

#### **DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



March 3, 2017

DIVISION MEMORANDUM No.  $\underline{145}$  s., 2017

#### **DCP PROJECT MONITORING**

TO: Assistant Division Superintendents
Education Supervisors/Coordinators
District Supervisors/OIC
Elementary and Secondary School Heads
School, District and Municipality ICT Coordinators
All Others Concerned

- 1. School ICT Coordinators will prepare 4 copies of DCP Report enclosed in a folder. 1 for the school, 1 for the District, 1 for the Division and 1 for the Region. The DCP Report Folder composed of the following.
  - a. Maintenance Schedule Plan
  - b. Technical Service Information Communication and Technology Unit School Monitoring Report for the DepEd Computerization Program
  - c. School Readiness Checklist
  - d. Computer Laboratory Monitoring Report
  - e. ICT Action Plan for the Year 2017-2018
  - f. Quarterly Accomplishment Report as ICT Coordinator
- 2. MUNICIPAL/DISTRICT ICT Coordinator will conduct an ocular visit to all schools in his/her municipal/district regarding the DCP PROJECT MONITORING.
- 3. DIVISION ICT TEAM will visit the District/Municipal ICT coordinator to collect the consolidated DCP Report then randomly visit the schools to validate the DCP Report.
- 4. The objective of this activity is to provide quality assurance, technical assistance and to monitor and evaluate the utilization of the computers and other equipment provided under dcp project and other source.

- 5. There will be three monitoring months in each calendar year. These are March, July and September.
- 6. In this regard please accomplish the DCP Report on March, July and September every year.
- 7. Please refer to attached forms.
- 8. Strict compliance of this Memorandum is directed.

RHEA MAR A ANGTUD, Ed.D., CESO VI Schools Division Superintendent

rmaa/ictu/efm



#### **Department of Education**

Region VII, Central Visayas

#### **DIVISION OF**

Division Office Address



#### MAINTENNANCE SCHEDULE PLAN

TRAINING INSTITUTION : <TYPE NAME OF SCHOOL>

NAME OF LABORATORY <TYPE NAME>

LABORATORY IN-CHARGE : <TYPE IN-CHARGE>

FACILITIES/EQUIPMENTS: COMPUTER HARDWARE													
is in	LIST OF ACTIVITIES		JULY								UST	IST	
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7.	Clean the System Unit from dust (internal)												YAZ.
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#### **Department of Education**

Region VII, Central Visayas

#### **DIVISION OF**

Division Office Address



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13.	3. Check the functionality of the System Unit												
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Legend: Plan = Actual = \*\*\* =  $1^{st}$  Week W2 =  $2^{nd}$  Week W3 =  $3^{rd}$  Week W4









#### **DEPARTMENT OF EDUCATION**

### TECHNICAL SERVICE - INFORMATION COMMUNICATION AND TECHNOLOGY UNIT SCHOOL MONITORING REPORT FOR THE DEPED COMPUTERIZATION PROGRAM

		NAME O	F SCHOOL:					<del></del>
Classificatio		t pls. check): □ Main	□ Annex □ Campu			l Annex B l Campus C		
DCP Batch:				<u> </u>	C'' 44			
Region: Division:	Province:		Superint	District: endent:	City/Mur	nicipality:	<del> </del>	<del></del>
Name of Co	/Celiphone N mputer Labo	io.: ratory In-Cha	rge:		t	E-mail:		
Tel. No. (of	the school):		Fax	No		E-mail:		<u> </u>
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	rical Outlets it Breaker			<del>-</del>	•••	<del></del>	<del></del>	
	hone Line/s							

