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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1020-0207**  
**MEMORANDUM**  
16 October 2020

School's Division of Tarlac City	
RECORDS SECTION	
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BY: MJ OBCIANA	
DATE: 10/22/2020	Time: 8:59
Control No. 00220-012	

For: **Regional Directors and BARRM**  
**Schools Division/City Superintendents**  
**Public Elementary and Secondary School Heads**  
**Regional and Division IT Officers**  
**Finance Officers**  
**School Property Custodians**  
**School ICT Coordinators**  
**All Others Concerned**

Subject: **ADDENDUM TO THE IMPLEMENTING GUIDELINES ON THE  
UTILIZATION OF DEPED COMPUTERIZATION PROGRAM'S  
SUPPORT FUND**

Pursuant to OUA Memo 14-0320-0706 dated 18 February 2020 re: **Implementing Guidelines on Utilization of DepEd Computerization Program (DCP) Program Support Fund (PSF) for DCP 2019 Continuing Funds and DCP 2020 Administrative Expenses (AOE)**, the downloaded funds will also be used to cover cost of food, lodging, gas and transportation, purchase of supplies/equipment below PHP 15,000.00, and other expenses incurred by the teacher-broadcasters relative to the production of DepEd TV; subject to and consistent with existing procurement, accounting and auditing rules, regulations and internal policies of the Department of Education.

For all future correspondence and queries on these guidelines, please contact **Engr. Ofelia L. Algo**, Information Technology Officer III/ Chief, Technology Infrastructure Division, at 0908-878-2413 and 8633-2363 and email at [ofelia.algo@deped.gov.ph](mailto:ofelia.algo@deped.gov.ph). Thank you.

For reference and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS),  
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support  
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo



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**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 14-0320-0706

**MEMORANDUM**

18 February 2020

**For:** Regional Directors and BARMM Regional Secretary  
School Division Superintendents  
Public Elementary and Secondary School Heads  
Regional and Division IT Officers  
Finance Officers  
School Property Custodians  
School ICT Coordinators  
All Others Concerned

**Subject:** IMPLEMENTING GUIDELINES ON UTILIZATION OF DEPED  
COMPUTERIZATION PROGRAM (DCP) PROGRAM SUPPORT  
FUND (PSF) FOR DCP 2019 CONTINUING FUNDS AND DCP  
2020 ADMINISTRATIVE OVERHEAD EXPENSES (AOE)

**I. PROGRAM DESCRIPTION**

DCP aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century. This program must respond to the computer backlog of public schools by providing them the hardware and software, and training on simple troubleshooting.

**II. PROGRAM OBJECTIVES**

1. Provide ICT packages to public schools that are responsive to the needs of the K-12 curriculum;
2. Integrate ICT in the teaching and learning process;
3. Raise the ICT literacy of learners, pupils, students, teachers, and school heads;
4. Improve the computer-to-student ratio in the public schools, and
5. Improve the replacement cycle of ICT packages.



**Office of the Undersecretary for Administration (OUA)**

Administrative Service (AS), Information and Communications Technology Service (ICT),  
Disaster Risk Reduction and Management Service (DRRM), Bureau of Learner Support  
Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO).

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo



### III. SCOPE OF THE GUIDELINES

1. DCP 2019 Continuing Funds
2. DCP 2020 Administrative Overhead Expenses (AOE)

### IV. ALLOCATION OF FUNDS

#### 1. For 2019 Continuing Funds

All Divisions, except Divisions under CAR, Region 1, Region VI, and Region IX, must receive an equal amount of Program Support Fund (PSF) to be downloaded to their respective Regional Offices as indicated in "Annex A".

#### 2. For DCP 2020 Administrative Overhead Expenses (AOE)

- a. All Regions must receive an equal amount of Program Support Fund (PSF) as indicated in "Annex B"; and
- b. All Divisions under CAR, Region 1, Region VI, and Region IX must receive an equal amount of Program Support Fund (PSF) to be downloaded to their respective Regions as indicated in "Annex C".

### V. ELIGIBLE ACTIVITIES

1. **For Division:** The Program Support Fund must be downloaded to their respective Regional Offices to be utilized for the conduct of the following activities:

ACTIVITY	ALLOWABLE EXPENSES
Evaluation, compliance and validation Assessment of School Readiness to accept DCP Packages	Transportation, Accommodation, Meals, and other incidental expenses
Monitoring of delivery of DCP Packages	

2. **For Regions:** Following the provision stated in the Official Gazette dated January 6, 2020, Item # 24. Administrative Overhead Expenses. The DepEd is authorized to deduct the amount equivalent to one and a half percent (1½%) of the total costs for the DepEd computerization program to be used for administrative overhead expenses (AOE) for the conduct of the following activities:

- a. Inspection, testing, quality control and acceptance of procured goods;
- b. Freight, handling, transportation, warehousing, inventory management, physical distribution and monitoring of deliveries;
- c. The hiring of individuals, engaged through job-orders or contracts of service or such other engagement of personnel or outsourced service providers for the freight, handling, transportation, warehousing, inventory management, physical distribution and monitoring of deliveries;
- d. Maintenance and other operating expenses; and



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- e. Contingencies concerning the foregoing activities

## VI. UTILIZATION AND LIQUIDATION

1. **The AOE must be treated or booked-up as capitalized expenditures and form part of the project cost.** (as stated in the Official Gazette dated January 6, 2020).
2. The use of the DCP Program Support Fund must be consistent with the existing budgeting, accounting, auditing and procurement rules and regulations and internal policies of the Department of Education.
3. Cash Advance should be liquidated immediately, and any unexpended balance should be refunded within five (5) days after the conduct of the activity.

## VII. REPORTING

Every activity must be documented by the Division Information Technology Officers (DITOs) by submitting all the supporting data that can be used in the planning and programming of the DepEd Computerization Program (DCP). The report must be signed by the Schools Division Superintendent (SDS) and transmit to Regional Office to be consolidated by the Regional Information Technology Officers (RITOs). Consolidated Report must be endorsed by the Regional Directors to Information and Communications Technology Service (ICTS) - DepEd Central Office.

For questions and concerns, kindly contact Engr. Ofelia L. Algo, IT Officer III, ICTS-TID Chief at landline 8633-2363, mobile 0908-8782413, or via email at [ofelia.algo@deped.gov.ph](mailto:ofelia.algo@deped.gov.ph).

For reference and appropriate action.

  
**ALAIN DELA PASQUA**  
Undersecretary

Annex A - DCP Program Support Fund for Division Offices (DCP 2019 Continuing Fund)  
Annex B - DCP Program Support Fund for Regional Offices (DCP 2020 AOE)  
Annex C - DCP Program Support Fund for Division Offices (DCP 2020 AOE)  
Annex D - Official Gazette of Department of Education dated January 6, 2020  
Annex E - Format Template of Report



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