



DEPED-TAY-DM-OSDS-19- 252

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISOR (CID)
CHIEF EDUCATION SUPERVISOR (SGOD)
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
SCHOOL ICT COORDINATORS
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT : BAYANIHAN SA DCP NG MGA PAARALAN

DATE : AUGUST 15, 2019

1. Relative to the implementation of “Bayanihan sa DCP ng mga Paaralan”, a division project for the utilization and maintenance of DCP computer packages, following DepEd Memorandum Dated January 14, 2019 on **Guidelines on the Conduct and Utilization of the DepEd Computerization Program Implementation Support Fund**, this office will conduct this project to all schools in the division within the month of August, 2019.
2. Enclosed are the technical assistance and preventive maintenance schedule, and monitoring form. Schools with reported assistance before the month of August have provided technical assistance on August 9, 2019.
3. This also serves as travel order of the following team leaders. They are advised to conduct the activity after their classes.

Name	School
Marlon P. Villa	Luis Palad IHS
Ma. Cecilia P. Pagana	Luis Palad IHS
Edmar G. Rada	Tayabas City Stand Alone SHS
Ronan Thaddeus D. De los Santos	Rosario Quesada MNHS

4. Immediate dissemination of this memorandum is desired.

Encl.:
As stated



Schedule of Technical Assistance

Name of Schools with TA Request	Date
1. Tayabas East CS II	August 9, 2019
2. Tayabas West CS II	
3. North Palale ES	
4. South Palale ES	

Preventive Maintenance Schedule to Schools

Team A		Team B	
Team Leaders: 1. Edmar Rada 2. Ronan Thaddeus De los Santos		Team Leaders: 1. Marlon Villa 2. Maria Cecilia Pagana	
School	Date	School	Date
North Palale ES	August 9, 2019	TECS I	August 23, 2019
South Palale ES	August 9, 2019	TECS II	August 9, 2019
East Palale ES	August 16, 2019	TECS III	August 23, 2019
West Palale ES	August 16, 2019	TWCS I	August 23, 2019
Lawigue ES	August 16, 2019	TWCS II	August 9, 2019
Valencia ES	August 20, 2019	TWCS III	August 27, 2019
Busal ES	August 20, 2019	TWCS IV	August 23, 2019
West Palale NHS	August 16, 2019	Ipilan Alitao ES	August 27, 2019
TCDSASHS	August 23, 2019	Lalo ES	August 27, 2019
Ilasan ES	August 20, 2019	Potol ES	August 30, 2019
Katigan Alupay ES	August 20, 2019	Malao-a Calantas ES	August 28, 2019
Masin ES	August 20, 2019	Bukal ES	August 28, 2019
Alsam ES	August 22, 2019	Gibanga ES	August 28, 2019
Lakawan ES	August 22, 2019	Kalumpang ES	August 30, 2019
Pandakake ES	August 22, 2019	FELES	August 30, 2019
Mate ES	August 23, 2019	Domoit ES	August 30, 2019
Wakas ES	August 23, 2019	Dapdap IS	August 29, 2019
Rosario Quesada MNHS	August 23, 2019	LPIHS	August 29, 2019
Schedule for Schools not provided with TA due to other division activities		August 29-30, 2019	





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



MONITORING TOOL FOR DEPARTMENT OF EDUCATION COMPUTERIZATION PROGRAM (DCP)

Name of School : _____
Principal Name : _____
ICT Coordinator: _____

Batch Number: _____
Date: _____

☐ First Visit ☐ Second Visit ☐ Recommended for RO Visit

DIRECTIONS: PLEASE CHECK THE APPROPRIATE COLUMN. GIVE REMARKS IF NECESSARY.

	Evident	Not Evident	Remarks
SECURITY AND SAFETY			
• Grills are installed to doors and windows.			
• Security personnel is designated.			
• Fire extinguishers are provided.			
• Fire exit is installed			
• Provision of CCTV.			
• Doors are protected with Double Padlocks.			
LABORATORY ACTIVITY MONITORING			
• Class schedules are posted in visible area.			
• Log books are utilized.			
• DCPs are available and usable by all learning areas.			
• User guidelines are posted in visible area.			
LEARNING ENVIRONMENT			
• The room is well-ventilated (electric fan, air-condition unit is installed)			
• Walls are free from destructive designs.			
• The computer laboratory is well -lighted.			
• Chairs are sufficient in number.			
• Tables are in good condition.			
• The computer laboratory is clean and orderly.			
• The computer laboratory space is sufficient.			
• The suggested DCP lay-out is used			
COMPUTER FUNCTIONALITY			
Servers			
• Are working properly.			
• Are properly installed with learning materials package.			
• Are properly installed functional printers.			
• Are in Work stations that are properly connected.			
Work stations/NComputing			
• Are all working properly.			
• Are all connected to server.			
• Are accessible to learning materials package.			
• Are accessible to printer.			



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Cables, wires and outlets			
• Network cables and electric wires are properly tied and non-destructive.			
• Unused outlets are covered.			
Printers are always available for use.			
AVR and UPS are working properly			
Monitors are working properly			
Internet			
• Is always available.			
• Is accessible to all teachers and learners			
Smart board			
• Is working properly.			
• Is usable by all learning areas.			
Multi-media projector			
• Is working properly.			
• Is usable by all learning areas.			
Laptop			
• Are working and functional.			
• Are available and usable by all learning areas.			
Speakers			
• Are working and functional.			
• Are available for all users			

Findings

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Recommendation:

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Information Technology Officer I