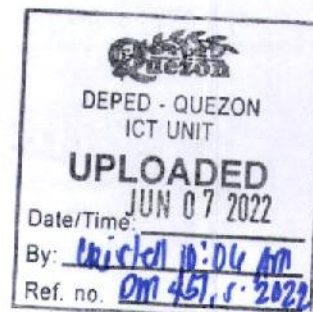




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



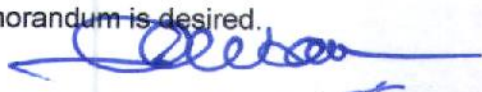
02 June 2022

**DIVISION MEMORANDUM**  
DM No. 451, s. 2022

**MONITORING OF DEPED COMPUTERIZATION PROGRAM (DCP)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
ALQUEREZ and Plaridel Elementary and Secondary School Heads  
Division Supply Officer and School Property Custodian  
Division IT Officer and School ICT Coordinators  
All Others Concerned

1. In relation to OUA Memorandum 00-0322-0165 entitle "Implementing Guidelines on the Used of Program Support Fund (PSF) for DepEd Computerization Program (DCP) FY2022, this Office informs all concerned schools that the Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID) team is scheduled to conduct monitoring of DCP Programs and Projects on June 27 to July 1, 2022.
2. The activity aims to ensure that the defined objectives of the projects are achieved and to take the necessary actions to address identified issues.
3. All DCP recipient schools in Alabat, Quezon, Perez (ALQUEREZ) and Plaridel District are requested to prepare their computer laboratory, delivery documentation and DCP utilization report.
4. Travel, food, accommodation and incidental expenses of this activity shall be charged against the Division Program Support Fund for DepEd Computerization Program (DCP) with SARO No. OSEC-4A-22-2158 subject to usual accounting and auditing procedures.
5. See attached itinerary and memo for reference.
6. Immediate and widest dissemination of this Memorandum is desired.

  
**ELIAS A. ALICAYA, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

ictwbp/06/02/2022  
DEPEDQUEZON-TM-SDS-04-009-003



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Website: www.depedquezon.com.ph





Republic of the Philippines  
**Department of Education**  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
Pasig City, Philippines

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**Office of the Director**

FOR : **Regional and Division IT Officers  
Region IV-A  
Quezon Province**

FROM :  **ABRAM Y.C. ABANIL**  
Director IV, ICTS 

SUBJECT : **MONITORING OF DEPED  
COMPUTERIZATION PROGRAM (DCP)**

DATE : June 01, 2022

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The Information and Communications Technology Service are scheduled to resume the monitoring activities for DCP FY 2018 (which was stopped due to Covid-19 pandemic), and DCP 2019 to DCP 2020 including laptop packages procured under Bayanihan Act 2.

The DCP monitoring teams are schedule in your Division on **June 27 – July 1, 2022**. The monitoring teams shall monitor at least 10% of the total schools under the Schools Division Office.

For questions/clarifications on this matter, please contact Engr Ofelia L. Algo, Information Technology Officer III, Chief-Technology Infrastructure Division at Tel. No. +632 8633 2363, Mob. +63 908 878 2413, or email at ofelia.algo @depEd.gov.ph.

Thank you.



## ITINERARY OF TRAVEL DCP MONITORING IN ALQUEREZ & PLARIDEL DISTRICTS

### Central Office Passenger

1 Driver DepEd Vehicle  
1 Rey Valenzuela - ITO I, Region IV-A CALABARZON (For confirmation)  
1 James Doctor - Technical Assistant II  
1 Christian Cortez - Technical Assistant II  
1 Anthony Fernandez - Technical Assistant II

