



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City
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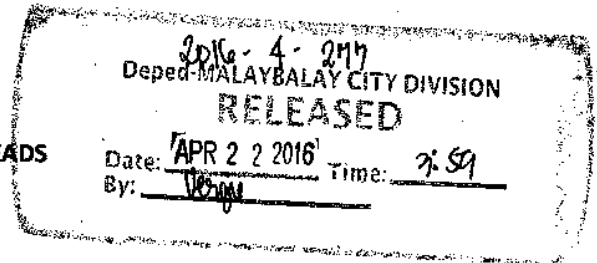


website: www.depedmalaybalay.net email: depedmalaybalay@gmail.com

DIVISION MEMORANDUM

No. 192, s. 2016

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
SCHOOL ICT COORDINATORS
SCHOOL PROPERTY CUSTODIANS**
This Division



From : **EDILBERTO L. OPLENARIA, CESO VI**
OIC, Schools Division Superintendent

Date : April 22, 2016

Re : **ORIENTATION/HANDS-ON WORKSHOP ON THE OPERATION AND MAINTENANCE OF
ICT EQUIPMENT FOR DCP BATCHES 26 & 27 E-CLASSROOM PACKAGES**

1. Pursuant to the herein DepEd Memorandum No. 106, s. 2015 dated September 23, 2015 re: *Implementation of the DepEd Computerization Program (DCP) for Batch 24 (Luzon), and Batches 26, 27, and 28 E-Classroom Packages for Public Elementary and Secondary Schools in Regions I, IV-B, VI, VII, VIII, IX, X, and CAR*, this office will conduct an orientation/hands-on workshop on the operation and maintenance of the e-classroom ICT equipment at Casisang NHS, Casisang, Malaybalay City on the following schedules, to wit:

Date	Schools
May 2 & 3, 2016 (8:00 AM – 5:00 PM)	DCP Batch 26 Recipient Schools (Elementary)
May 2, 2016 (8:00 AM – 5:00 PM)	DCP Batch 27 Recipient Schools (Secondary)

2. The participants to this orientation/hands-on workshop are the School Heads or Teacher Representative, School Property Custodians and School ICT Coordinators of the recipient schools as shown below:

Batch	District	School ID	School
27	Malaybalay City District III	325504	Bukidnon NHS - Annex Dalwangan
27	Malaybalay City District IV	314914	Casisang NHS
27	Malaybalay City District IX	303973	Managok NHS
27	Malaybalay City District IX	314920	Managok NHS - Miglamin Annex
26	Malaybalay City District II	126575	Baganao ES
26	Malaybalay City District II	126584	Kibalabag ES
26	Malaybalay City District II	126585	Kilap-agan ES

Batch	District	School ID	School
26	Malaybalay City District II	126587	Manalog ES
26	Malaybalay City District II	126594	Tag-ilanao ES
26	Malaybalay City District II	126595	Tintinaan ES
26	Malaybalay City District III	126592	Sta. Ana ES
26	Malaybalay City District V	126551	Panamucan ES
26	Malaybalay City District VI	126559	Bendolan ES
26	Malaybalay City District VI	126569	Mapayag ES
26	Malaybalay City District VII	126560	Binalbagan ES
26	Malaybalay City District VII	126562	Calawag ES
26	Malaybalay City District VIII	199511	Paiwaig ES
26	Malaybalay City District VIII	126572	San Roque ES
26	Malaybalay City District IX	126534	Bagong Silang ES
26	Malaybalay City District IX	126539	Dumayas ES
26	Malaybalay City District IX	126543	Langasihan ES
26	Malaybalay City District IX	126545	Lunokan ES
26	Malaybalay City District IX	126546	Maligaya ES
26	Malaybalay City District IX	126549	Matangpatang ES
26	Malaybalay City District X	126537	Caburacanan ES
26	Malaybalay City District X	199518	Kibalabag ES
26	Malaybalay City District X	126541	Kulaman ES
26	Malaybalay City District X	126548	Mapulo ES
26	Malaybalay City District X	259006	Tuburan ES

3. Lunch shall be provided by RedDot Imaging Philippines, Inc. while travelling and other incidental expenses shall be charged against school MODE/local funds subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and strict compliance.

