



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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**Office of the Schools Division Superintendent**

May 12, 2022

DIVISION MEMORANDUM  
No. 611, s. 2022

**MONITORING ON THE DELIVERY AND UTILIZATION OF  
DCP PACKAGES IN SCHOOLS 2022**

To: Public School District Supervisors  
School Heads and Principals  
Information Technology Officer  
School ICT Coordinators

Attached are copies of the Memorandum No. 00-1221-0163 dated December 28, 2021, from Usec. Alain Del B. Pascua, Undersecretary for Administration (OUA) and Unnumbered Regional Memorandum dated May 4, 2022, from Dir. Allan G. Farnazo, Regional Director of DepEd Region XI, on the conduct of monitoring and evaluation on the delivery and utilization of the related DCP packages.

This activity aims the following:

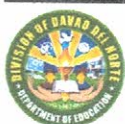
- Monitor the delivered packages.
- Validate Delivery Receipts (DR) and Inspection and Acceptance Report (IAR)
- Validate actual utilization of DCP packages.
- Verify reporting procedures and warranty claim protocol.

The personnel from ICTU and Asset Management Section shall team up with the Division IT Officer (DITO) in conducting the monitoring and evaluation. A consolidated report shall be submitted to the Office of the Assistant Regional Director on or before December 29, 2022.

Traveling and other incidental expenses relative to the conduct of monitoring and evaluation incurred by the Division IT Officer shall be charged to Division DCP MOOE, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent





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

**Office of the Regional Director**

MEMORANDUM

To : All Schools Division Superintendents / OIC – SDSs  
 Administrative Services Division Chief

Subject: MONITORING ON THE DELIVERY AND UTILIZATION  
 OF DCP PACKAGES IN SCHOOLS 2022

Date : May 4, 2022

1. Pursuant to the OUA Memorandum 00-1221-0163 re: Guidelines for the Deployment/Delivery of IT Packages under DCP FY 2020, the Information and Communications Technology Unit (ICTU) Regional Office XI shall conduct monitoring and evaluation on the delivery and utilization of the related DCP packages.
2. This activity aims the following:
  - a) Monitor the Delivered Packages;
  - b) Validate Delivery Receipts (DR) and Inspection and Acceptance Report (IAR);
  - c) Validate Actual Utilization of DCP Packages;
  - d) Verify Reporting Procedures and Warranty Claim Protocol.
3. The personnel from ICTU and Asset Management Section shall team up with the Division IT Officer (DITO) in conducting the monitoring and evaluation. A consolidated report shall be submitted to the Office of the Assistant Regional Director on or before December 29, 2022.
4. Travel and other incidental expenses relative to the conduct of monitoring and evaluation of the Regional personnel shall be charged to downloaded Program Support Fund (PSF) for DCP 2022 MOOE (SUB-ARO No. OSEC-11-22-2062), while travel and other expenses incurred by the Division ITO/ICT Coordinators shall be charged to their respective Division DCP MOOE, all subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this memorandum is desired.

DEPARTMENT OF EDUCATION RO XI

RECORDS SECTION

RELEASED

By: *[Signature]* 05222882  
 Date: 05/06/2022 Time: 11:34a

*[Signature]*  
 ALLAN G. FARNAZO  
 Director IV



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147





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

Office of the Regional Director

**DCP DELIVERY MONITORING AND UTILIZATION SCHEDULE**

#	DIVISION	DATE	REGIONAL PERSONNEL
1	Davao Occidental	May 17-20, 2022	Ricardo C. Guinto Jashua C. Wong
2	Davao del Norte	June 21-24, 2022	Ricardo C. Guinto Jashua C. Wong
3	Davao de Oro	July 26-29, 2022	Ricardo C. Guinto Pocholo C. Hernandez
4	Davao del Sur	August 23-26, 2022	Ricardo C. Guinto Jashua C. Wong
5	Tagum City	September 8-9, 2022	Ricardo C. Guinto Pocholo C. Hernandez
6	Mati City	September 6-7, 2022	Ricardo C. Guinto Pocholo C. Hernandez
7	Digos City	September 20-21	Ricardo C. Guinto Jashua C. Wong
8	IGACOS	September 22-23	Ricardo C. Guinto Jashua C. Wong
9	Panabo City	October 6-7, 2022	Ricardo C. Guinto Pocholo C. Hernandez
10	Davao Oriental	October 25-28, 2022	Ricardo C. Guinto Pocholo C. Hernandez
11	Davao City	November 8-11, 2022	Ricardo C. Guinto Jashua C. Wong



