



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

August 31, 2023

DIVISION MEMORANDUM
OSDS-ICTU-DM- 333 s. 2023

PROGRAM SUPPORT FUND(PSF) FOR DCP REPAIR AND MAINTENANCE FY 2023

To : Assistant Schools Division Superintendent
SDO Chiefs & Staff
SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
All others concerned

1. Pursuant to the memorandum **OUA-OUT-032923-008** dated **June 20, 2023** re: **Guidelines for Regions and Divisions on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds for the Program Support Funds(PSF) under DCP** and **Regional Memo No. 395** dated **August 24, 2023** re: **Program Supports Funds(PSF) for DCP Repair and Maintenance FY 2023** that some amount of this PSF are intended for the repair and maintenance for non-working out of warranty DCP packages.

2. In relation to this, school heads in coordination with the school ICT Coordinators are requested to submit a letter request for the assistance to repair/replace parts and accessories of the non-working out of warranty DCP packages to the Schools Division Superintendent through the Information Technology Officer-I for consolidation and submission at the Regional Office for approval and inclusion to the said PSF.

3. Submission of the signed letter request and accomplished DCP Request Fund template (Enclosure 1) is until **September 12, 2023 (5:00 p.m.)** and upload through this GDrive link: <https://tinyurl.com/DCPPSF2023> shared to the respective school accounts.

4. For inquiries, email us at ictunit.ctd@deped.gov.ph

5. For information, guidance and compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent



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SCHOOL HEADING

DCP REQUEST FUND

REPAIR & MAINTENANCE (for non-working out of warranty DCP packages)

DIVISION:CATANDUANES		DISTRICT:	DATE:
SCHOOL ID	SCHOOL NAME	ITEMS TO BE REPLACED(pls specify - maximum amt to be requested ₱5,000 per item)	AMOUNT
TOTAL			
RREQUESTED BY:		NOTED BY:	
School ICT Coordinator 1		School Head	