Encl.:

As stated

Copy Furnished:

Records Unit

ICT Unit

TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education

23 SEP 2015

DepEd MEMORANDUM
No. **106**, s. 2015

**IMPLEMENTATION OF THE DEPED COMPUTERIZATION PROGRAM (DCP)
FOR BATCH 24 (LUZON), AND BATCHES 26, 27 AND 28 E-CLASSROOM
PACKAGES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
IN REGIONS I, IV-B, VI, VII, VIII, IX, X AND CAR**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional 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 the **Implementation of the DepEd Computerization Program (DCP) for Batch 24 (Luzon), and Batches 26, 27 and 28 E-Classroom Packages for Public Elementary and Secondary Schools in Regions I, IV-B, VI, VII, VIII, IX, X and Cordillera Administrative Region (CAR).**

2. For effective and efficient deployment of these Information Technology (IT) packages, the concerned regional directors, schools division superintendents, regional and division ICT coordinators shall mobilize their IT personnel who shall perform the following functions:

- a. validate the readiness of the schools and compliance to the counterpart requirements using the enclosed School Readiness Checklist Form;
- b. assist the schools in preparing for the delivery of IT equipment;
- c. supervise and coordinate the delivery of IT equipment to the target recipients;
- d. monitor the utilization of the IT equipment in their respective regions;
and
- e. submit reports on the implementation of the DCP and other IT equipment.

3. The heads of recipient schools are advised to prepare their counterpart requirements immediately. The regional and schools division offices, through the ICT coordinators, shall accomplish and submit the School Readiness Checklist Form for all the recipient schools prior to the deployment of the IT packages. The ICT coordinators will also be notified of the delivery schedule within the last quarter of the year. After the deployment, the ICT coordinators will accomplish and submit the School Checklist of DCP Processes.

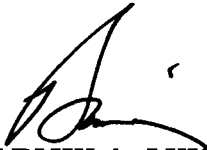
4. The following documents are enclosed for reference:

Enclosure No.	Description
1A	Summary of School Recipients (Batches 26 and 28)
1B	Summary of School Recipients (Batch 24)
2	Counterpart Requirements for DCP Recipient Schools
3	School Readiness Checklist Form
4	Suggested E-Classroom Lay-out
5	School Checklist of DCP Processes Form

5. For more information, all concerned may contact any of the following:

- **Mr. Arturo D. Tuazon**
Officer-in-Charge
DepEd Communication Program/DepEd Internet Connectivity Program
Information and Communications Technology Unit (ICTU)
Department of Education (DepEd) Central Office
Room B-103, Ground Floor, Bonifacio Building
DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 631-9636
Email Address: arturo.tuazon@deped.gov.ph
- **Ms. Christina Maureen S. Dulce**
Telephone No.: (02) 633-7264
Email Address: christina.dulce@deped.gov.ph
- **Mr. Alvin F. Salcedo**
Telephone No.: (02) 633-7264
Email Address: alvin.salcedo002@deped.gov.ph

9. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No.: 49, s. 2015

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

COMPUTER EDUCATION
DELIVERY
EQUIPMENT

INFORMATION TECHNOLOGY
PROGRAMS
SCHOOLS

Summary of School Recipients (Batches 26 - 28)

SUMMARY OF BATCH 26 - 28
Region I, IV-B, VI, VII, VIII, IX, X, & CAR

REGION	DIVISION	BATCH 26	BATCH 27	BATCH 28
I	ALAMINOS CITY	13	1	0
	CANDON CITY	13	0	1
	DAGUPAN CITY	5	1	0
	ILOCOS NORTE	200	15	0
	ILOCOS SUR	243	14	60
	LA UNION	133	14	0
	LAOAG CITY	18	0	0
	PANGASINAN I, LINGAYEN	162	23	0
	PANGASINAN II, BINALONAN	203	19	0
	SAN CARLOS CITY	14	1	0
	SAN FERNANDO CITY	11	3	0
	URDANETA CITY	12	0	0
	VIGAN CITY	7	1	0
TOTAL		1034	92	61

