal and the ICTS-TID approved scope of the work for the Network Infrastructure requirement of the Regional and Division Offices.
- c. The allotted fund shall also cover the Regional and Division Information Technology Officers (RITOs and DITOs) travel expenses when they participate in ICTS activities.
- d. Due to limited funding, DepEd Regional and Division offices must practice discretion and set priorities when choosing the ICT equipment that needs to be maintained and repaired.

**C. Eligible Activities:**

- a. For the Regional Offices (ROs), the PSF shall be utilized for the following activities:

PSF	Activity	Allowable Expenses	Fund Class
DCP Monitoring	<ul style="list-style-type: none"> <li>a. Evaluation/validation/assessment, monitoring of school: <ul style="list-style-type: none"> <li>a. Readiness to accept DCP packages</li> <li>b. Status of delivery</li> <li>c. Utilization of DCP Packages</li> </ul> </li> </ul>	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)
PSF for repair and maintenance of non-working - out of warranty IT equipment	<ul style="list-style-type: none"> <li>• Repair and maintenance of non-working - out of warranty IT equipment that was provided by the Department through the DepEd Computerization Program (DCP) or through other partnership with other Government agencies and private sector</li> </ul>	Cost of parts to be replaced and service fee	Maintenance and Other Operating Expenses (MOOE)

	<ul style="list-style-type: none"> <li>• ROs shall manage the PSF.</li> <li>• Schools Division Offices (SDOs) to request fund from ROs</li> </ul>		
Attendance to ICTS initiative activities	Training, Workshop and other related activities of ICTS	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)

b. For SDOs, the PSF shall be utilized for the following activities:

PSF	Activity	Allowable Expenses	Fund Class
DCP Monitoring	Evaluation/validation/assessment, monitoring of school readiness/ delivery monitoring of DCP Package	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)

c. For ROs & SDOs, the PSF shall be utilized for the following activities:

PSF	Activity	Allowable Expenses	Fund Class
Network Infrastructure requirement of the Regional and Division Offices	Procurement of Network Infrastructure or Rehabilitation/Upgrading of existing Network Infrastructure	Network Infrastructure in-building solution including equipment and devices. <ul style="list-style-type: none"> <li>• Printing Devices</li> <li>• Laptop/Desktop</li> <li>• Tablet</li> <li>• Storage Devices</li> <li>• Computer Components</li> <li>• Networking tools</li> <li>• Air-conditioning unit (for data center)</li> <li>• Gen set / Back-up power / UPS</li> <li>• IP Telephony</li> <li>• Security equipment</li> <li>• Interactive whiteboard</li> </ul>	Capital Outlay (CO)
Attendance to ICTS initiative activities	Training, workshop and other related activities of ICTS	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)

d. For SDOs, the PSF shall be utilized for the following activities:

PSF	Activity	Allowable Expenses	Fund Class
Transport and delivery of DCP packages	To transport and deliver DCP packages from the warehouse to the recipient schools	Hauling Services, Cargo Services, Gasoline, Toll Fee and other incidental expenses	Maintenance and Other Operating Expenses (MOOE)

#### **D. Utilization and Liquidation**

The use of DCP-PSF is subject to existing budgeting, accounting, auditing and procurement rules and regulations and internal policies of the Department.

#### **E. Reporting**

RITOs and DITOs shall observe the judicious use of funds, subject to existing budgeting, accounting and auditing rules and regulations, as well as procedure and guidelines and submit annual report containing the accomplishments, obligations and disbursement status, including photo documentation on the use of PSF must be submitted to the ICTS-TID using templates provide through this link:

**Enclosure 1: Annual Report on Disbursement of MOOE funds**

Format of the Annual Report Form is provided through this link:  
<http://bitly.ws/BLku>

**Enclosure 2: Project Completion Report of Regional / Division Office Network Infrastructure/ Rehabilitation or Upgrading of existing Network Infrastructure**

Format of the Project Completion Report is provided through this link:  
<http://bitly.ws/BLkE>

RITOs and DITOs must submit a copy of the DCP monitoring report and supporting data that can be used in planning and programming. Reports must be signed by the Schools Division Superintendent (SDS) and endorsed by the Regional Directors (RDs) to the ICTS-TID - DepEd Central Office through this email: [ictstid@deped.gov.ph](mailto:ictstid@deped.gov.ph)

**Enclosure 3: DCP Monitoring Report**

Format of the DCP Monitoring Report is provided through this link:  
<http://bitly.ws/BLkI>

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Engr. Marvin M. Dela Cruz**, Technology Information Officer II through telephone number **8633-4013**, and email address at [marvin.delacruz002@deped.gov.ph](mailto:marvin.delacruz002@deped.gov.ph) / [ictstid@deped.gov.ph](mailto:ictstid@deped.gov.ph).

For immediate dissemination and compliance.

Thank you.