



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


8 August 2024

DIVISION MEMORANDUM
No. 373 s. 2024

REPAIR AND MAINTENANCE FROM PROGRAM SUPPORT FUNDS FY 2024

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
All Others Concerned

1. Pursuant to memorandum OUA-OUT-011824-13-1 dated March 4, 2024 re: Guidelines for Regional and Schools Division Offices on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds for the DepEd Computerization Program-Program Support Fund (DCP-PSF), repair and maintenance of non-working/out of warranty DCP IT packages may be charged using the fund.
2. In relation to this, school heads (in coordination with the school ICT Coordinators) are requested to submit their needs for **repair or replacement of computer parts and accessories (example: laptop battery, RAM, UPS battery, keyboard, mouse, SSD, etc.)** to the Division ITO using the request template attached to this memorandum.
3. Requests will be accepted until **August 23, 2024 (5:00 p.m.)** uploaded through the MS Teams Group of School ICT Coordinators with channel name – **Letter Request for PSF FY 2024**. Grant of request is on a first-come first-served basis considering that the fund for the purpose is limited.
4. For concerns, please email ictunit.ctd@deped.gov.ph.
5. Dissemination of and compliance with this memorandum is directed.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent

DCP PSF FY 2024/ICTU
08/08/2024/jbm



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