



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

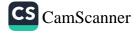






San Roque, Virac, Catanduanes

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Region V – Bicol SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure to Division Memorandum No. 373 s. 2024

(SCHOOL HEADING)

REQUEST FOR REPAIR AND MAINTENANCE (Non-working/Out of Warranty DCP packages)

DIVISION: CATANDUANES		DISTRICT:	DATE:
SCHOOL ID	SCHOOL NAME	ITEMS TO BE REPLACED (Please specify the brand and model-maximum amt to be requested P5,000 per item)	AMOUNT
TOTAL		<u></u>	L
REQUESTED BY:		NOTED BY:	
School ICT Coordinator 1		School Head	
VALIDATED BY:		APPROVED:	
JENNIFER B. METICA Information Technology Officer I		CECILE C. FERRO CESO VI Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent	

NOTE: Please attach one-page picture/s of the accessories to be replaced.









