



REPUBLIKA NG PILIPINAS
KAGAWARAN NG EDUKASYON
REHIYON XI
SANGAY NG LUNGSOD NG DABAW
LUNGSOD NG DABAW



Division Memorandum

No. 1107 s. 2013

TO : **DISTRICT SUPERVISORS**

Baguio District	Maa District
Binugao District	Marilog District
Buhangin District	Paquibato District
Calinan District	Piedad District
Gen Roxas	Talomo District
San Roque District	Tugbok District

SUBJECT : DEPED COMPUTERIZATION PROGRAM (DCP) BATCH 13, 16, 17, 18, 19
AND 23a E-CLASSROOM PACKAGES FOR PUBLIC SECONDARY AND ELEMENTARY
SCHOOLS AND BATCH 22 IT EQUIPMENT FOR DISTRICT ALS COORDINATORS

DATE : **DEC 04 2013**

Attached herewith is the Memorandum from the Central Office on the Implementation of DepED Computerization Program Batch 13, 16, 17, 18, 19 and 23a E-Classroom Packages for Public Secondary and Elementary Schools and Batch 22 IT Equipment for ALS District Coordinators.

Elementary Recipient schools will receive (1) host PC and six (6) Computer Terminals, (2) Projectors and (1) Laptop (no more interactive whiteboard) while Secondary recipient schools will receive (8) Host PCs and (42) Computer Terminals.

Recipient schools (see Enclosure 1) are advised to comply with the counterpart equipment see (Enclosure 1a) and follow the suggested E-Classroom layout (Enclosure 4a).

Upon the deployment of these packages, the School Head or his/her authorized representative (e.g. School Property Custodian) shall accomplish the checklist/form to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages (Enclosure 5). This form is to be submitted to the Division ICT Coordinator upon completion. Kindly ensure also the security of these packages upon the delivery and its implementation. Coordinate with local barangay officials and have an immediate plan to secure these technologies.

School recipients are also advised to fill-in the School Readiness Checklist (Enclosure 6) to be validated by the Division ICT Coordinator or any authorized representative during the validation process. Kindly email the initial School Readiness Checklist Form assessed by the School Head to alexmtan@yahoo.com on or before December 10, 2013.

Immediate and wide dissemination of this Memorandum is desired.

For strict compliance.


HELEN D. PAGUICAN, CESO V
Schools Division Superintendent ^{tan}

ADVANCE COPY OF THE MEMORANDUM



Republic of the Philippines
Department of Education

DepED MEMORANDUM

No. _____, s. 2013

**IMPLEMENTATION ON THE DEPED COMPUTERIZATION PROGRAM
(DCP) FOR BATCHES 13, 16, 17, 18, 19 AND 23a E-CLASSROOM
PACKAGES FOR PUBLIC SECONDARY AND ELEMENTARY SCHOOLS
AND BATCH 22 IT EQUIPMENT FOR DISTRICT ALS COORDINATORS
NATIONWIDE**

To: Undersecretaries
Assistant Secretaries
Regional/Bureau/Services/Center Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) through the Technical Service-Information and Communications Technology Unit (TS-ICTU) has facilitated the procurement of equipment needed for deployment of Batches 13, 16, 17, 18, 19 and 23a E-Classroom Packages for Public Secondary and Elementary Schools under the DepEd Computerization Program.

2. For effective and efficient deployment of these IT packages, the concerned Regional Director (RD) Schools Division/City Superintendents (SDSs), Regional and Division ICT Coordinators shall mobilize the ICT-Technical Committee who shall perform the following functions:

- a. Validate the readiness of the schools and compliance to the counterpart requirements using the attached School Readiness Checklist Form;
- b. Assist the schools in preparing for the delivery of IT equipments;
- c. Supervise and coordinate the delivery of IT equipments to the target recipients;
- d. Monitor the utilization of the IT equipments in their respective region;
and
- e. Submit reports on the implementation of the Program.

3. The Regional Offices (ROs)/Division Offices (DOs) through the ICT Coordinators shall be notified of the delivery schedule within the third quarter of 2013. In the meantime, the recipient schools are advised to prepare their counterpart requirements immediately.

4. The following are enclosed for reference:
 - a. Enclosure Nos. 1a-1f – Lists of Recipient Schools with Summary per Region (Batch 13, 16, 17, 18, 19 and 23a);
 - b. Enclosure No. 2 – Counterpart Requirements (Elementary & Secondary School);
 - c. Enclosure No. 3 – School Readiness Checklist Form; and
 - d. Enclosure No. 4 – Suggested E-Classroom Lay-out (Elementary & Secondary School);
 - e. Enclosure No. 5 – School Checklist of DCP Processes Form.
5. For more information, please contact **Mr. Arturo D. Tuazon**, OIC DCP/DICP at (02) 631-9636 and (02) 635-7369 or email at arturo.tuazon@deped.gov.ph or **Mr. Alvin F. Salcedo** at (02) 636-4878 or email at alvin.salcedo002@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.