No. of ISP's	Internet Service	Provider	Speed	CIR	Type of Connec	tion MSF
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Hired	security personnel				□Day □Night	. i en, calaliga;)
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3	□Day □Night □Day □Night □Day □Night
☐ Others, pls. specify:	□Day □Night □Day □Night
PURPOSE OF USAGE  □ For Technology and Livelihood Education (ICT Literacy) □ Tool for teaching across subjects areas (pls. check the ap □ Math □ Science □ English □ F □ To accomplish clerical and administrative tasks of teacher □ To accomplish clerical and administrative tasks of non-teat □ To provide IT access to the community for training and so Purpose □ IT Training □ Seminars □ Others (pls. specify)	Filipino □ AP □ MAPE rs. aching personnel. eminar. Pls. specify the:
Does the computer laboratory have class schedule?   No (A	if yes, please attached)
b. Service Provider: Con	 ntact no.:
c. Date of Delivery: Con d. Local Service Provider: Con f. Average Response Time:	ntact no.:
☐Within the day ☐After 2 days ☐After 3 days ☐More g. Average Resolution Time:	than 5 days
□Within the day □After 2 days □After 3 days □More h. Field Service Report: □With □Without	than 5 days
E. OTHER DOCUMENTS: (check if properly accomplished by the Property Cus  a. Delivery Receipt	stodian /the Principal / School ICT Coordinator)

.. . . . . .

DepED Central Office:	DepED Region/Division/School I.T. Coordinato
Name:	Name:
(Pls. sign over printed name)	(Pls. sign over printed name)
NOTED BY:	
	Date Accomplished:
PRINCIPAL (Pls. sign over printed name)	

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#### Department of Education

#### INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Pasig City, Philippines

SCHOOL ID: NA	ME OF SCHOOL: $\_$		
Classification (if recipient pls. che	eck)		
☐ Main	☐ Annex	☐ Annex A	☐ Annex B
	☐ Campus A	☐ Campus	B Campus C
Region: Province:	District		City/Municipality:
Division:	Sup	erintendent:	
Name of Principal/School Head:			
			nail:
			nail:
			E-mail:
			,
the Division ICT Coordinator accor		criteria. Pleas	se tick appropriate box.
the Division ICT Coordinator accor  Criteria  1. Multi-media Classroom  2. Computer Tables	ding to the following	criteria. Pleas	se tick appropriate box.  Remarks
the Division ICT Coordinator accor  Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron	rding to the following n grills	Yes No	se tick appropriate box.  Remarks
Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron 4. Proper electrical wirings and	rding to the following  a grills  outlets duly certified	Yes No	se tick appropriate box.  Remarks
the Division ICT Coordinator accor  Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron	rding to the following  a grills  outlets duly certified  ian	Yes No	Remarks
<ul> <li>Criteria</li> <li>Multi-media Classroom</li> <li>Computer Tables</li> <li>Windows and Doors with iron</li> <li>Proper electrical wirings and by the Municipal/City Electrical</li> </ul>	rding to the following  a grills  outlets duly certified  ian  y mechanisms	Yes No	Remarks
<ul> <li>Criteria</li> <li>Multi-media Classroom</li> <li>Computer Tables</li> <li>Windows and Doors with iron</li> <li>Proper electrical wirings and by the Municipal/City Electricity</li> <li>Provision of adequate security</li> </ul>	rding to the following  a grills  outlets duly certified  ian  y mechanisms	Yes No	Remarks
Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron  4. Proper electrical wirings and by the Municipal/City Electric  5. Provision of adequate securit  6. School Inspectorate team we	rding to the following  a grills  outlets duly certified  ian  y mechanisms	Yes No	Remarks
<ol> <li>Criteria</li> <li>Multi-media Classroom</li> <li>Computer Tables</li> <li>Windows and Doors with iror</li> <li>Proper electrical wirings and by the Municipal/City Electricity</li> <li>Provision of adequate security</li> <li>School Inspectorate team we</li> <li>50 pieces mono chairs</li> </ol>	rding to the following  a grills  outlets duly certified  ian  y mechanisms	Yes No	Remarks
Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron  4. Proper electrical wirings and by the Municipal/City Electricity  5. Provision of adequate security  6. School Inspectorate team we  7. 50 pieces mono chairs  8. At least 2 units of stand fan	rding to the following  a grills  outlets duly certified  ian  y mechanisms	Yes No  Griteria. Pleas	Remarks
Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron  4. Proper electrical wirings and by the Municipal/City Electricity  5. Provision of adequate security  6. School Inspectorate team we  7. 50 pieces mono chairs  8. At least 2 units of stand fan  9. Sufficient electrical lighting	n grills outlets duly certified ian y mechanisms are organized	Yes No	Remarks
Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron  4. Proper electrical wirings and by the Municipal/City Electric  5. Provision of adequate securit  6. School Inspectorate team we  7. 50 pieces mono chairs  8. At least 2 units of stand fan  9. Sufficient electrical lighting	n grills outlets duly certified ian y mechanisms are organized	Yes No	Remarks
Criteria  1. Multi-media Classroom  2. Computer Tables  3. Windows and Doors with iron  4. Proper electrical wirings and by the Municipal/City Electrical  5. Provision of adequate securit  6. School Inspectorate team we  7. 50 pieces mono chairs  8. At least 2 units of stand fan  9. Sufficient electrical lighting	n grills outlets duly certified ian y mechanisms are organized  he school is:   Crit	Yes No  Yes No  O O  O O  O O  O O  O O  O O  O O	Remarks

