

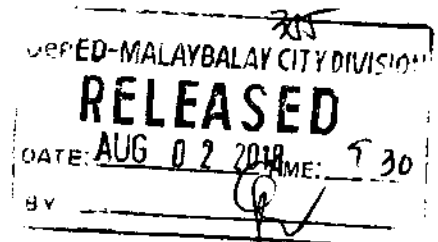


Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 355, s. 2018

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
School ICT Coordinators
This Division**



From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: August 1, 2018

Subject: **MONITORING ON THE SCHOOL READINESS OF DEPED
COMPUTERIZATION PROGRAM (DCP) BATCHES 36-44 AND DCP
UTILIZATION**

1. In adherence to the herein Region Memorandum No. 124, s. 2018 re: Validation of E-Classroom Counterpart Requirements for DepED Computerization Program (DCP) Batches 35, 36, 40-44 and Region Memorandum No. 165, s. 2018 re: Guidelines in Monitoring and Evaluation the Proper Utilization of DepED Computerization Program Packages, School Internet Connectivity, and other ICT Equipment, the ICT Unit will conduct Monitoring on the School Readiness of DCP Batches 36-44 and DCP Utilization on August 7 to November 7, 2018.

2. Further, this Office hereby advises all School Heads and School ICT Coordinators to provide a copy of the DCP packages Delivery Receipts (DR), Inspection and Acceptance Reports (IAR) and Invoice-Receipt for Properties (IRP) to the Division ICT Coordinator during the school visit.

3. Enclosed is the Schedule of Monitoring on the DCP School Readiness and DCP Utilization for your reference.

4. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As Stated

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Records Unit
ICT Unit

TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education
 Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

SCHEDULE OF MONITORING ON THE DCP SCHOOL READINESS AND DCP UTILIZATION

Date	Schools	
August 7-10, 2018	Padernal ES	
	Simaya ES	
	Binalbagan ES	
	Linabo CS	
	Managok NHS	
	Managok CS	
	Langasihan ES	
	Sawaga ES	
	Malapgap ES	
	San Martin ES	
	San Martin AINHS	
	August 14-16 & 23, 2018	Paiwaig ES
		Bagong Silang ES
Maligaya ES		
Lalawan ES		
MNHS - Annex Lalawan		
Dumayas ES		
Calawag ES		
Dapulan ES		
Apo Macote NHS		
Macote ES		
August 28-30, 2018		Lunokan ES
	Miglamin ES	
	MNHS - Annex Miglamin	
	Matangpatang ES*	
	Bangcud NHS	
	Bangcud CS	
September 4-7, 2018	Caburacanan ES	
	Kulaman ES	
	Busdi IS	
	Mapulo ES*	
	Kibalabag ES	
	Silae NHS	
	St. Peter NHS	
	St. Peter ES	
Zamboanguita CS		



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Date	Schools
	Tuburan ES
	Indalasa ES
	Silae ES
September 11-13, 2018	Malaybalay City Science Nationa HS
	Cabangahan ES
	Magsaysay IS
	Bendolan ES
	Mapayag ES*
	Aglayan CS
	Laguitas ES
	San Jose ES
September 18-19, 2018	Casisang CS
	Casisang SHS
	Mabuhay ES
	Panamucan ES*
	Natid-asan ES
October 2-4, 2018	Airport Village ES
	Malaybalay City NHS
	Malaybalay City CS
	Brgy 9 ES
	Casisang NHS
	BCT ES
	Sta. Ana ES
October 16-18, 2018	Bukidnon NHS
	Bukidnon NHS - Annex Dalwangan
	Bukidnon NHS - Annex Imbayao*
	Imbayao ES*
	Dalwangan ES
	Kapitan Angel IS
	Patpat ES
	New Ilocos ES
October 23-26, 2018	Baganao ES
	Manalog ES*
	Kibalabag IS
	Candiisan ES
	Tag-ilanao ES
	Tintinaan ES
	Can-ayan IS
	Kilap-agan ES



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Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Date	Schools
	Sumpong CS
	Kalasungay CS
	Kalasungay NHS
November 6-7, 2018	Balangbang ES
	San Roque ES



