



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

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

No. 0011, series 2025

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

Subject: **2025 MONITORING AND EVALUATION ON THE UTILIZATION OF  
DCP PACKAGES IN SCHOOLS**


Date: January 9, 2025

Pursuant to the Memorandum OUA-OUT-0329-008 re: Guidelines for Regions and Division 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 Communication Technology Unit (ICTU) of the Division Office shall conduct monitoring on the utilization of DCP Packages in school.

The Division Information Officer is required to submit a copy of the DCP monitoring report, along with supporting data, to aid in planning and programming. The report must be signed by the Schools Division Superintendent (SDS) and forwarded to the Regional ICTU Office for consolidation and endorsement by the Regional Director prior to submission to the ICTS-TID at the DepEd Central Office via email at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph).

Travel and other incidental expenses relative to the conduct of monitoring and evaluation shall be charged to downloaded PSF for DCP, all subject to the usual accounting and auditing rules and regulations.


For your information and guidance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**JAN 10 2025**

Enclosed: as stated  
OSDS/ICTU/tod

RECORDS SECTION SDO PANABO CITY  
BY 



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