



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

17 Dec 2024

DIVISION MEMORANDUM

No. **226** , s. 2024

DISSEMINATION OF REGIONAL MEMORANDUM ORD-2024-049
(REITERATION OF THE GUIDELINES ON THE IMPLEMENTATION
AND UTILIZATION OF DEPED COMPUTERIZATION
PROGRAM PACKAGES)

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. For the information, guidance, and appropriate action of all concerned, enclosed is a copy of the Regional Memorandum ORD-2024-049 dated December 10, 2024, titled **Reiteration of the Guidelines on the Implementation and Utilization of DepEd Computerization Program (DCP) Packages**.
2. For inquiries, contact Mr. Roy J. Deyoyato at roy.detoyato@depd.gov.ph.
3. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS
CORRESPONDENCE

RJD/OSDS-ICTU/DM – dissemination of regional memorandum ord-2024-049 (reiteration of the guidelines
on the implementation and utilization of deped computerization program packages)
1530/17 December 2024



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

10 Dec 2024

REGIONAL MEMORANDUM
ORD-2024-049

**REITERATION OF THE GUIDELINES ON THE IMPLEMENTATION AND
UTILIZATION OF DEPED COMPUTERIZATION PROGRAM (DCP)
PACKAGES**

To: Schools Division Superintendents
All School Heads of Public Elementary and Secondary Schools

1. The Department of Education Computer Packages (DCP) Program is one of the priority projects of the Department under the Information and Communications Technology Services (ICTS). This project aims to close the gap between learning requirements for the digital age in public schools pursuant to DepEd Order No. 16, s. 2023 titled Revised Guidelines on the Implementation of the DepEd Computerization Program.
2. To maximize the use of all DCP packages and equipment by the learners and teachers as the intended recipients, **this Office reiterates the judicious deployment of all DCP packages and equipment providing support thereof to all learners and teachers during active learning process.**
3. Enclosed is the DCP packages and equipment usage guidelines for ready reference.
4. For the information and strict compliance of all concerned personnel in the field offices and public schools.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated
Reference: DepEd Order 16, 2023
Allocation: MOOE
To be indicated in the Perpetual Index
under the following subjects:

MANAGEMENT OF ICT
MAINTENANCE AND PROPER USE

ABO/ORD/ RM-REITERATION OF THE GUIDELINES ON THE IMPLEMENTATION AND UTILIZATION OF DEPED COMPUTERIZATION PROGRAM (DCP) PACKAGES/
003/December 10, 2024



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@depd.gov.ph
Website: depdrexii.org





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**GUIDELINES ON THE IMPLEMENTATION AND UTILIZATION OF DEPED
COMPUTERIZATION PROGRAM (DCP) PACKAGES**

a. Purpose and Objectives

The primary purpose of the DCP Packages is to enhance the quality of education through the integration of technology in teaching and learning.

b. Accessibility

The intended users of the DCP Packages shall not be limited to the intended recipients provided by the Central Office specially the learners and teachers. The schedule of utilization shall be posted at the door or entrance of computer laboratory rooms to ensure that recipients are guided to avoid overlapping of schedules.

The School ICT Coordinators shall manage the utilization of the ICT packages and ensure its proper safety and maintenance.

c. Inventory and Management

The School Property Custodian shall be responsible for the management and inventory every end of the School Year of all DCP Assets in accordance with GAM.

Usage Guidelines

a. User Access:

Package	Users	Conditions
eLearning Cart (eLC)	All teachers and students can have access to the eLC	<p>eLC packages shall not be left unattended at the ICT Room or any designated room.</p> <p>Laptops shall not be carried outside the designated ICT room.</p> <p>All laptops must be accounted for in two (2) learning carts before leaving the packages/room.</p> <p>These laptops should not be issued permanently to teachers, school administrators and/or non-teaching personnel for administrative purposes and/or outside of its intended use.</p>



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Smart Television (STV)	All teachers and students.	DCP STVs must be installed permanently in a secure classroom for academic use. No television set should be placed in the office of the school head or in any other places. It should be used for instructional purposes only. External hard drive should contain education materials to be used with the TV.
Laptop for Teaching (L4T)	Teachers	DepEd also provides the Laptops for Teaching (L4T) package, with the goal of eventually supplying all public-school teachers with laptops. However, due to the current limited supply, these laptops must be shared among teachers based on need.
Laptop for Non-Teaching (L4NT)	Non-Teaching Personnel	Laptops shall be used for administrative tasks and other school-related activities and not for personal use. Should the non-teaching personnel shall be transferred and/or reassigned to other schools, laptops must be return and retain to its original school.

b. Supervision:

Students are not allowed to use the DCP Packages without the supervision of the teacher.

c. Maintenance, Sustainability and Security

Installation of non-work-related software is STRICTLY PROHIBITED.

Maintenance and damages shall be covered by the school by allotting portion of the MOOE for the repair of the packages. It shall be incorporated in the SIP (School Improvement Plan).

The Region and Division ICT Monitoring Team shall conduct on-site monitoring through quarterly visits for maintenance checks to ensure that ICT equipment is in good working condition.



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Schools are required to enforce maximum security measures to prevent theft, damage, and misuse of the equipment such as the provision of security guards/watchman and installation of door and window grills. Cases of theft, damage and misuse shall be reported to proper authorities for proper handling of such events.

The school head shall ultimately be responsible in ensuring the security and proper use of the laptops and shall prevent any misuse or damage.

Failure to adhere to the above-mentioned policies and guidelines shall be dealt with administratively.

Occurrence/Incidence	Sanction/Action to be Taken/Person/Office Involved
First Offense	The school head shall reprimand the concerned personnel on the misuse of the ICT equipment.
Second Offense	The school head shall provide a written explanation addressed to the Schools Division Superintendent through the IT Officer explaining the offense and justification of such action by the concerned personnel.
Third Offense	The division office through the ICT Unit shall have discretion or recommendation for the transfer of the ICT equipment to other schools or personnel. This level of offense shall be duly validated by the ICT Unit of the division office and shall undergo due and diligent process.