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

UNNUMBERED MEMORANDUM
OSDS-ICTU-04-27-2023/JBM

TO   : **Assistant Schools Division Superintendent**
SDO Chiefs, Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
District/School ICT Coordinators
All Others concerned

By Authority of the Schools Division Superintendent:

FROM: **NIÑO GERARD C. CENETA**
Education Program Supervisor
Officer-In-Charge

SUBJECT: **DEPED COMPUTERIZATION PROGRAM MONITORING TOOL: DCP
PACKAGE UTILIZATION IN DEPED REGION 5**

DATE :   **April 27, 2023**

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1.   Attached is the **DepEd Computerization Program Monitoring Tool: DCP Package Utilization in DepEd Region 5** to be accomplished by the **School ICT Coordinator, District ICT Coordinator, Division ITO, SEPS for M&E** in the conduct of Monitoring and Evaluation of the DCP packages in schools which shall be done **semestral(Jan-June and July-December)** or if the need arises and shall be submitted to the Division ITO a week after the monitoring. The monitoring tool has been formulated to ensure the proper utilization of the ICT resources provided by the Central Office and that the use of computer packages and internet connectivity contributes greatly to the teaching and learning process.

2.   Further, the field is being informed that the designated District ICT Coordinators in the elementary level are responsible for the consolidation and submission of IT related reports in the elementary and secondary levels at the ICT Unit Office.

3.   For information, guidance, and compliance.

			ORD-ICT-MET-001
			VERSION 1.0
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Instructions: This Monitoring Tool will be used by the School ICT Coordinator, District ICT Coordinator, Division ITO, SEPS for SM/M&E in the conduct of Monitoring and Evaluation of the DCP Packages. The Monitoring of DCP Packages shall be done either monthly, quarterly, semestral, annual, (or if the need arises)) and shall be submitted to the Division ITO a week after the monitoring.

This Monitoring Tool has been formulated to ensure the proper utilization of the ICT resources provided by the Central Office. This will ensure that the use of computer packages and internet connectivity contributes greatly to the teaching & learning process.

Data Privacy Statement: All the data to be generated will be treated with utmost confidentiality and shall be governed by Republic Act 10173, otherwise known as the Data Privacy Act of 2012.

DATE MONITORED			
BASIC INFORMATION			
DIVISION			
SCHOOL ID			
SCHOOL NAME			
	NAME	**EMAIL ADDRESS**	**CONTACT NUMBER**
School Head			
ICT Coordinator(P&P)			
Property Custodial			
Total Enrollment - Current SY (Male)		Total Enrollment - Current SY (Female)	
Current status of Computer-Student Ratio		Number of Computer Package needed to achieve the standard Computer-Student Ratio (or ideal ratio)	

ICT PACKAGE DELIVERIES					
Batch/Code/Lot	No. of Package(s)	Package Description/Specification	DR Date	DR Number	Status of DCP Package
Eg: 2019-G4-002	1	50 Android Tablet, 1 Smart TV, 1 Laptop, 1 3in1 Multifunction Inkjet Printer, 2 Charging Cart	10/20/2021	0000001	Functional

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E-CLASSROOM/LABORATORY CONDITIONS		
SECURITY & SAFETY	**YES**	**NO**
Grills are installed to doors and windows and other holes/exists from the classroom		
Security personnel/ watchmen are designated		
Doors are protected with double padlocks		
LABORATORY ACTIVITY MONITORING	**YES**	**NO**
Class schedules are readable and are posted in visible area/s		
Logbooks are utilized		

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DCPs are available and usable by all learning areas		
User guidelines are readable and are posted in visible area/s		
LEARNING ENVIRONMENT	**YES**	**NO**
The room is well ventilated (electric fan, air conditioning units are installed)		
Walls are free from destructive designs		
The computer laboratory is well-lit		
Chairs are sufficient in number (i.e 50 and above)		
Tables are in good condition		
The computer laboratory is clean and orderly		

INTERNET CONNECTIVITY SUBSCRIPTION		
Name of Internet Service Provider	**Type of Internet Connectivity**	**Average Speed (Bandwidth)**

Who uses the DCP Packages?	☐ Teacher ☐ Pupils/Students ☐ ALS/SHS ☐ School Head ☐ Others: Pls specify _____
For what purpose is the DCP Packages used?	☐ In attending webinars/online meetings ☐ In classroom instruction ☐ In lesson planning and instructional materials preparation ☐ In preparing and submitting reports ☐ Others: Pls. specify _____
How often is the DCP Packages used?	○ Always ○ Frequent ○ Seldom ○ Never
What promising results were gained in using the DCP Packages?	
FINDINGS / OBSERVATIONS	

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ISSUES / CONCERNS	
RECOMMENDATIONS	

We hereby certify that the above information is true and correct to the best of our knowledge and belief. We understand that any false information indicated herein may greatly affect the status of this school's ICT programs and projects and good standing in the Department of Education.

SIGNATURE		
SCHOOL HEAD	**ICT COORDINATOR**	**PROPERTY CUSTODIAN**

MONITORED BY:

_____ District ICT Coordinator	**JENNIFER B. METICA** Information Technology Officer-I

SIGNATURE OVER PRINTED NAME

For the first semester(Jan-June, 2023) – due date of submission is until July 7, 2023

For the second semester (July-December, 2023) – due date of submission is until January 9, 2024

Please submit 2 copies (hardcopy) at the ICTU Office and upload the scanned copy (pdf format) at https://tinyurl.com/DCPROMonitoringTool thru the District ICT Coordinator.