




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEP-ED OCCIDENTAL MINDORO
RELEASED
DATE: APR 06 2022
DIVISION OFFICE
MAMBURAO

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM 000142

To : **OIC, Assistant Schools Division Superintendent
CID and SGOD Chiefs
All Elementary and Secondary School Heads
All School and District ICT Coordinators
All Others Concerned**

From : 
LYNN G. MENDOZA
OIC - Schools Division Superintendent

Subject : **MONITORING, MAINTENANCE AND REPAIR OF DCP
PACKAGES IN ALL PUBLIC ELEMENTARY AND SECONDARY
SCHOOLS**

Date : April 6, 2022

Relative to OUA MEMO 00-0322-0165 dated March 10, 2022 re: *Implementing Guidelines on the Use of Program Support Fund (PSF) for DCP FY 2022*, the Schools Division of Occidental Mindoro through the Information and Communications Technology Unit, shall conduct monitoring, and recommend maintenance measures, and possible repair of DCP Packages in all public elementary and secondary schools starting April 26, 2022.

The activity aims to: (1) to oversee the conduct of implementation of the the DCP and the utilization of the package/s, (2) conduct inventory of the school ICT equipment, (3) perform preventive maintenance and repair of the computers, when applicable, (4) assist the school ICT coordinator in reporting to the Regional and Central Offices about defective DCP Packages that are still under warranty, and (4) make a report on the defective ICT Equipment that are out of warranty and/or computer parts that need replacement.

The monitoring team shall be composed of the Division ITO and Representative/s from the Division Administrative Section - Supply Unit.

All School ICT Coordinators or School Heads are asked to fill out the DCP Monitoring Survey Form using the Google Form with the link: <https://bit.ly/DCPOcciMin2022>. DepEd email address shall be prompted once accessing the link. The deadline of filling out the survey form is on April 19, 2022.

ICTU/SVRI



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For other queries, you may send an email to sherwinvictor.iledan@deped.gov.ph.

Immediate and wide dissemination of this Memorandum is enjoined.

A handwritten signature in black ink, appearing to be 'Maced' or similar, located at the bottom right of the page.