### DO Quezon Passenger

1 Driver  
1 Wilbert B. Porteza - ITO I  
1 District ICT per Municipality

DATE	Destination	TIME		Means of Transportation	Purpose of Travel
		Departure	Arrival		
Day 1 June 27, 2022	Manila to Division of Quezon, Pagbilao	06:00 a.m.	10:00 a.m.	DepEd Pick Up 4 X 4	Courtesy Call/DERPS Visit/
	DO Quezon to Atimonan Port	10:30 a.m.	11:30 a.m.	DepEd Pick Up 4 X 4	Going to Atimonan Port/ Lunch
	Atimonan Port to Alabat Port	02:00 p.m.	03:00 p.m.		MV Pinoy Roro 1
	Alabat Port to Alabat CES	03:00 p.m.	03:15 p.m.	Tricycle	DCP M & E
	(1) Alabat CES to Alabat Island NHS	03:15 p.m.	03:55 p.m.	Walking	DCP M & E
Day 2 June 28, 2022	(2) Alabat Island NHS to Paseo Declaro Trading Corp.	03:55 p.m.	07:00 p.m.	Tricycle	Accommodation and Dinner
	Paseo Declaro Trading Corp. to CB Encarnado IS	07:00 a.m.	08:00 a.m.	Tricycle	Breakfast /DCP M & E
	(3) CB Encarnado IS to Angeles Caglate IS	08:00 a.m.	08:40 a.m.	Tricycle	DCP M & E
	(4) Angeles-Caglate IS to Pambilan ES	08:40 a.m.	09:20 a.m.	Tricycle	DCP M & E
	(5) Pambilan ES to RT Camacho IS	09:20 a.m.	10:00 a.m.	Tricycle	DCP M & E
	(6) RT Camacho IS to Alabat CES	12:00 a.m.	12:30 n.n.	Tricycle	DCP M & E & Lunch
	Alabat CES to P. Cabangon	01:00 p.m.	01:20 p.m.	Tricycle	DCP M & E
	(7) P. Cabangon ES to Guinhawa ES	02:00 p.m.	02:15 p.m.	Tricycle	DCP M & E
	(8) Guinhawa ES to Joel B. Arquiza NHS	03:00 p.m.	03:15 p.m.	Walking	DCP M & E
	(9) Joel B. Arquiza NHS to Cometa ES	04:00 p.m.	04:20 p.m.	Tricycle	DCP M & E
Day 3 June 29, 2022	(10) Cometa ES to Hotel	05:00 p.m.	05:30 p.m.	Tricycle	Accommodation & Dinner
	Hotel to P. Evaristo Macalintal MNHS	07:00 a.m.	08:00 a.m.	Tricycle	Breakfast/DCP M & E
	(11) Evaristo Macalintal MNHS to M.F. Maningas	08:00 a.m.	08:05 a.m.	Tricycle	DCP M & E
	(12) M.F. Maningas to T. Olivera ES	09:00 a.m.	09:10 p.m.	Tricycle	DCP M & E
	(13) Olivera ES to Quezon Central ES	10:00 a.m.	10:15 a.m.	Tricycle	DCP M & E
	(14) Quezon Central ES to Cesar Tan MNHS	11:05 a.m.	11:10 a.m.	Walking	DCP M & E
	(15) Cesar Tan MNHS to Gumubat ES	12:00 n.n.	01:00 p.m.	Tricycle	DCP M & E & Lunch
	(16) Gumubat ES to R Sasot ES	01:40 p.m.	02:00 p.m.	Tricycle	DCP M & E
	(17) R. Sasot ES to Pablo Maningas NHS	02:40 p.m.	02:50 p.m.	Walking	DCP M & E
	(18) Pablo Maningas NHS to U. Camacho ES	03:30 p.m.	03:40 p.m.	Tricycle	DCP M & E
	(19) U. Camacho ES to Del Pilar ES	04:20 p.m.	04:30 p.m.	Tricycle	DCP M & E
Day 4 June 30, 2022	(20) Del Pilar ES to Sabang ES	05:00 p.m.	05:15 p.m.	Tricycle	DCP M & E
	(21) Sabang ES to Hotel	06:00 p.m.	07:00 a.m.	Tricycle	Accommodation & Dinner
	Hotel to Rizal Maabot ES	07:00 a.m.	08:00 a.m.	Tricycle	Breakfast/DCP M & E
	(22) Rizal Maabot ES to Mainit Norte ES	08:40 a.m.	08:50 a.m.	Tricycle	DCP M & E
	(23) Mainit Norte ES to Severo Tejada Integ. Sch.	09:30 a.m.	09:40 a.m.	Tricycle	DCP M & E
	(24) Severo Tejada Integ. Sch. to Pinagtubigan ES	10:20 a.m.	10:30 a.m.	Tricycle	DCP M & E
	(25) Pinagtubigan ES to Perez Central ES	11:10 a.m.	11:25 a.m.	Tricycle	DCP M & E & Lunch
	(26) Perez Central ES to Perez National High School	01:00 p.m.	01:10 p.m.	Walking	DCP M & E
	(27) Perez National High School to Perez West ES	01:50 p.m.	01:55 p.m.	Tricycle	DCP M & E
Day 5 July 1, 2022	(28) Perez West ES to Pambuhan ES	02:35 p.m.	03:20 p.m.	Tricycle	DCP M & E
	(29) Pambuhan ES to Hotel	04:00 p.m.	04:40 p.m.	Tricycle	Accommodation & Dinner
	Hotel to Perez Port	06:00 a.m.	06:30 a.m.	Tricycle	Breakfast
	Perez Port to Atimonan Port	06:30 a.m.	07:30 a.m.		Boat
	Atimonan Port to Plaridel CES	07:30 a.m.	07:50 a.m.	Jeep	DCP M & E
	Plaridel CES to Ilosong ES	08:30 a.m.	08:40 a.m.	Tricycle	DCP M & E
	Ilosong ES to Concepcion ES	09:20 a.m.	09:35 a.m.	Tricycle	DCP M & E
Day 5 July 1, 2022	Concepcion ES to Concepcion NHS	10:05 a.m.	10:10 a.m.	Tricycle	DCP M & E
	Concepcion NHS to Tanauan ES	10:50 a.m.	11:00 a.m.	Tricycle	DCP M & E
	Tanauan ES to DO Quezon	11:00 a.m.	12:30 n.n.	DepEd Pick Up 4 X 4	Lunch/Arrival
	DO Quezon to Manila	01:00 p.m.	05:00 p.m.	DepEd Pick Up 4 X 4	Arrival