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**OUA MEMO 00-1221-0163**  
**MEMORANDUM**  
28 December 2021

**For: Regional Directors**  
**Schools Division Superintendents**  
**District Supervisors**  
**Principals and School Heads**  
**Regional and Division Supply Officers**  
**Regional and Division IT Officers**  
**School Property Custodians**  
**School ICT Coordinators**

**Subject: GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF**  
**IT PACKAGES UNDER DCP FY2020**

The Office of the Undersecretary for Administration (OUA) announces the ongoing deployment/delivery of IT Packages under DCP FY2020 thru the 3<sup>rd</sup> Party Logistics. The IT packages consist of the following items: laptop, TV set, and lapel.

The following guidelines are hereby issued for the effective and efficient deployment/delivery:

- 1. The School Property Custodian (or designated alternate) shall perform an initial checking for the delivered DCP packages** as to the physical conditions of the boxes and quantity upon delivery of the goods to the project sites/recipient schools.
- 2. AFTERSALES SUPPORT**
  - 2.1 The supplier shall maintain the IT equipment to be functional and in good running condition as a whole package by providing the post implementation support and services including:
    - (i) Operation and management of deployment and
    - (ii) deployment of support technicians for maintenance, troubleshooting, and repair purposes.



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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 @depedtayo

- 2.2 Technical Support: The Supplier must have affiliated active service centers with personnel possessing any of the following: **NC-II in Computer Hardware Servicing**, or **Licensed Electronics Technician**, or **Manufacturer's Certified Technician**, in at least **two (2) locations** (in different provinces) in every region where the equipment will be deployed. A signed notarized contract agreement between the bidder and affiliated service partner shall be included in the submission. A valid and current Business Permit shall be attached in the agreement. Bidder must submit List of Service Centers with contact details for all applicable Lots joined.
- 2.3. A **three (3)-day guarantee** to repair the unit/s upon receipt of the request/report of the recipient school shall be given. The Supplier shall ensure availability of required spare parts of hardware items for quick response time.
- 2.4. In case unit/s cannot be repaired within the three (3)-day guarantee period, the unit/s must be replaced within the maximum of seven (7) calendar days. **A replacement must be of the same branding specifications and shall be installed prior to pull-out of the defective or unrepairable unit/s.**
- 2.5. Supplier will be requested to provide the Company Profiles and Technical Support contact details. Two different mobile numbers from the main telephone companies should be provided and be operational at least 8 hours/day and 5 days/week (business hours and days).
- 2.6. Supplier shall set up and manage Helpdesk Support that shall accommodate and process all queries and troubleshooting calls within applicable business hours and business days.
- 2.7. Supplier shall accommodate and process the recipient's immediate technical support for both hardware and software. Inquiries coming from emails, phone calls, letters, and SMS from different TelCos from the recipient schools are considered official communication modes and shall be addressed accordingly.
- 2.8 Supplier shall submit monthly summary reports of received, resolved, pending, and closed issues to the DepEd ICTS -Technology Infrastructure Division at [icts.tid@dcped.gov.ph](mailto:icts.tid@dcped.gov.ph)
- 2.9. Supplier shall respond to reports indicating resolved, pending, and closed issues submitted to the DepEd ICTS -Technology Infrastructure Division as sent from [dcp.recipients@deped.gov.ph](mailto:dcp.recipients@deped.gov.ph) .



2.10. DepEd TID-ICTS shall accommodate non-supplier action report at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph) .

2.11. Supplier shall provide a technical guide (video clips) on how to install, configure, and maintain the DCP packages.

### **3. TRAINING**

A training video is provided in lieu of face to face training, and saved as a file on the laptop's hard disk drive.

### **4. WARRANTY**

4.1 A three (3)-year comprehensive and onsite warranty for the laptop computer and television set including the operation and maintenance of all licensed software products will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance.)

