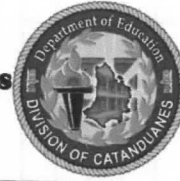




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
Virac, Catanduanes

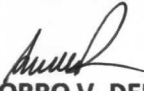
catanduanes@deped.gov.ph / catanduanesdiv15@gmail.com  
www.deped.gov.ph/catanduanes.com (052)811-4063



**DIVISION MEMORANDUM**

No. 298 s. 2019

**TO: CID & SGOD Chiefs**  
**SDO Section/Unit Heads**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Elementary and Secondary School Heads**  
**Designated District/School ICT Coordinators**  
**All other concerned**

**FROM:**   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

**SUBJECT: REQUEST FOR REPLACEMENT OF IT PACKAGES UNDER DEPED  
COMPUTERIZATION PROGRAM (DCP)**

**DATE: September 3, 2019**

In connection with the implementation of **DepEd Computerization Program (DCP)**, this Office would like to know the real status of IT packages under this program for possible inclusion in the **DCP Budget 2020**, priorities will be given to schools with the following status:

1. School is not DCP recipient;
2. The DCP IT equipment were damaged by natural calamities (like; typhoon, flood, earthquake and the like) as revealed in the Google Sheet (DCP Inventory 2019). (Please provide supporting documents like, pictures and justifications during the occurrence of said calamities); and
3. The DCP IT equipment are already beyond repair (*more than 5 years*) as revealed in the Google Sheet (DCP Inventory 2019). (Please provide supporting documents like, pictures and justifications from the hired computer technician that defective units/equipment are already beyond repair.)

Please submit the following documents:

- a. Letter request address to SDS
- b. Template for said report (please refer to the attached sheet)
- c. Supporting documents (like pictures, justifications, etc.)

To facilitate the submission of said reports, the designated District ICT Coordinators will coordinate with the designated School ICT Coordinators (*Preventive Maintenance of the school's ICT equipment and in-charge of other ICT related programs and projects*) for consolidation of report which is due on **September 9, 2019** at SDO-IT unit. Further, designated ICT Coordinators are advised to regularly update the Google Sheet shared to their accounts.

For information, guidance and compliance.

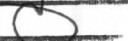
**RELEASED**

DepEd, Division of Catanduanes

**RECORDS SECTION**

Date: SEP 04 2019

Time: 8:11 Am

Initial/Signature: 

(Enclosure to DM #298 s. 2019 - Request for Replacement of IT Packages under DCP)  
DEPARTMENT OF EDUCATION - REGION V-CATANDUANES

Proposed DCP for 2020 ICT Package

SCHOOL ID	SCHOOL NAME	MUNICIPALITY/DISTRICT	BARANGAY	Existing DCP Batch	DCP Batch for replacement	REMARKS(Reason/s for Requesting DCP Package)

Requested by: \_\_\_\_\_

School ICT Coordinator  
(CP # \_\_\_\_\_)

NOTED:

\_\_\_\_\_ )  
School Head  
(CP # \_\_\_\_\_)