



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

**MEMORANDUM**

05 April 2018

For: **Regional Directors  
Schools Division Superintendents  
Principals and School Heads**

Subject: **GUIDELINES ON THE UTILIZATION OF DOWNLOADED  
SCHOOL READINESS FUND FOR THE SUBSIDY TO  
DCP RECIPIENT SCHOOLS**

1. Mandated to provide an enhanced learning environment and resources which would benefit children and youth in public schools, the Department of Education (DepEd) through its Technology Infrastructure Division - Information and Communications Technology Service (TID-ICTS) is solely mandated to implement the DepEd Computerization Program (DCP). Its mandate includes overseeing the proper implementation of the DCP pursuant to DepEd Order No. 78, s. 2010 entitled **Guidelines on the Implementation of the DepEd Computerization Program (DCP)**.
2. As part of carrying out the DCP and to sustain the implementation of the DCP initiatives, projects and activities, the DepEd will be providing financial subsidy to public schools needing readiness funds. The list of schools per division, each of which with a corresponding allocation is contained in Enclosure Nos.1 and 2.
3. This year, support funds amounting Two Hundred Twenty-One Million Eight Hundred Fifteen Thousand One Hundred Pesos **(Php221,815,100.00)** shall be downloaded to the Division Offices of the schools needing readiness fund through the issuance of the Subsidy Allotment Release Order (SARO).
4. The downloaded funds shall be used for the following purposes:
  - a. Multi-media Classroom

**Office of the Undersecretary for Administration**

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/ School Buildings)  
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- b. Computer Tables
  - c. Mono chairs
  - b. Stand fan
  - c. Windows and Doors with grills
  - d. Proper electrical wirings and outlets (Electrical Engineer deployed to the Regional Offices to assess the electrical connection, submit validation Report to avoid overloading)
5. The management and disbursement of funds, including submission of Physical and Financial Accomplishment Report shall be the responsibility of the TID-ICTS.
6. The Physical and Financial Accomplishment Report, which reflects the activities undertaken, shall be submitted to the Division Office with a copy furnished to the TID-ICTS through email at [ofelia.algo@deped.gov.ph](mailto:ofelia.algo@deped.gov.ph)
7. Non-compliance may result in the suspension of the financial subsidy.
8. Immediate dissemination of and strict compliance with this Order is directed.
9. For clarifications or more information on these matters, please direct concerns to:

**ENGR. OFELIA L. ALGO**

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**ALAIN DEL B. PASCUA**  
Undersecretary