4.2 For the following consumable items, a standard/base warranty or minimum of one (1) year warranty shall be applied:

- Laptop Batteries
- Headsets
- Optical Mouse for Laptops

4.3 Upon receipt by the Supplier of the Procuring Entity's notice of any claims arising under this warranty, the Supplier shall immediately act upon to repair or replace the defective goods or parts thereof. The period for correction of defects in the warranty period is within seven (7) calendar days from receipt of such notice.

4.4 For defects arising from within the first half of the warranty period, as applicable, DepEd may opt to demand for recall and replacement of the defective items.

4.5 On the other hand, defects arising from the onset until the expiry of the warranty period, DepEd may ask for repairs of the defective items.

4.6 The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd. DepEd shall deduct the liquidated damages from any money due or which may become due to the Supplier or collect from any of the securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, DepEd may rescind the Contract, without prejudice to other courses of action and remedies open to it.

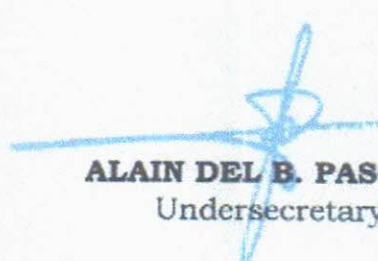



- 4.7 The Division IT Officers must consolidate all unresolved issues from the recipient schools and submit these to Regional IT Officers. The Regional IT Officers must transmit all unresolved issues to [dcp.recipients@deped.gov.ph](mailto:dcp.recipients@deped.gov.ph). The TID-ICTS will forward all concerns to the appropriate supplier. The Supplier must respond to reports indicating resolved, pending, and closed issues to DepEd ICTS - Technology Infrastructure Division.
- 4.8 DepEd TID-ICTS will accommodate non-supplier action reports at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph).

Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.

For clarifications and more information on these matters, please contact Engr. Ofelia L. Algo, ICTS-TID Chief, at [ofelia.algo@deped.gov.ph](mailto:ofelia.algo@deped.gov.ph).

For reference and strict compliance.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
BUDGET DIVISION - FINANCE SERVICE  
CENTRAL OFFICE  
DepED Complex, Meralco Avenue, Pasig City  
Philippines 1600



**SUB-ALLOTMENT RELEASE ORDER**

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA359 310200100005000 - Current Appropriations Computerization Program		<b>REFERENCE:</b> FY 2022 GAAAO dated 01/03/2022	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-11-22-2062
<b>FUND CODE:</b> 01101101		<b>LEGAL BASIS:</b> Republic Act No. 11639 - FY 2022 GAA	<b>DATE:</b> 30-Mar-22
<b>ORGANIZATION CODE:</b> 070010100000			<b>FISCAL YEAR:</b> FY 2022
<b>PURPOSE:</b> <i>Transfer of Program Support Fund for Monitoring of Various Deped Computerization Program (DCP) Packages for Regional and Schools Division Offices.</i>			
<b>To:</b> The Regional Director Regional Office - XI Davao City 007010300011			<b>Region :</b> 11
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	172,080.00
<b>AMOUNT IN WORDS:</b> *** One Hundred Seventy Two Thousand Eighty Pesos Only ***			<b>Total:</b> <u>172,080.00</u>
<b>NOTE:</b> The allotment herein sub-allotted are valid for obligation until December 31, 2023.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

**CERTIFIED CORRECT:**

**CHOLITA R. TIONG**  
Chief Administrative Officer  
Budget Division

**APPROVED:**

**ANNALYN M. SEVILLA**  
Undersecretary  
Office of the Undersecretary for Finance



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**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 @depedtayo

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:

<b>PSF</b>	<b>Activity</b>	<b>Allowable Expenses</b>	<b>Fund Class</b>
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:

<b>PSF</b>	<b>Activity</b>	<b>Allowable Expenses</b>	<b>Fund Class</b>
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

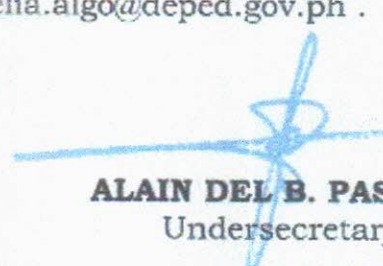

The use DCP PSF is subject to existing budgeting, accounting, auditing and procurement rules and regulations and internal policies of the Department.

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 