



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

October 18, 2022

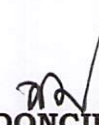
DIVISION MEMORANDUM

No. 190, s. 2022

REGIONAL MONITORING OF DEPED COMPUTERIZATION PROGRAM (DCP)

To: Assistant Schools Division Superintendent
Public Schools District Supervisors / OIC - PSDSs
School Heads of Identified Public Schools
School ICT Coordinators
School Property Custodians / Supply Officers
All Others Concerned

1. This Office informs all concerned schools that the Office of Regional Director – Information and Communications Technology Unit (ORD – ICTU) will conduct the monitoring activity for DepEd Computerization Program (DCP) Packages delivered in the Schools Division of Sorsogon Province on October 24 – 26, 2022 at various schools.
2. The DCP monitoring teams composed of ORD – ICTU personnel shall monitor schools from the municipalities of Gubat, Barcelona, Juban, Magallanes, Bulan, Matnog, and Sta. Magdalena:
 - a. Monitor the delivered DCP Packages;
 - b. Validate Delivery Receipts (DR) and Inspection and Acceptance Report (IAR);
 - c. Validate actual utilization of DCP Packages;
 - d. Validate conditions of laboratories & e-classrooms;
 - e. Validate laboratory / e-classroom internet connectivity.
3. Enclosed in this Memorandum is the monitoring tool and itinerary of the monitoring team from October 24 -26, 2022. Schools are requested not to have extravagant preparations / welcome as the monitoring team have limited time to monitor from one school to another.
4. Travel and other incidental expenses relative to the monitoring activities shall be charged against local and DCP Monitoring Fund subject to existing accounting and auditing rules and regulations.
5. For information, guidance, and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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CIP 5461/21/05/1163



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**2022 DCP Monitoring of ROV ORD – ICTU
 (Itinerary)**

October 24, 2022 (Gubat & Barcelona, Sorsogon)			
Time	School ID	School	Address
9:00 – 10:00 AM	302235	Jupi National High School	Jupi, Gubat, Sorsogon
10:00 – 11:00 AM	114211	Gubat South Central School	Panganiban, Gubat, Sorsogon
11:00 – 12:00 AM	302214	Gubat National High School	Bonifacio St., Paradijon, Gubat, Sorsogon
1:00 – 2:00 PM	302184	Barcelona National Comprehensive High School	Poblacion Norte, Barcelona, Sorsogon
2:00 – 3:00 PM	310009	San Antonio National High School	San Antonio, Barcelona, Sorsogon
3:00 – 4:00 PM	302218	Celso F. Falcotelo NHS	Macabari, Barcelona, Sorsogon

October 25, 2022 (Juban & Magallanes, Sorsogon)			
Time	School ID	School	Address
9:00 – 10:00 AM	114263	Jose G. Alindogan Central School	Tughan, Juban, Sorsogon
10:00 – 11:00 AM	302187	Juban National High School	Cogon, Juban, Sorsogon
11:00 – 12:00 AM	302186	Biriran National High School	Biriran, Juban, Sorsogon
1:00 – 2:00 PM	114292	Eduardo Lee Chan Memorial School	Banacud, Magallanes, Sorsogon
2:00 – 3:00 PM	302220	Magallanes National Vocational High School	Binisitahan Norte, Magallanes, Sorsogon
3:00 – 4:00 PM	302222	Magallanes National High School	Magallanes, Sorsogon


October 26, 2022 (Bulan, Matnog & Sta. Magdalena, Sorsogon)			
Time	School ID	School	Address
9:00 – 10:00 AM	175017	San Jose Elementary School	Sitio San Jose, Calomagon, Bulan, Sorsogon
10:00 – 11:00 AM	114027	San Francisco Elementary School	San Francisco, Bulan, Sorsogon
11:00 – 12:00 AM	302190	Bulan National High School	Zone 8, Bulan, Sorsogon
1:00 – 2:00 PM	302225	Matnog National High School	Gadgaron, Matnog, Sorsogon
2:00 – 3:00 PM	114416	Talaonga Elementary School	Lower Calpi, Talaonga, Sta. Magdalena, Sorsogon
3:00 – 4:00 PM	302245	Sta. Magdalena National High School	Barangay 4, Sta. Magdalena, Sorsogon