**RECOMMENDATIONS:** 



#### Department of Education

### INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE Pasig City, Philippines

ASSESSED BY:	CONCURRED BY:
(Name and signature of Division ITO)	(Name and signature of School Head)



## Republic of the Philippines Department of Education

Region VII, Central Visayas

Division of \_\_\_\_\_

#### **<SCHOOL NAME>**

<School Address>



#### **COMPUTER LABORATORY MONITORING REPORT**

SCHOOL ID:	NAME OF SCHOOL:		
Address:	•		
Tel. No. (Of the school):	Fax No.:	Email:	
Name of the Comp. Lab.:			
Location of the Laboratory:			
CONTACT PERSON(S):			
School Head:			
Contact Number:		E-mail:	
ICT Coordinator:			
Contact Number:		E-mail:	
Lab In-Charge:	·		
Contact Number:	.,	E-mail:	

#### A. INVENTORY

#### ICT Equipment:

,	DCP - D	epEd Compi	uterization	Program	LGI	J – Local Go	vernment l	Jnit	<sub>=</sub>
Equipment	Items Received	Date Received	Working Units	Defective Units	Items Received	Date Received	Working Units	Defective Units	Total
SYSTEM UNIT	•								
MONITOR									
KEYBOARD	-								
MOUSE									
UPS									
AVR									
PRINTER									
W-ROUTER									
SWITCH									
SPEAKERS									
RECOVERY CD									
UTILITY CD / DRIVERS									
Others:		- V .*	, each		1 × 2 × 1				





#### <SCHOOL NAME>

<School Address>

Remarks:					

	NGO -	Non-Gover	nment Orga	nization	Othe	er Donors (P	TA, Alumni,	, etc)	_
Equipment	Items Received	Date Received	Working Units	Defective Units	Items Received	Date Received	Working Units	Defective Units	Total
SYSTEM UNIT									
MONITOR									
KEYBOARD									
MOUSE									
UPS									
AVR									
PRINTER									
W-ROUTER									
SWITCH						,			
SPEAKERS		:							
RECOVERY CD									
UTILITY CD / DRIVERS									
Others:		distribution		ing. Sign in Ver all is the de	and a substitution	Art Carrier	e e e e e e e e e e e e e e e e e e e		:

#### Facilities:

Facilities Working Defective Total Sponsor/Donor Detail/Remarks	
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Division of \_\_\_\_\_

<SCHOOL NAME>

<School Address>



Air-Condition Units				
Computer Tables			ĺ	
Chairs				
Electrical Outlets				
Circuit Breaker				
Telephone Line/s				
Generator				
LAN Connection			ŀ	
Electric Fan			ĺ	
Fire Extinguisher				
Others:	, decides,	to the suppose	er salvarjeja	January Commission (1995) And the second of the second
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#### **Tools and Materials:**

Tools:	Working	Defective	Total	Sponsor/Donor	Detail/Remarks
• • • • • • • • • • • • • • • • • • •					
Materials:	MOOE	Donated	Total	Sponsor/Donor	Detail/Remarks
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**Electrical Wiring:** 