IV-B	CALAPAN CITY	24	1	0
	MARINDUQUE	116	8	10
	OCCIDENTAL MINDORO	91	5	3
	ORIENTAL MINDORO	186	17	7
	PALAWAN	81	9	3
	PUERTO PRINCESA CITY	21	4	0
	ROMBLON	120	5	2
	TOTAL	639	49	25

VI	AKLAN	134	19	29
	ANTIQUE	247	11	44
	BACOLOD CITY	0	2	0
	BAGO CITY	4	1	0
	CADIZ CITY	13	14	0
	CAPIZ	237	24	18
	ESCALANTE CITY	2	1	0
	GUIMARAS	43	3	6
	ILOILO	473	22	46
	ILOILO CITY	2	1	0
	KABANKALAN CITY	11	4	1
	LA CARLOTA CITY	4	1	1
	NEGROS OCCIDENTAL	126	18	4
	PASSI CITY	13	6	1
	ROXAS CITY	10	3	0
	SAGAY CITY	13	1	0
	SAN CARLOS CITY	8	0	0
	SILAY CITY	10	2	0
TOTAL	1350	133	150	

X	Bukidnon	177	22	1
	Cagayan de Oro City	8	9	2
	Camiguin	33	5	0
	El Salvador	5	1	0
	Gingoog City		5	3
	Iligan City	10	5	0
	Lanao del Norte	82	9	12
	Malaybalay City	25	4	0
	Misamis Occidental	193	7	44
	Misamis Oriental	162	18	5
	Oroquieta City	22	3	3
	Ozamis City	23	5	0
	Tangub City	39	4	4
	Valencia City	9	4	0
	TOTAL	788	101	74

CAR	Abra	146	6	53
	Apayao	26	10	8
	Baguio	2	2	0
	Benguet	198	13	70
	Ifugao	124	11	31
	Kalinga	94	7	13
	Mt. Province	142	8	38
	TOTAL	732	57	213

Counterpart Requirements (Elementary & Secondary School)

Counterpart Requirements (Batches 24, 26, 27 & 28 Schools)

1. Multi-media classroom ready to house;
 - Batch 24
 - One (1) Host PC
 - Six (6) Access terminals
 - One (1) printer
 - Two (2) projectors
 - One (1) laptop
 - One (1) multimedia speaker
 - Elementary e-classroom Package (Batch 26):
 - One (1) Host PC,
 - Six (6) Monitors,
 - Six (6) Access Terminals/ Desktop Virtualization Kits,
 - One (1) Printer,
 - Two (2) Projectors, and
 - One (1) Laptop,
 - One (1) Set of Multimedia Speaker
 - One (1) Uninterruptible Power Supply (UPS)
 - Secondary e-classroom Package (Batch 27):
 - Eight (8) Host PC,
 - Forty Two (42) Monitors,
 - 42 Access Terminals / Desktop Virtualization Kits,
 - 8 UPS,
 - One (1) Printer
 - One (1) Switch
 - Batch 28
 - One (1) Laptop
 - One (1) Projector
 - One (1) Multimedia Speaker
2. Computer Tables
3. Mono Chairs
4. Air-condition 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

School Readiness Checklist



Republic of the Philippines
Department of Education
TECHNICAL SERVICE
Pasig City, Philippines

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: _____

Principal/School Head: _____

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

School Property Custodian: _____ Contact No: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

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

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
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. 50 pieces mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. At least 2 units of stand fan	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. 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:

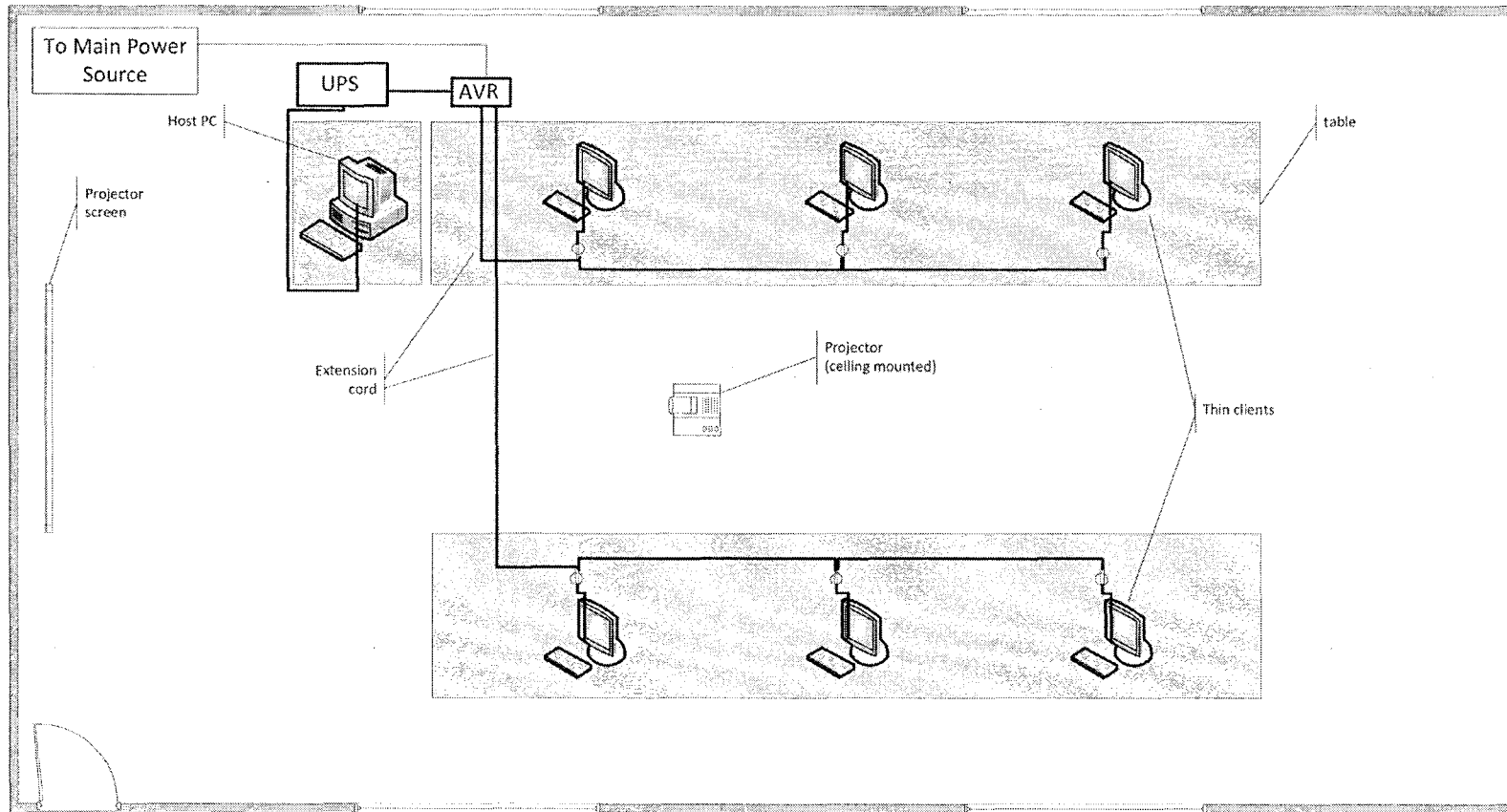
CONCURRED BY:

(Name and signature of Division ICT Coordinator)

(Name and signature of School Head)

- Suggested E-Classroom Lay-out for Elementary and Secondary Schools (Batch 26 and Batch 27)