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 Website: deped.gov.ph

DepEd-X
Cagayan de Oro City
EDUKASYON

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REGION MEMORANDUM

No. 24, s. 2018

**VALIDATION OF E-CLASSROOM COUNTERPART REQUIREMENTS FOR
DEPED COMPUTERIZATION PROGRAM(DCP) BATCHES 35,36,40-44**

To: **Schools Division Superintendents**
Division Information Technology Officers (ITO)
This Region

1. Relative to Unnumbered Memorandum from Undersecretary Alain del B. Pascia, Department of Education Information and Communications Technology Services, dated January 31, 2018 entitled *Validation E-classroom Counterpart Requirements for DCP Batches 35,36,40-44 (Computer Packages for Public Elementary and Secondary Schools Nationwide)*, the Information and Communications Technology Service (ICTS) of the DepEd Central Office will conduct on-site validation of identified Schools Divisions in your respective divisions.
2. Enclosed are the Unnumbered Memorandum and schedule of school visits by divisions.
3. The ICTS Central Office personnel shall be coordinating closely with your respective Division IT Officers in the conduct of school visits.
4. Travel, accommodation, and other allowable expenses relative to the conduct of the activity shall be charged against local funds, subject to usual accounting and auditing rules.
5. For concerns, please contact **Ralph Simon L. Mabulay**, Computer Programmer II, through 09054257448 or ralphsimon.mabulay@deped.gov.ph.
6. Immediate and wide dissemination of this Memorandum is desired.

ALLAN Q. FARRAZO
Director IV

To be indicated in the Perpetual Index
under the following subject:
BCP VALIDATION ICT



REPUBLIC OF THE PHILIPPINES
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DepED-X
Marikina 2018 City

REGION MEMORANDUM

No. 105, s. 2018

12 MAR 2018

RELEASED

**GUIDELINES IN MONITORING AND EVALUATING THE PROPER UTILIZATION
OF DEPED COMPUTERIZATION PROGRAM PACKAGES,
SCHOOL INTERNET CONNECTIVITY, AND OTHER ICT EQUIPMENT**

To: **Schools Division Superintendents**
All others concerned
This Region

1. One of the Key Result Areas (KRAs) of Information Technology Officers is the Monitoring and Evaluation (M&E) of the implementation of National ICT Programs and Projects in the field such as the DepED Computerization Program (DCP) and Internet Connectivity in Schools.
2. As stated in DepED Order 78, s. 2010 entitled *Guidelines on the Implementation of the DepED Computerization Program (DCP)*, the Regional and Division ICT Coordinators (now IT Officers) shall be mobilized to:
 - a. validate the compliance of the recommended schools with the selection criteria;
 - b. assist the schools in preparing for the delivery of the computers;
 - c. supervise and coordinate the delivery of computers to the schools;
 - d. monitor the utilization of the computers in their respective divisions; and
 - e. submit reports to the Regional Office through the ICT Unit with regard to the implementation of the program.

3. The Internet Connectivity must also be properly monitored in terms of bandwidth and utilization. References for monitoring internet connectivity are as follows:

3.1. DepED Order No. 28, s. 2009 entitled *Guidelines in Accepting Information and Communication Technology (ICT) Equipment and Internet Access for Classroom Instruction and Administrative Use* stipulates that Internet Services in schools must have a minimum bandwidth size of 384 kbps.

3.2. DepED Order 105, s. 2009 entitled *Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools* likewise states that Classroom Instruction use of Internet is provided to teachers and students for the purpose of study, research, and other services/activities, which must be in the conduct of classroom instruction.

3.3. The result of the Internet Connectivity Monitoring in schools shall serve as basis for policy recommendation and appropriate action.

4. To strengthen the implementation of the process of ICT Programs and Projects, the ICT Monitoring & Evaluation Template is crafted to be used during the actual visit/s of the Regional and/or Division IT Officers to the schools.

5. Enclosed in this Memorandum are the M&E tool and the Guidelines. Strict, proper, and immediate use of the tool is advised.