BR. ARMIN A. LUISTRO FSC
Secretary

**List of Elementary School Recipients for Davao City Division
DCP – Batch 19 (2013)**

No.	School	District
1.	Aniceto Barbarona ES	Tugbok
2.	Baracayo ES	Piedad
3..	Bayabas ES	Binugao
4.	Cadalian ES	Baguio
5.	Carmen ES	Tugbok
6.	Columbus ES	Marilog
7.	Datu Libayao ES	Paquibato
8.	Dr.. Jovito S. Francisco ES (Camilo Osias) ES	Talomo
9.	Gasco ES	Piedad
10.	J.P. Laurel ES	San Roque
11.	Joaquin ES	Calinan
12.	Kibangay ES	Marilog
11.	LANGUB ELEMENTARY SCHOOL	Maa
13.	Malalan ES	Baguio
14.	Mapula ES	Paquibato
15.	Paquibato ES	Paquibato
16.	Pedro S. Carriedo ES	Buhangin
17.	Salaysay ES	Marilog
18.	Saloy ES	General Roxas
19.	Sirib ES	Calinan
20.	Talandang ES	Tugbok
21.	Tamugan ES	Baguio
22.	Tibuloy ES	Binugao
23.	Tungkalan ES	Piedad

(Enclosure 1a)

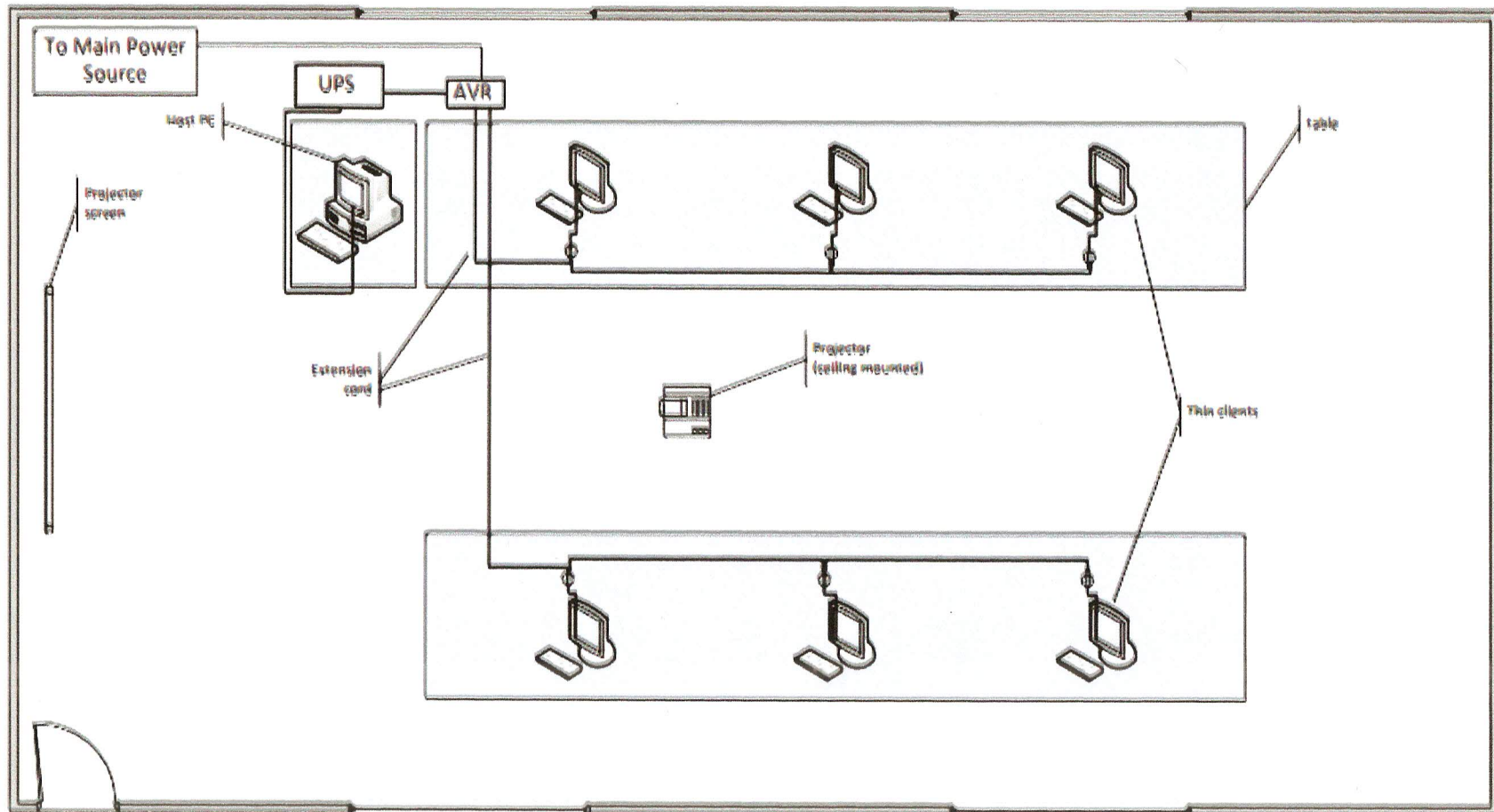
Counterpart Requirements (Elementary & Secondary School)

