Regional Order
No. 001 s. 2021

Revised Guidelines for the Monitoring and Evaluation on the Proper Utilization of DepEd Computerization Program (DCP) Packages

To: Assistant Regional Director
Schools Division Superintendents
Information Technology Officers I
Administrative Officer IV - Asset Management
School Heads, Elementary, Junior High, and Senior High
School ICT Coordinators and Property Custodians
All Others Concerned

1. The Department of Education Region II - Cagayan Valley, adopts the enclosed Revised Guidelines on the Proper Utilization of DepEd Computerization Program Packages, amending some of the stipulations of Regional Order No. 02, S. 2017 titled Guidelines for the Monitoring and Evaluation of Proper Utilization of DCP Packages DlCF, and other ICT Equipment.

2. These guidelines take into consideration the different internal and external factors affecting the implementation of the Monitoring & Evaluation of the Utilization of DCP Packages encountered since the effectivity of the previous guidelines.

3. This Order shall take effect immediately upon posting on the DepEd Region 2 website.

4. Immediate dissemination of and strict compliance with this Order is directed.

Benjamin D. Paragas, PhD, CESO V
Director IV
Regional Director

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Telephone Nos.: (078) 304-3855; (078) 396-9728
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Doc Code: FM-ORD-014 Rev: 00
As of: July 3, 2018 Page: 1
Encl.:
DCP Utilization Monitoring Form
Annual Monitoring Plan Form
Guidelines as stated

References:
Regional Order No. 02, s. 2017

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

INFORMATION TECHNOLOGY
POLICY
PROJECTS
SCHOOLS
REVISED GUIDELINES FOR THE MONITORING AND EVALUATION ON THE PROPER UTILIZATION OF DEPED COMPUTERIZATION PROGRAM PACKAGES

1. RATIONALE

The effect of COVID-19 pandemic abruptly increased the demand of technology in the education sector. With this heightened rate of utilization of the Information and Communications Technology (ICT) comes the necessity of coming up with stringent measures to ensure that ICT packages from the Central Office are utilized properly.

The Department of Education (DepEd) provides public elementary, junior high, and senior high schools with ICT equipment through the DepEd Computerization Program (DCP). The aim of the project is to integrate ICT in the school system and meet the challenges of the 21st century by enhancing the teaching-learning process. The project comprises the delivery and maintenance of hardware and software, and training on simple troubleshooting.

Along with the objectives stated above, these guidelines have been formulated.

2. PURPOSE

These guidelines have been formulated to ensure the proper utilization of the ICT resources provided by the Central Office. These will ensure that the use of computer packages and internet connectivity contributes greatly to the teaching & learning process.

3. SCOPE

The guidelines lay down the activities on monitoring the use of DCP Packages and shall apply to all public elementary, junior and senior high schools, and learning centers within Region 2.

4. POLICY STATEMENT

DepEd Region 2 supports the enhancement of the Teaching-Learning process through the integration of ICT in the curriculum. The role of monitoring and evaluation on the proper utilization of the DCP Packages is a key factor in this endeavor. Proper ICT integration will lead to the very purpose of the Kto12 Basic Education Program – the relevant and high-quality education.

5. DEFINITION OF TERMS

DCP – DepEd Computerization Program.

ICT – Information and Communications Technology.
ISP – Internet Service Provider. Organization that provides services for accessing, using, or participating in the internet. (i.e. PLDT, Globe, Smart, GSat, Sky Cable)

Internet Connectivity - refers to how laptops, desktops, mobile phones, gaming consoles, e-readers and tablets connect to the Internet. (ex. Wireless, Mobile, Hotspots, Dial-Up, Broadband, DSL, Cable, Satellite, ISDN, etc.)

Technical Assistance (TA) - for infrastructure/hardware - refers to repair and configuration of DepEd procured and donated/outsourced hardware that are outside the warranty period. Personal ICT equipment are not covered in this scope. (refer to DepEd Order 95, s. 2010)

6. MONITORING TEAM

The composition of monitoring team is revised as follows:

<table>
<thead>
<tr>
<th>Team Leader:</th>
<th>REGIONAL OFFICE</th>
<th>SCHOOLS DIVISION OFFICES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IT Officer I</td>
<td>IT Officer I</td>
</tr>
<tr>
<td>Members:</td>
<td>ICT Unit staff</td>
<td>Staff of the ICT unit</td>
</tr>
<tr>
<td></td>
<td>EPS from FTAD and/or QAD</td>
<td>District ICT Coordinator</td>
</tr>
<tr>
<td></td>
<td>EPS in charge of ICT in CLMD</td>
<td>SGOD staff, preferably from the SMME</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Schools District Supervisor</td>
</tr>
</tbody>
</table>

7. M&E SCHEDULE

A. SCHOOL VISIT

The SDO Monitoring Team must create an Annual Monitoring Plan. This plan must contain the Schools to be visited, schedule of the visit, and names of members of the team. The Regional Monitoring Team may be invited by the SDO to join the monitoring and their names must be included in the said plan.

B. ONLINE/VIRTUAL MONITORING

The Monitoring Teams may opt to conduct a Virtual Monitoring using official platforms recognized by DepEd:
- Microsoft Teams
- Google Meet

C. EVALUATION

Evaluation and giving of feedback to the Schools Division Superintendent and/or the Assistant Schools Division Superintendent shall be done by the respective Team Leader or IT Officer. This shall be done a week after the scheduled monitoring.
Shall there be issues and concerns unsolvable within the SDO level, the feedback shall be escalated to the Regional Level through the Regional IT Officer.

8. SCHOOL TARGETS FOR THE M&E

The target number of schools to be monitored by the Monitoring Team within the school year shall depend on the geographical area and number of schools within the Schools Division.

<table>
<thead>
<tr>
<th>AREA TYPE</th>
<th>DIVISIONS</th>
<th>% OF SCHOOLS TO BE MONITORED (based from the TOTAL NUMBER of schools from the Schools Division)</th>
<th>Annual Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Santiago City</td>
<td>On-site 50%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Tuguegarao City</td>
<td>Online 50%</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Cauayan City</td>
<td>On-site 40%</td>
<td>70%</td>
</tr>
<tr>
<td></td>
<td>City of Iligan</td>
<td>Online 30%</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Nueva Vizcaya</td>
<td>On-site 10%</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>Quirino</td>
<td>Online 30%</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Cagayan</td>
<td>On-site 5%</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Isabela</td>
<td>Online 10%</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Batanes</td>
<td>On-site 60%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online 40%</td>
<td></td>
</tr>
</tbody>
</table>

Annual Targets reflected above is the required minimum percentage. IT Officers shall opt to monitor 100% of the schools within their divisions for as long as it is feasible and approved by the Schools Division Superintendent.

9. ROLES AND RESPONSIBILITIES

Listed below are the revised roles and responsibilities of key persons involved in the monitoring process:

1. **Division IT Officer**
   a. Organizes an ICT Monitoring Team (as needed)
   b. Prepares the Annual Monitoring/Calendar Plan including the schedule and members involved in the monitoring.
   c. Prepares and disseminates a memorandum as the legal basis to conduct monitoring for the year.
   d. Conducts the actual monitoring in the school

2. **Division Supply Officer**
   a. Provides the Division IT Officer with a copy of the following documents of the DCP Package/s delivered to the schools to be monitored:
      i. Delivery Receipt (DR),
      ii. Inspection and Acceptance Report (IAR) Additional IRP
      iii. Invoice Receipt of Property (IRP)
      iv. Property Transfer Receipt (PTR)

3. **School ICT Coordinator**
   a. Conducts self-assessment
b. Leads the Monitoring Team to the computer laboratories/e-classrooms to be monitored
   c. Provides the details requested by the Monitoring Team
   d. Ensures that all documents requested are available

4. School Property Custodian
   a. Ensures the availability of the copies of DR, IAR, IRP, and PTR and presents them to the Monitoring Team.
   b. Presents the DCP Inventory List to the Monitoring Team for checking

5. Regional IT Officer
   a. Ensures that Schools Division Offices conducts DCP Utilization M&E for the year by consolidating the Annual Monitoring/Calendar Plan.
   b. Provides immediate solutions to problems encountered before, during, and after the monitoring process whenever unsolvable within the Schools Division’s level.
   c. May conduct actual field monitoring together with his/her team to validate the findings of the Division Monitoring Team.
   d. Addresses the issues/concerns arising from the M&E which are unsolvable within the SDO level.