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 Republic of the Philippines Department of Education REGION V - BICOL		M&E ICT-001
		VERSION 1.0
		EFFECTIVITY DATE 16 August 2022
TITLE	DepEd Computerization Program Monitoring Tool: DCP Package Utilization in DepEd Region 5	Page 1 of 3

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.

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.

DATE MONITOR					
BASIC INFORMATION					
DIVISION					
SCHOOL ID					
SCHOOL NAME					
	NAME	EMAIL ADDRESS	CONTACT NUMBER		
School Head					
ICT Coordinator(P&P)					
Property Custodian					
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
<i>Eg: 2019-G4-002</i>	<i>1</i>	<i>50 Android Tablet, 1 Smart TV, 1 Laptop, 1 3in1 Multifunction Inkjet Printer, 2 Charging Cart</i>	<i>10/20/2021</i>	<i>0000001</i>	<i>Functional</i>



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**DepEd Computerization Program Monitoring Tool: DCP
 Package Utilization in DepEd Region 5**

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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	<input type="radio"/>	<input type="radio"/>
Security personnel/ watchmen are designated	<input type="radio"/>	<input type="radio"/>
Doors are protected with double padlocks	<input type="radio"/>	<input type="radio"/>
LABORATORY ACTIVITY MONITORING	YES	NO
Class schedules are readable and are posted in visible area/s	<input type="radio"/>	<input type="radio"/>
Logbooks are utilized	<input type="radio"/>	<input type="radio"/>
DCPs are available and usable by all learning areas	<input type="radio"/>	<input type="radio"/>
User guidelines are readable and are posted in visible area/s	<input type="radio"/>	<input type="radio"/>
LEARNING ENVIRONMENT	YES	NO
The room is well ventilated (electric fan, air conditioning units are installed)	<input type="radio"/>	<input type="radio"/>
Walls are free from destructive designs	<input type="radio"/>	<input type="radio"/>
The computer laboratory is well-lit	<input type="radio"/>	<input type="radio"/>
Chairs are sufficient in number (i.e 50 and above)	<input type="radio"/>	<input type="radio"/>
Tables are in good condition	<input type="radio"/>	<input type="radio"/>
The computer laboratory is clean and orderly	<input type="radio"/>	<input type="radio"/>


INTERNET CONNECTIVITY SUBSCRIPTION

Name of Internet Service Provider	Type of Internet Connectivity	Average Speed (Bandwidth)

Who uses the DCP Packages?	<input type="checkbox"/> Teacher <input type="checkbox"/> Pupils/Students <input type="checkbox"/> ALS/SHS <input type="checkbox"/> School Head <input type="checkbox"/> Others: Pls specify _____
For what purpose is the DCP Packages used?	<input type="checkbox"/> In attending webinars/online meetings <input type="checkbox"/> In classroom instruction <input type="checkbox"/> In lesson planning and instructional materials preparation <input type="checkbox"/> In preparing and submitting reports <input type="checkbox"/> Others: Pls. specify _____
How often is the DCP Packages used?	<input type="radio"/> Always <input type="radio"/> Frequent <input type="radio"/> Seeldom <input type="radio"/> Never
What promising results were gained in using the DCP Packages?	

FINDINGS / OBSERVATIONS

ISSUES / CONCERNS

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RECOMMENDATIONS		
<p><i>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.</i></p>		
SIGNATURE		
SCHOOL HEAD	ICT COORDINATOR	PROPERTY CUSTODIAN
MONITORED BY:		
SIGNATURE OVER PRINTED NAME		

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