



Republic of the Philippines  
Department of Education  
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



June 8, 2022

DIVISION MEMORANDUM  
OSDS-ICTU-DM- 148 s. 1011

**VALIDATION OF MONITORING TOOL FOR DEPED COMPUTERIZATION PROGRAM(DCP)**

TO : Assistant Schools Division Superintendent  
SDO Chiefs, Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Elementary & Secondary Schools  
District/School ICT Coordinators  
All others concerned

1. Pursuant to **OUA Memo 00-0422-0121** dated April 12, 2022 and Division Memo No. 207 s. 2022 dated April 27, 2022 entitled **“Monitoring Tool for DepEd Computerization Program (DCP)”**, the **Central Office-ICTS Director-IV ABRAM YC. ABANIL** will conduct an onsite visit to DCP recipient schools in Catanduanes on **July 4-8, 2022**.

2. In relation to this, School Heads through their designated School ICT Coordinators are hereby requested to prepare and check the following in preparation for the said onsite visit to school:

- a) E-classroom must be compliant with the accomplished **School Readiness Checklist (SRC)** such as; Door & window grills, Tables, Monoblock Chairs, Cabinet with Lock, proper wirings, Electric Fan – for Secondary (JHS/SHS)  
E-classroom must be placed/located at the designated/constructed ICT Room/Building provided to schools,
- b) Status of DCP IT packages provided to schools,
- c) Delivery Receipts (DRs), Inspection & Acceptance Reports (IARs), Schedule & Logbook for the Utilization of E-Classroom (4 templates) per Division Memo No. 80 s. 2021 – Guidelines on the Use of E-Classroom and ICT Equipment during the COVID-19 Pandemic, and
- d) Updated school Google Sheet

3. For queries, Technical Assistance and additional information, you may contact CP# 09291383262 or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

4. For information and guidance.

**MA. LUISA T. DELA ROSA**  
Asst. Schools Division Superintendent  
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Office of the Schools Division Superintendent



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