## Republic of the Philippines **Department of Education**Region VII, Central Visayas

Division of \_\_\_\_\_

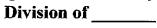
#### <SCHOOL NAME>

<School Address>



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#### <SCHOOL NAME>

<School Address>



☐ Very Good Remarks:	☐ Good	☐ Needs Improvement
Window Grills:  ☐ Very Good  Remarks:	☐ Good	☐ Needs Improvement
Door Grills:  Uery Good  Remarks:	☐ Good	□ Needs Improvement
Furniture (Tables, Chairs, Cabi ☐ Very Good Remarks:	nets and others):	□ Needs Improvement
Variable /Tananatus of the		
Ventilation/Temperature of th  ☐ Very Good  Remarks:	Good	☐ Needs Improvement
Occupational Health and Safet  Very Good  Remarks:	ty (OHS): ☐ Good	☐ Needs Improvement
Security of Facilities: ☐ Very Good Remarks:	☐ Good	□ Needs Improvement



Division of \_\_\_\_\_



<School Address>



#### **B. COMPUTER UTILIZATION**

PURPOSE OF USAGE									
Check if applicable:									
☐ For Class in EPP/TLE/TVE/TVL (pls. specify of	class)								
☐ Tool for teaching across subject areas (pls.		cable subject/s)							
☐ Math ☐ Science ☐ English ☐ Fi	☐ Math ☐ Science ☐ English ☐ Filipino ☐ AP ☐ MAPEH ☐ EsP ☐ Mother Tongue								
☐ To accomplish clerical (LIS, EBEIS, and other	ers) and adminis	trative tasks of teachers.							
☐ To accomplish clerical and administrative t	•								
☐ To provide ICT access to the DepEd and Br		<del>-</del> -							
Purpose		, ,,							
☐ ICT Training									
☐ Seminars									
☐ Others (pls. specify)									
Type of User									
□ LGU									
☐ Out-of-School									
Youth									
☐ Brgy. Official									
□ PTA									
☐ Others (pls. specify)									
Does the Computer Laboratory have a Log Book?	☐ Yes	□ No (if yes, pls. attached the latest)							
Does the Computer Laboratory have Class Schedule?	☐ Yes	□ No (if yes, pls. attached)							
Does the Computer Laboratory have Physical Layout?	☐ Yes	□ No (if yes, pls. attached)							
Remarks:	<del> </del>								
C. RECOMMENDATION:									
C. NECOMMENDATION.									

Prepared by:



Division of \_\_\_\_\_

### <SCHOOL NAME>

<School Address>



Lab/Shop In-Charge	Schools ICT Coordinator
Noted:	Appoved:
FPP/TLF/TVF/SHS Coordinator	School Head





<School Address>

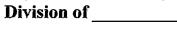


#### ICT ACTION PLAN FOR THE YEAR 2017 - 2018

	AREA OF CONCERN	OBJECTIVES	STRATEGIES	TIME FRAME	PERSONS INVOLVED	SUCCESS INDICATORS
l.	Students Development	•	•		•	•
11.	Staff/Instructors Professional Growth Development	•	•		•	•
111.	Physical Facilities	•	•		•	
IV.	Curriculum Development	•	•			•
V.	ICT Integration	•	•		•	•
VI.	Follow-Up, Monitoring and Evaluation	•	•		•	•
VIII.	Special Programs	•	•		•	•
IX.	Other Functions	•	•		•	•

Prepared by:		Approved:		
<u></u>	ICT Coordinator		School Head	







<School Address >



#### **QUARTERLY ACCOMPLISHMENT REPORT AS ICT COORDINATOR**

NAME					SUBJECT TAUGHT					
SEMESTER (Check the Box	1 1 1 1 3 3 1 1 4	☐ 2 <sup>ND</sup> 5	SEM	MONTH (Range)		SCHOOL YEAR				
			l	· · · - · · · · · · · · · · · · · · · ·						
	AREA				ACCOMPLISHMENT					
STUDENT DEVELOPMENT			•							
PROFESS	IONAL DEVELO	PMENT	•							
LABORA	TORY DEVELOP	PMENT	•							
CURRICU	ILUM DEVELOP	MENT	•							
	LINKAGES		•							
Prepared by:					Noted:					
ICT Coordinator						School Head				