6. Immediate and wide dissemination of this Memorandum is desired.

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

ICT/mabulay


ALLAN G. FARNAZO
Director IV

**GUIDELINES IN MONITORING AND EVALUATION
THE PROPER UTILIZATION
OF DEPED COMPUTERIZATION PROGRAM PACKAGES,
SCHOOL INTERNET CONNECTIVITY AND OTHER ICT EQUIPMENT**

1. Rationale

The Department of Education (DepED) annually provides public schools with ICT equipment through the DepED Computerization Program (DCP). The aim of the project is to integrate ICT in the school system and meet the challenges of the 21st century by enhancing the teaching-learning process. The project comprises the delivery and maintenance of hardware and software, and training on simple troubleshooting. With this, the elementary and secondary schools are being provided with e-classroom packages and computer laboratory packages respectively.

DepED also allots provision on Internet connectivity expenses for public schools. It is strongly recommended that schools must avail themselves of internet connectivity as it is a prerequisite to populate data in the systems such as the Enhanced Basic Education Information System (EBEIS), Learners Information System (LIS), and the Enterprise Human Resource Information System (eHRIS). Internet Connectivity allotment must be included in the School Improvement Plan (SIP).

The Local Government Units (LGUs) and stakeholders may also provide ICT equipment to schools. It is important, however, to observe and emphasize the proper utilization of said packages, which is used for teaching-learning process and/or for governance aspect.

2. Purpose

These guidelines have been formulated to ensure the proper utilization of the ICT-related resources provided by the Central Office, LGUs, and stakeholders. These will ensure that the computer packages and Internet connectivity and other ICT equipment are being used for the improvement of the curriculum and governance aspects.

3. Scope

The guidelines shall apply to all learners in the public elementary, junior high school and senior high schools, and learning centers in all public schools within Region 10.

4. Definition of Terms

- **AVR** - Automatic Voltage Regulator. A device designed to stabilize fluctuating voltage level.
- **Bandwidth** - the speed of internet connectivity; amount of data that can be transmitted in a fixed amount of time; expressed in bits per second (bps, i.e. Mbps -Megabits per second)
- **Broadband** - high-speed source of internet connectivity.
- **DCP** - DepEd Computerization Program.
- **DICP** DepEd Internet Connectivity Program.
- **DSL** - Digital Subscriber Line. Wired Internet service utilizing telephone lines.
- **Hardware** - ICT resources such as computers - system unit, monitor, keyboard, mouse, laptop, LCD Projector, speakers, printer, scanner, thin client, host PC.
- **ICT** - Information and Communications Technology.
- **ISP** - Internet Service Provider. Organization that provides services for accessing, using, or participating in the internet. (i.e. PLOT, Globe, Smart, GSM., Sky Cable)
- **Internet Connectivity** - refers to how laptops, desktops, mobile phones, gaming consoles, e-readers and tablets connect to the Internet. (ex. Wireless, Mobile, Hotspots, Dial-Up, Broadband, DSL, Cable, Satellite, ISDN, etc.)
- **IT Officer** - Information Technology Officer. In-charge of supervising the DCP and DICP, and provides technical assistance (TA) to DepED Central Office developed systems (i.e. LIS, EBEIS, eHRIS, LRMDS)
- **Router** - networking device that is commonly used to connect computers to a network; it is usually provided by the ISP as a source of internet connectivity.
- **Server/Server PC** - computer program/device that provides functionality for other programs/devices called clients.
- **Technical Assistance (TA)** - for infrastructure/hardware - refers to repair and configuration of DepED procured and donated/outsourced hardware that are outside the warranty period. Personal ICT equipment are not covered in this scope. (refer to DepED Order 95, s. 2010)
- **Thin Client** - a lightweight computer that relies on the server to perform data processing through virtualization.
- **UPS** - Uninterruptible Power Supply. An AVR that works in the absence of power.
- **WiFi** - Wireless Fidelity. A technology that allows computers and other devices to communicate over a wireless signal.

- **Workstation** - refers to a computer that has been configured to perform ICT related activities.

5. Monitoring Team

A. SCHOOLS DIVISION OFFICES

The Division IT Officer should form a Monitoring Team within his Schools Division Office. The composition of the Monitoring Team and the mobilization plan must be approved by the Schools Division Superintendent. The team shall be led by the IT Officer and shall be composed of two other members from any of the following:

- a. Staff coming from the School Governance and Operations Division preferably from the School Management, Monitoring and Evaluation Section
- b. Project Development Officer II of Learning Resource Management Section from Curriculum Implementation Division
- c. Education Program Supervisor In-charge of ICT integration in the Curriculum (preferably from CID)
- d. Staff of the ICT Unit of the schools division office, if any
- e. District ICT Coordinator

6. M&E Schedule

A. SCHOOL VISIT

Within the School Year, the Monitoring Team shall conduct school visits twice a year - one for initial visit, and one for follow up. The initial visit shall commence between June to October and the follow up shall be done four to five months after. The Regional Monitoring Team may also conduct special visits to validate the findings of the Division Monitoring Team.

