NOV 2018

November 27, 2018

Division Memorandum

DEPED COMPUTERIZATION PROGRAM (DCP) ORIENTATION AND COORDINATION MEETING

To: Public Schools District Supervisors
        District ICT Coordinators
        All Others Concerned

1. The DepEd Computerization Program (DCP) 2017 in now on its delivery and installation stage to all identified recipient schools in this division. With this, a thorough monitoring and evaluation shall be conducted to ensure proper utilization and to provide technical assistance on the proper documentation during delivery, installation, training and orientation, and after-sales support.

2. To strengthen the implementation of this M&E process, all district ICT Coordinators are required to attend a live-in orientation and coordination meeting on December 7-8, 2018 at Mibang Hotel, Dipolog City. Travel Expenses shall be charged against local funds.

3. Enclosed in this memorandum is the Monitoring and Evaluation tool.

4. Immediate dissemination of this memorandum is desired.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Encl.:
        As Stated
References:
        DepEd Order Nos. 28 and 105 s. 2009, and 78 s. 2010

Program of Activities

Day	Time	Activity
1	December 7, 2018	
	1:00- 2:00PM	**Registration**
	2:00 -3:00PM	**Opening Program** - National Anthem - Prayer
	3:00- 4:00PM	**Superintendents' Message**
	4:00-6:00PM	**Orientation on the School readiness and counterpart requirements**
	6:00-7:00PM	**Dinner**
	7:00-8:00PM	**Facebook for Workplace Orientation**
2	December 8, 2018	
	6:00-8:00AM	**Breakfast**
	8:00-10:00AM	**Orientation** - Delivery and acceptance procedures - After-sales and warranty - Utilization and Status reporting - ICT M&E toll **Issues and concerns**
	10:00-11:00AM	**Closing**
	11:00-12:00NN	**Lunch**

A. BASIC DETAILS

School ID

School Name

School Head

ICT Coordinator

Property Custodian

Monitoring type: ☐ First Visit   ☐ Follow-up   ☐ Special Visit

Monitoring Date(s):

B. DCP EQUIPMENT DETAILS *(if school is a recipient). Please take note of the latest 2 deliveries in the school.*

	1st Delivery		2nd Delivery	
DCP Batch/				
Year Delivered:				
Package Type:				
Warranty expiration date:				
DR Available?	☐ Yes	☐ No	☐ Yes	☐ No
IAR Available?	☐ Yes	☐ No	☐ Yes	☐ No
IRP Available?	☐ Yes	☐ No	☐ Yes	☐ No
PTR Available?	☐ Yes	☐ No	☐ Yes	☐ No

C. NON-DCP EQUIPMENT DETAILS *(if school is a recipient)*

HARDWARE TYPE	QUANTITY	ACQUIRED THROUGH		DONATED BY/ OUTSOURCED FROM
		Donated	Outsourced	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

D. COMPUTER HARDWARE PHYSICAL STATUS

HARDWARE TYPE	TOTAL QUANTITY (based from DR)			NO. OF WORKING UNITS	NO. OF UNSERVICE-ABLE UNITS	REMARKS
	DCP	D	O			
Server PC						
Workstations						

HARDWARE TYPE	TOTAL QUANTITY (based from DR)			NO. OF WORKING UNITS	NO. OF UNSERVICE-ABLE UNITS	REMARKS
	DCP	D	O			
Monitor						
System unit						
AVR						
UPS						
Printer						
Scanner						
Laptop						
Keyboard						
Mouse						
LCD Projector						
Speakers						
Others (pls specify. Use another sheet if necessary)						

Note: DCP – DCP package   D – Donated   O- Outsourced

E. E-CLASSROOM/LABORATORY CONDITIONS *(Place a ✓ mark in the appropriate column)*

INDICATOR	YES	NO	REMARKS
SECURITY & SAFETY			
• Grills are installed to doors and windows and other holes/exits from the classroom			
• A security personnel is designated			
• Doors are protected with double padlocks			
LAB ACTIVITY MONITORING			

INDICATOR	YES	NO	REMARKS
• Class schedules are readable and are posted in visible area/s			
• Logbooks are utilized			
• DCPs are available and usable by all Learning Areas			
• User guidelines are readable and are posted in visible area/s			
LEARNING ENVIRONMENT			
• The room is well-ventilated (electric fan, air-condition unit are installed)			
• Walls are free from destructive designs.			
• The computer laboratory is well-lit.			
• Chairs are sufficient in number (i.e. 50 and above)			
• Tables are in good condition.			
• The computer laboratory is clean and orderly.			
• The computer laboratory space is sufficient.			

F. CURRICULUM UTILIZATION *(List all subjects and grade level where the computer packages are used. If the space provided is not enough, use a separate sheet)*

SUBJECT	GRADE LEVEL	NO. OF HOURS PER WEEK	SCHEDULE	TEACHER

G. CONDUCT OF ICT LAC SESSIONS

1. Has the school conducted an ICT LAC Session for the current SY?   ☐ Yes ☐ No
2. No. of times the school has conducted the ICT LAC Session: _____
3. If   yes: MOVs   presented:
   _____
   _____
4. If   no,   why?
   _____
   _____
5. Topics of the LAC Sessions (enumerate in bullets):
   * _____
   * _____
   * _____
6. What topic/s do you intend to present in your future LAC Sessions? (enumerate in bullets):
   * _____
   * _____
   * _____
7. In the next ICT Literacy Training, what topics would you like to be discussed/covered? (enumerate in bullets):
   * _____
   * _____
   * _____

H. INTERNET CONNECTIVITY

Fund Source: ☐ School MOOE   ☐ Canteen   ☐Donation by_____

No. of Subscriptions: _____

Subscription Details:

ISP	TYPE	LOCATION	UTILIZATION (Curriculum or Governance)	AVERAGE SPEED (Mbps)	MONTHLY EXPENSE

I. FINDINGS

_____

_____

_____

_____

J. RECOMMENDATIONS

_____

_____

_____

_____

We hereby certify that the above information are true and correct to the best of our knowledge and belief. We understand that any false information indicated herein may greatly affect the status of this school's ICT programs and projects and good standing in the

Department of Education.

School Head	ICT Coordinator	Property Custodian
(Signature over Printed Name)	*(Signature over Printed Name)*	*(Signature over Printed Name)*

Monitored by:

_____

(Name, Designation, Signature)