1. Multi-media classroom ready to house;
 - a. Elementary e-classroom Package: (1) host PC and six (6) Computer Terminals, (2) Projector and (1) Laptop.
 - b. Secondary e-classroom Package: (8) Host PC and (42) Computer Terminals
2. Computer Tables
3. Mono Chairs
4. Aircondition OR at least two (2) Electric Fans
5. Sufficient Lighting
6. Windows and Doors with iron grills
7. Proper Electrical Wirings with circuit breaker and proper electrical grounding
8. Standard electrical outlets with appropriate load capacity
9. Engaging the assistance of Barangay Officials for security mechanism

Enclosure No. 4a

Suggested E-Classroom Layout for Elementary

Enclosure no. 4a – Suggested Elementary E-Classroom Lay-out



Enclosure No. 5

CHECKLIST ON DCP PROCESS

SCHOOL NAME		SCHOOL HEAD	
ADDRESS:		DESIGNATION:	
REGION :		DIVISION :	

INSTRUCTIONS: This checklist serves to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages. The School Head or his/her authorized representative (e.g. School Property Custodian) shall accomplish this form and submit to the Division ICT Coordinator.

PROCESS	DONE	INFORMATION REQUIRED
DELIVERY		
1.	<input type="checkbox"/>	RECEIVED INFORMATION ON SCHEDULE OF DELIVERY IF NOTICE OF DELIVERY WAS RECEIVED, ↳ WHO COORDINATED WITH THE SCHOOL? _____ ↳ WHEN WAS SCHEDULE OF DELIVERY ? _____
2.	<input type="checkbox"/>	RECEIVED DELIVERED ITEMS IF ITEMS WERE DELIVERED, WHEN WAS ACTUAL DELIVERY DATE ? _____
3.	<input type="checkbox"/>	INSPECTED BOXES IF ACCORDING TO SPECIFIED QUANTITY AND IF ANY WERE OPEN, TAMPERED WITH OR NOT IN GOOD CONDITION? WERE THE BOXES IN GOOD CONDITION ? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/>	SIGNED DELIVERY WAYBILL (FOR COURIER) AND/OR DELIVERY RECEIPT (FOR AUTHORIZED/LOCAL SERVICE PARTNER)
5.	<input type="checkbox"/>	KEPT BOXES SAFE & UNOPENED UNTIL AUTHORIZED INSTALLER ARRIVES ISSUES / COMMENTS :
INSTALLATION & INSPECTION		

6.	INSTALLED DCP COMPONENTS IN SCHOOL	<input type="checkbox"/>	DATE OF INSTALLATION : _____
7.	SCHOOL INSPECTION TEAM TESTED AND INSPECTED INSTALLED EQUIPMENT AND SIGNED INSPECTION PORTION OF IAR	<input type="checkbox"/>	ISSUES / COMMENTS :
TRAINING			
8.	TRAINING OF SCHOOL TEACHERS COMPLETED	<input type="checkbox"/>	INCLUSIVE DATES OF TRAINING : _____ TO _____
9.	TRAINING CHECKLIST SUCCESSFULLY ACCOMPLISHED	<input type="checkbox"/>	NO. OF TEACHERS TRAINED : _____
10.	PS-DBM/DEPED DELIVERY RECEIPT SIGNED BY SH	<input type="checkbox"/>	
11.	INVOICE RECEIPT OF PROPERTY (IRP) INITIALED BY SCHOOL HEAD AND PROPERTY CUSTODIAN	<input type="checkbox"/>	
12.	IRP COLLECTED BY DIVISION ICT COORDINATOR	<input type="checkbox"/>	
13.	INSPECTION ACCEPTANCE REPORT (IAR) SIGNED	<input type="checkbox"/>	
14.	DR, IAR AND TC FORWARDED TO SUPPLIER	<input type="checkbox"/>	

PREPARED BY:

(Name and Signature of Authorized School Representative)

CERTIFIED BY:

(Name and Signature of School Head)



SCHOOL READINESSS CHECKLIST



SCHOOL ID: _____ **NAME OF SCHOOL:** _____

Classification (if recipient pls. check):

- Main Annex Annex A Annex B
 Campus A Campus B Campus C

Region: _____ Province: _____ District: _____ City/Municipality: _____

Division: _____ Superintendent: _____

Name of Principal/School Head: _____

Contact No./Cellphone No.: _____ E-mail: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

Name of School Property Custodian: _____ Contact No.: _____

In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.

Criteria	Yes	No	Remarks
Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
50 pieces mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
At least 2 units of stand fan or Aircon	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____

Based on the assessment above, the school is:

- Ready All criteria (1-9) were satisfactorily met
 Partially Ready Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
 Not Ready At least one of critical 1-6 is not met

RECOMMENDATIONS:

ASSESSED BY:

CONCURRED BY:

(Name and signature of Division ICT Coordinator)

(Name and signature of School Head)