B. ONLINE MONITORING

An online version of Monitoring Tool shall be provided and shall be accomplished by the school within three (3) working days after the actual monitoring. The online scheme shall serve as a Data Bank of the results of the M&E.

C. EVALUATION

Evaluation and giving of feedback to the Schools Division Superintendent and/or the Assistant Schools Division Superintendent and the Regional Director and/or the Assistant Regional Director shall be done by the respective Team Leader or IT Officer. This shall be done a week after the scheduled monitoring.

7. School Targets for the M&E

IT Officers shall opt to monitor 100 percent of the schools within their divisions for as long as it is feasible and, of course, with the approval of their Schools Division Superintendents.

Roles and Responsibilities

Listed below are the key persons for ICT M&E and their roles and responsibilities:

- 1. Regional Director (RD) or Assistant Regional Director (ARD)**
 - a. Reviews the result of the M&E together with the IT Officer and acts on problems solvable within the Region's scope.
 - b. Endorses the result of the M&E together with issues and concerns which can only be solvable by proper authority to the Central Office
- 2. Schools Division Superintendent (SDS) or Assistant Schools Division Superintendent (ASDS)**
 - a. Reviews the result of the M&E together with the IT Officer and acts on problems solvable within the Schools Division's scope.
 - b. Endorses the result of the M&E together with issues and concerns which can only be solvable by the Regional or Central Offices to the Regional Director
- 3. Regional IT Officer**
 - a. Overall in-charge of the monitoring and evaluation process
 - b. Ensures the smooth flow of the monitoring process in all schools divisions
 - c. Records the list of schools and monitoring schedules in the Data Bank and keeps track of the progress of the overall ICT M&E.
 - d. Provides the Division IT Officers a consolidated report of the Online Monitoring within three (3) days after the scheduled monitoring.

- e. e. Provides immediate solutions to problems encountered before, during, and after the monitoring process whenever unsolvable within the Schools Division's level
- f. May conduct actual field monitoring together with his/her team to validate the findings of the Division Monitoring Team

4. Division IT Officer

- a. Prepares the list of schools to be visited for the year including the schedule of the target dates for the field monitoring and furnishes the Regional Office for a copy through the IT Officer.
- b. Organizes an ICT Monitoring Team
- c. Coordinates with the Public Schools District Supervisor, School Head, and District and School ICT Coordinators before the actual monitoring
- d. Disseminates the memorandum regarding the monitoring schedule to the Field
- e. Conducts the actual monitoring in the school

5. Division Supply Officer

- a. Provides the Division IT Officer with a copy of the following documents of the DCP Packages delivered to the schools to be monitored:
 - i. Delivery Receipt(DR),
 - ii. Inspection and Acceptance Report (IAR) Additional IRP
 - iii. Invoice Receipt of Property (IAR)
 - iv. Property Transfer Receipt (PTR)

6. District ICT Coordinator (for medium and large divisions)

- a. Coordinates with the School ICT Coordinator for the smooth flow of the monitoring process
- b. May assist the Division IT Officer in the actual monitoring

7. Public Schools District Supervisor (for medium and large divisions)

- a. Disseminates the memorandum from the Division Office to the schools for the schedule of ICT monitoring
- b. Coordinates with the School head for the smooth flow of the monitoring process
- c. May assist in the actual monitoring

8. School Head

- a. Prepares documents such as the School Improvement Plan (SIP) for checking the allotments for ICT Projects i.e. Internet Connectivity
- b. May assist in the actual monitoring