Prepared by:

WILBERT B. PORTEZA  
IT Officer

Noted by:

ELIAS A. ALICAYA, JR. EdD  
OIC - SDS





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

**OUA MEMO 00-0322-0165**

**MEMORANDUM**

10 March 2022

For: **Regional Directors  
Schools Division Superintendents  
Regional and Division Supply Officers  
Regional and Division IT Officers  
Finance Officers  
All Others Concerned**

Subject: **IMPLEMENTING GUIDELINES ON THE USE OF  
PROGRAM SUPPORT FUND (PSF) FOR DEPED  
COMPUTERIZATION PROGRAM (DCP) FY2022**

1. The Department of Education (DepEd) is continuously engaged to develop, support, and strengthen education management and learning support systems for improved access to quality basic education.
2. To sustain the implementation of various ICT initiatives, projects and activities, the DepEd through the Information and Communications Technology Service (ICTS) has been providing financial subsidy to all regions and divisions nationwide.
3. To maintain the quality of DCP Packages and assure that all equipment is working, DepEd through ICTS will be providing funds to all regions and divisions nationwide.
4. The PSF shall augment the additional expenses necessary for the successful implementation of programs and projects of DepEd.
  - a. for the regular operation, travelling expenses, repairs, and maintenance of through Maintenance and Other Operating Expenses (MOOE) fund
  - b. 2nd Phase of Capital Outlay (CO) – PSF to complete the Network Infrastructure requirement of the Regional and Division Offices.



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**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS),  
Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support  
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo



5. Allocation of Program Support Funds (PSF)

- a. **Three Million Three Hundred Fifty-Eight Thousand Four Hundred Eighty Pesos (Php3,358,480.00)** shall be downloaded to All Regional Offices intended for **DCP monitoring activities** through the issuance of the Sub-Allotment Release Order (Sub-ARO), Allocation attached as Annex "A".
- b. **Three Million Three Hundred Sixty-Two Thousand Eighty Pesos (Php3,362,080.00)** shall be downloaded to All Division Offices intended for **DCP monitoring activities** through the issuance of the Sub-Allotment Release Order (Sub-ARO), Allocation attached as Annex "B".
- c. **Twenty-Seven Million Five Hundred Thousand Pesos (Php27,500,000.00)** shall be downloaded to All Regional Offices intended for the **repair and maintenance of non-working - out of warranty IT equipment** through the issuance of the Sub-Allotment Release Order (Sub-ARO), Allocation attached as Annex "C".
- d. **Two Hundred Thirty Million Pesos (Php230,000,000.00)** shall be downloaded to sixteen (16) Regional Offices and two hundred fourteen (214) Division Offices through the issuance of the Sub-Allotment Release Order (Sub-ARO) for the **Network Infrastructure requirement of the Regional and Division Offices**. Each office shall receive equal amount of ONE MILLION PESOS (Php1,000,000.00), Allocation attached as Annex "D".

6. Eligible Activities

- a. For the ROs, the PSF shall be utilized for the following activities:

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





	<p>All ROs shall also receive and manage the PSF intended for the repair and maintenance of non-working - out of warranty IT equipment that were provided by the Department through the DepEd Computerization Program (DCP) or through our partnership with other Government agencies and private sector.</p> <p>The Cost of parts to be replaced, will be charged to the funds downloaded ROs, subject to the usual accounting and auditing rules and regulations. The SDOs to request fund from ROs for the repair and maintenance of non-working - out of warranty IT equipment of the Division, Districts, and schools.</p>		
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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	<ul style="list-style-type: none"> <li>Transportation, accommodation and meals</li> </ul>	Maintenance and Other Operating Expenses (MOOE)
DepEd TV operations	Production of DepEd episodes	<ul style="list-style-type: none"> <li>Transportation, accommodation and meals</li> <li>Procurement of production supplies and materials (below P15,000.00)</li> </ul>	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	Information and Communication Technology Equipment/ devices/ Works	Capital Outlay (CO)



7. Utilization and Liquidation

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

8. Reporting

Every activity must be documented by the Division Information Technology Officers (DITOs) by submitting all the supporting data that can be used in planning and programming the DCP. The report must be signed by the Schools Division Superintendent (SDS) and transmit to RO to be consolidated by the Regional Information Technology Officers (RITOs). The consolidated report must be endorsed by the Regional Directors (RDs) to the Information and Communications Technology Service (ICTS) - DepEd Central Office.

9. For clarifications or more information on this subject, please contact Engr. Ofelia L. Algo, Information Technology Officer III and Chief of the ICTS Technology Infrastructure Division (TID), through landline 863 32363 or Mob. 0908 878 2413 and email at ofelia.algo@deped.gov.ph .

10. For reference and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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