



Republic of the Philippines
Department of Education
REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

07 August 2024

DIVISION MEMORANDUM
OSDS No. 132, s. 2024

GUIDELINES ON THE IMPLEMENTATION OF DEPED COMPUTERIZATION
PROGRAM IN THE SCHOOLS DIVISION OF SOUTH COTABATO

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads of Recipient Schools
School/District ICT Coordinators
School Property Custodians
All Others Concerned

1. The Department of Education Computer Packages (DCP) Program is one of the top priority projects of the Department under the Information and Communications Technology Services (ICTS). The Department issued the revised guidelines on the implementation of the DCP which aims to provide public schools and DepEd Offices with appropriate, quality, and equitable technologies that would enhance the teaching, learning, governance, and operation processes, practices, programs, and policies to meet the challenges of the modern age as specified in D.O 16, series of 2023. Further, the ICTS also issued guidelines on the delivery and distribution of DCP packages which serves as basis for the distribution of the packages to the recipients.

2. With this, the Division Information and Communications Technology Unit reiterate the following guidelines on the intended use and recipients of the delivered DCP packages.

Package	Intended Users	Conditions
<p>eLearning Cart (eLC)</p> <ul style="list-style-type: none">• 46 Laptops• 1 Smart TV• 2 Charging Cart• 2 Routers• 2 External Hard drive	<p>All teachers and students can have access to the eLC</p> <p>45 laptops for students</p> <p>1 laptop for teacher to use during class</p>	<ul style="list-style-type: none">• eLC Packages shall not leave the ICT Room or any designated room.• Laptops shall not be carried outside the designated places.• All laptops must be accounted for in two (2) learning carts before leaving the packages/room.• These laptops must not be used for administrative purposes.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

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Smart Television (STV) 5 Smart TVs with paired external Hard drive each	All teachers and students.	<ul style="list-style-type: none">• STVs are highly encouraged to be installed in a secure classroom.• No television set should be placed in the office of the principal or in other places. It should be used for instructional purposes.• It shall only be used for academic purposes.• External hard drive should contain education materials to be used with the TV.
Laptop for Teaching (LAT)	All Teachers	<ul style="list-style-type: none">• A laptop for teaching shall NOT be used for administrative tasks and any other related school functions. It will be used solely for teaching only.• All teachers shall have access to the laptops for teaching and not for one teacher only
Laptop for non-teaching (L4NT)	Non-Teaching Personnel, School Heads	<ul style="list-style-type: none">• Laptops shall be used for school-related activities such as administrative tasks and not for personal use.• Upon the transfer to any school other than the current school of the recipient, the laptop shall be returned to the school as part of the school inventory

3. Maintenance and repair of out-of-warranty packages shall be covered by the school and shall be incorporated in the SIP. School shall also provide security measures to safeguard the DCP packages inside the school premises.

4. School ICT Coordinators/School Property Custodians are encouraged to monitor the utilization of the packages and report to the division ICT unit any problems encountered during the implementation of the project.



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5. The Division ICT Unit shall conduct unscheduled monitoring of recipients' school to ensure that these guidelines are strictly observed. Any violations of these guidelines shall be reported to the Office of the Schools Division Superintendent by the ICT Unit for proper action.
6. Attached are DepEd Order number 16, series of 2023 and ICTS Memorandum Number ICTS-OD-MM-2024-0315 for your reference.
7. For any inquiry regarding the memorandum, personnel concerned are advised to contact Mr. Vincent P. Celda, IT Officer I or any ICT Unit staff through telephone no. 228-2396 from 8 am to 5 pm only or send email using the email add: ictu.southcotabato@deped.gov.ph.
8. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated,
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

VPC/DM-guidelines on the use of DCP packages SY 2024
0000/August 07, 2024



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