9. School ICT Coordinator

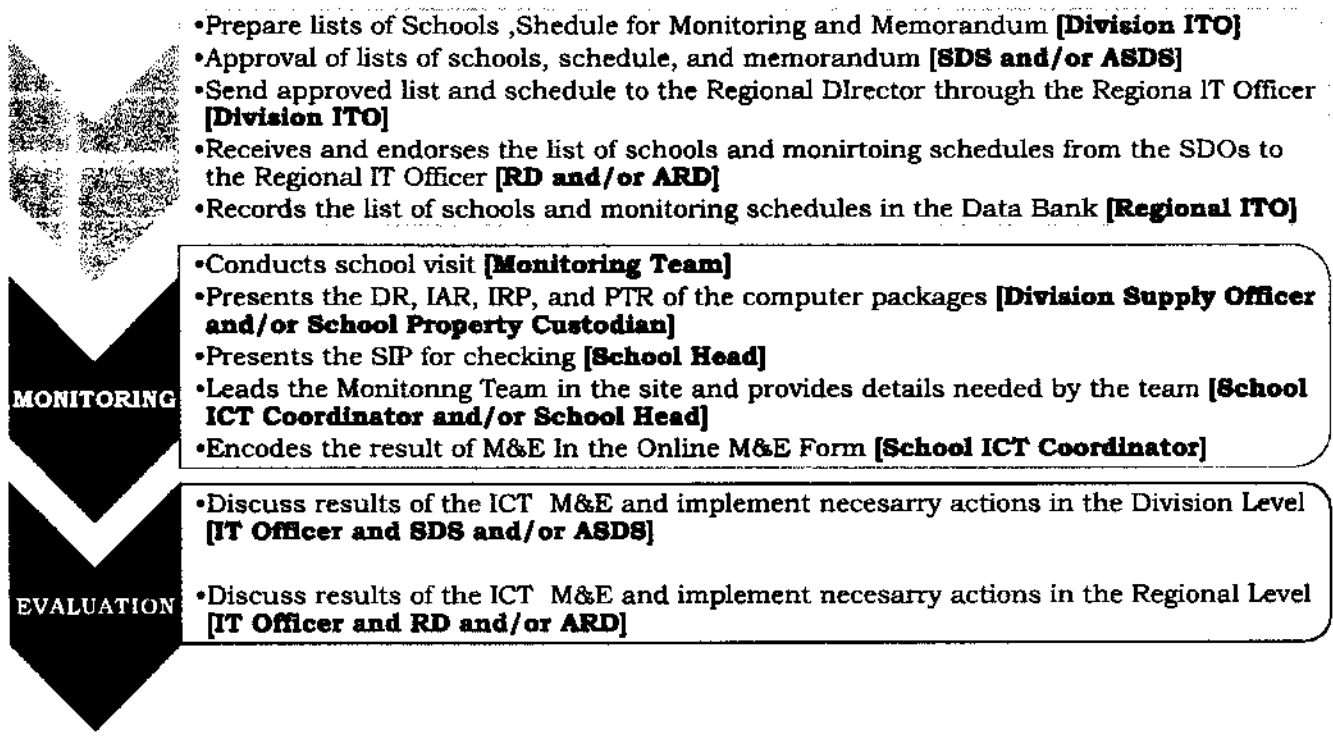
- a. Leads the Monitoring Team to the computer Laboratories/ e-classrooms to be monitored
- b. Provides the details requested by the Monitoring Team
- c. Ensures that all documents requested are available

10. School Property Custodian

- a. Ensures the availability of the copies of DR, IAR, IRP, and PTR and presents them to the Monitoring Team.
- b. Presents the DCP Inventory List to the Monitoring Team for checking

10. The M&E Activities

Presented below are the activities that should be done during ICT Monitoring and Evaluation in schools and the person/s responsible in each activity.



It is mandated that the schedule for M&E activities of the ITO and his team shall be intended only for the monitoring of proper utilization of DepED computerization program packages, school internet connectivity, and other ICT equipment.

Technical assistance for troubleshooting, repair, and maintenance must be done in a separate schedule observing protocols and processes. (e.g. approved request letter to the Schools Division Superintendent).

11. Fund Source and Allowable Expenses

The DCP Monitoring Funds downloaded by the central office to the Regional and Division Offices shall be used to cover the expenses of the M&E Activities. Furthermore, the MOOE of the Regional Office and Schools Division Offices may also be used to supplement the funds from the Central Office should it be insufficient.

For District ICT Coordinators who opt to join the monitoring team, their expenses shall be charged to their respective local funds.