Suggested Elementary E-Classroom Lay-out



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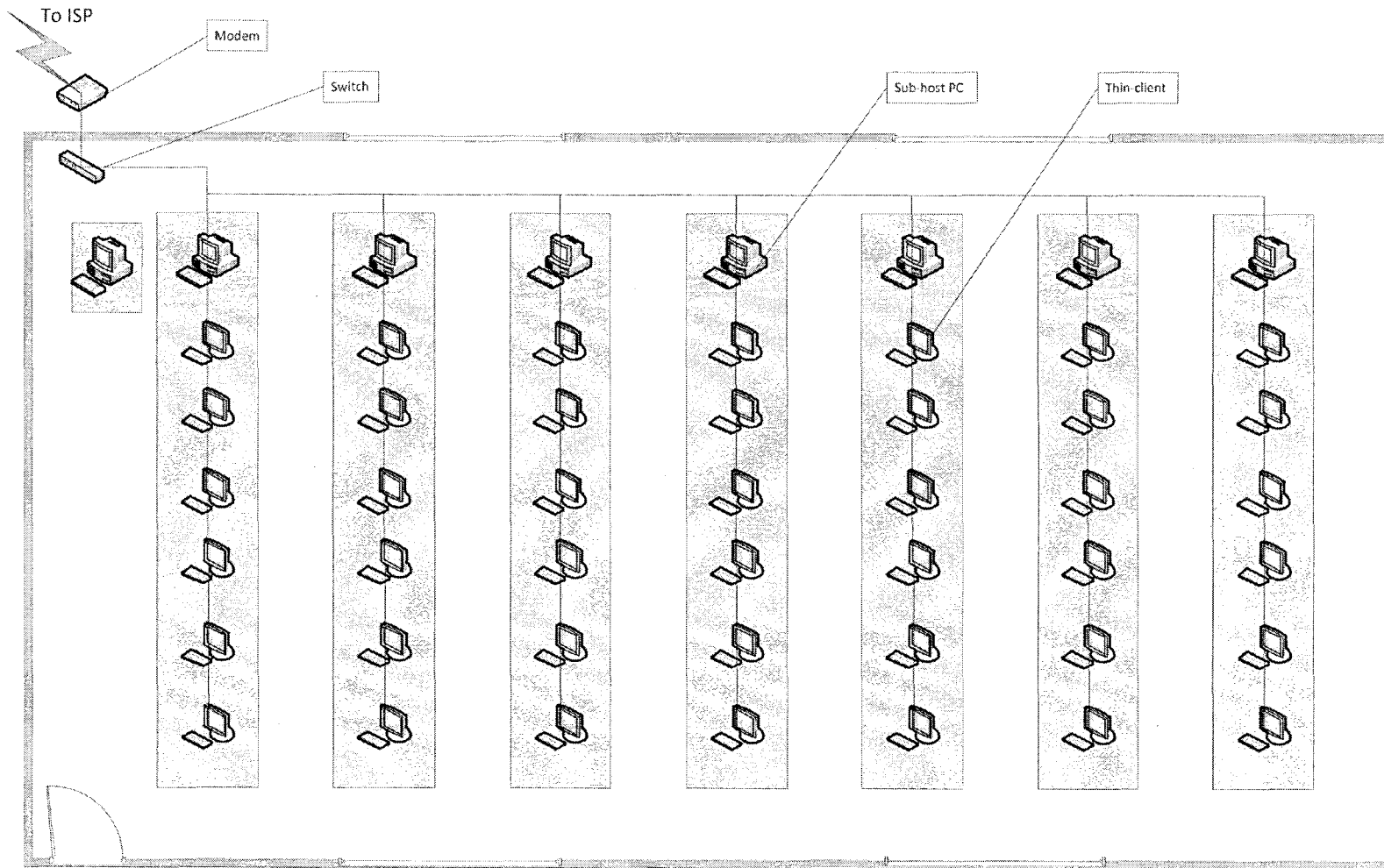


Figure 1. Secondary School Suggested Network Lay-out

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Suggested Secondary E- Classroom Lay-out



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CHECKLIST OF DCP PROCESSES

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

CHECKLIST OF DCP PROCESSES

TRAINING			
8.	TRAINING OF SCHOOL TEACHERS COMPLETED	<input type="checkbox"/>	INCLUSIVE DATES OF TRAINING : _____ TO _____ NO. OF TEACHERS TRAINED : _____
9.	TRAINING CHECKLIST SUCCESSFULLY ACCOMPLISHED	<input type="checkbox"/>	
10.	PS-DBM 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)

