



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

10 October 2023

Division MEMORANDUM
No. 540, s. 2023

**CONDUCT OF MONITORING ON THE USE OF TABLETS PROCURED BY
DIVISION OFFICE, DCP PACKAGE, AND VERY SMALL APERTURE TERMINAL
(VSAT)**

To: Public Schools District Supervisors/Districts-In-Charge
Select Elementary and Secondary School Heads
Select School Property Custodians
Select School ICT Coordinators

1. As part of our commitment to enhancing the quality of education and promoting digital literacy in our division, the office embarked on a project to provide tablets and DCP packages to schools in underserved areas. The DCP initiative, in collaboration with the ICT Unit, aims to ensure that these tablets and DCP packages are effectively utilized to support teaching and learning.
2. The purpose of this monitoring exercise is to assess the implementation of tablet and DCP package distribution and its impact on the teaching and learning process. Specifically, we aim to:
 - a. Evaluate the condition and functionality of the tablets and DCP packages provided to schools.
 - b. Ensure that educators and learners are using the tablets and DCP packages for educational purposes effectively.
 - c. Collect feedback from educators and learners about their experiences with the tablets and DCP packages.
 - d. Identify any challenges or issues faced in integrating tablets and DCP packages into the curriculum.
3. Select schools for the monitoring will prepare the following:
 - a. List of recipient learners.
 - b. Sample signed MOA.
 - c. Documentation of conduct of Parent-Learner Orientation.
 - d. Scheduling of Borrowing Tablets.
 - e. Sample outputs of the learner/s.
 - f. Checking Learning Resource Materials and software application installed.
 - g. Checking the status of the tablet.
4. The monitoring activities will take place as follows on **October 17-20, 2023**, in **Hinatuan and Lingig Districts**. The monitoring team will consist of representatives from the Division Office, the ICT Officer, and personnel from





Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

the Learning Resource Management Section (Division Librarian and Project Development Officer II).

5. Below is the attached monitoring schedule:

Date	District	Schools
October 17-18, 2023	Lingig I	Lingig NHS
	Lingig II	Anibongan IS
		Barcelona NHS
		Rajah Cabungsu IS
		Barcelona CES
		Barcelona NHS
		Sunrise IS
		Sunrise Campo ES
		Handamayan ES
		Taw-aga ES
		Salvacion ES
		Guitamondok ES
October 19-20, 2023	Lingig III	M.K. Yusingco NHS
	Hinatuan West	Bigaan NHS
		Bingcongan IS
		Dugmanon NHS
		Roxas NHS
		Tagasaka NHS
	Hinatuan South	Loyola NHS
		Tarusan IS
		Tidman NHS
	Hinatuan North	Baculin ISS
		Cambatong NHS
		Portlamon Pastor Uy NHS
		Hinatuan NCHS

6. Furthermore, it is essential that all tablets and DCP packages provided under this initiative are made available for inspection during the monitoring period.
7. Should you have any questions or require additional information, please do not hesitate to contact **Marvin G. Minguillan (ICT Officer)** at **marvin.minguillan@deped.gov.ph**
8. Please ensure that the relevant school principals and teachers are aware of this visit and are prepared to cooperate with the monitoring team. School administrators are encouraged to maintain records of tablet use and any issues encountered.



1 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 2 (086) 211-3225
 3 surigaodelsur.division@deped.gov.ph



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

9. Travel Expenses and per diems are charged on DCP PSF and shall be subject to the usual liquidation process for submission to the accounting office.
10. Immediate dissemination of this memorandum is desired.

Nelia S. Lomocso
NELIA S. LOMOCOSO PhD, CESO V
Schools Division Superintendent

Encl.: None
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

LGKG/LRMS/DM- CONDUCT OF MONITORING ON THE USE OF TABLETS PROCURED BY DIVISION
OFFICE, DCP PACKAGE, AND VERY SMALL APERTURE TERMINAL (VSAT)

Syo /October 10, 2023

