



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

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/OIC-PSDSs
Heads, Public Elementary and Secondary Schools
District/School ICT Coordinators
School Property Custodians
All Others Concerned

FROM:  **WILLIAM E. GANDO, CESO VI**
Schools Division Superintendent

**SUBJECT: SUBMISSION OF DEPED COMPUTERIZATION PROGRAM
MONITORING TOOL: DCP PACKAGE UTILIZATION**

DATE: February 27, 2024

1. In compliance to the DepEd Regional Office V, re: DepEd Computerization Program Monitoring Tool: DCP Package Utilization in Region 5 which ensures that the use of computer packages and internet connectivity contributes greatly to the teaching & learning process.
2. This Office hereby directs all schools to submit the accomplished DepEd Computerization Program Monitoring Tool to their respective District Office to be submitted to SDO Sorsogon – ICT Unit no later than March 8, 2024. The accomplished monitoring tool will be used during the conduct of the monitoring of schools. The soft copy of the monitoring tool can be downloaded at: <https://bit.ly/SorMonToolDCP>.
3. Public Schools District Supervisors/OIC-PSDSs are requested to check the compliance of the submission of schools in their respective district.
4. For your information, guidance and compliance.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



Republic of the Philippines
Department of Education
 REGION V - BICOL

M&E ICT-001
VERSION
 1.0
EFFECTIVITY
DATE
 16 August 2022

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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
Eg: 2019-G4-002	1	50 Android Tablet, 1 Smart TV, 1 Laptop, 1 3in1 Multifunction Inkjet Printer, 2 Charging Cart	10/20/2021	0000001	Functional



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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



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	<input type="checkbox"/> Others: Pls. specify _____	
How often is the DCP Packages used?	<input type="radio"/> Always <input type="radio"/> Frequent <input type="radio"/> Seldom <input type="radio"/> Never	
What promising results were gained in using the DCP Packages?		
FINDINGS / OBSERVATIONS		
ISSUES / CONCERNS		
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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