6. Schools Division Superintendent (SDS) or Assistant Schools Division Superintendent (ASDS)
   a. Reviews the result of the M&E together with the IT Officer and acts on problems solvable within the Schools Division’s scope.
   b. Endorses the result of the M&E together with issues and concerns which can only be solvable by the Regional or Central Offices to the Regional Director

7. Regional Director (RD) or Assistant Regional Director (ARD)
   a. Reviews the result of the M&E together with the IT Officer and acts on problems solvable within the Region’s scope.
   b. Endorses the result of the M&E together with issues and concerns which can only be solvable by proper authority to the Central Office.

10. THE M&E ACTIVITIES

The M&E activities are reflected in the Procedure Manual **PM-SDS-ICT-005** which are as follows:

- Prepare Annual Monitoring Plan
- Prepare Memorandum
- Conduct School Self-Assessment
- Visit schools and conduct M&E
- Consolidate Self Assessment
- Analyze M&E results
Technical assistance for troubleshooting, repair, and maintenance are not covered by the Monitoring Activity. This kind of request is done on a separate schedule observing protocols and processes.

11. **FUND SOURCE AND ALLOWABLE EXPENSES**

The **DCP Program Support Funds (DCP-PSF)** downloaded by the central office to the Regional and Division Offices shall be used to cover the expenses of the M&E Activities. Furthermore, the MOOE of the Regional Office and Schools Division Offices may also be used to supplement the funds from the Central Office should it be insufficient.
DCP UTILIZATION MONITORING FORM
A tool for Monitoring and Evaluation of DepEd Computerization Program (DCP)
for Department of Education Region 2

A. BASIC DETAILS
School ID
School Name
School Head
ICT Coordinator
Property Custodian
Monitoring type:
Monitoring Date(s):

B. DCP EQUIPMENT DETAILS (if school is a recipient). Please take note of the latest 2 deliveries in the school.

<table>
<thead>
<tr>
<th></th>
<th>1st Delivery</th>
<th>2nd Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCP Batch/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Delivered:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warranty expiration date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DR Available?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>IAR Available?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>IRP Available?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>PTR Available?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

*Note: DR – Delivery Receipt; IAR – Inspection and Acceptance Report; IRP – Inspection Receipt of Property; PTR - Property Transfer Receipt

C. E-CLASSROOM/LABORATORY CONDITIONS (Place a ✓ mark in the appropriate column)

<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECURITY &amp; SAFETY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Grills are installed to doors and windows and other holes/exits from the classroom</td>
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<td></td>
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<tr>
<td>• A security personnel is designated</td>
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<td></td>
</tr>
<tr>
<td>• Doors are protected with double padlocks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>LAB ACTIVITY MONITORING</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Class schedules are readable and are posted in visible area/s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Logbooks are utilized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• DCPs are available and usable by all Learning Areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• User guidelines are readable and are posted in visible area/s</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>LEARNING ENVIRONMENT</td>
<td></td>
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</tr>
<tr>
<td>• The room is well-ventilated (electric fan, air-condition unit are installed)</td>
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<tr>
<td>• Walls are free from destructive designs.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• The computer laboratory is well-lit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Chairs are sufficient in number (i.e. 50)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@DepEd.gov.ph
Website: region2.DepEd.gov.ph
<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>and above)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Tables are in good condition.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• The computer laboratory is clean and orderly.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The computer laboratory space is sufficient.</td>
<td></td>
<td></td>
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</tbody>
</table>

**D. INTERNET CONNECTIVITY SUBSCRIPTION** (used by learners and teachers):

<table>
<thead>
<tr>
<th>ISP</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>AVERAGE SPEED (Mbps)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**E. FINDINGS/ANALYSIS**

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**F. RECOMMENDATIONS**

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*We hereby certify that the above information is true and correct to the best of our knowledge and belief. We understand that any false information indicated herein may greatly affect the status of this school's ICT programs and projects and good standing in the Department of Education.*

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School Head  
(Signature over Printed Name)

ICT Coordinator  
(Signature over Printed Name)

Property Custodian  
(Signature over Printed Name)

Monitored by:  
(Name, Designation, Signature)
### Annual Monitoring Plan

<table>
<thead>
<tr>
<th>Source</th>
<th>Material Needs</th>
<th>Resource (Fee, Vehicle, Laptop, etc.)</th>
<th>Monitors</th>
<th>Schools To Visit</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Amount and kind</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Planning document for DCP Utilization Monitoring**

- Ensure to Regional Order No. [ ] 52, 2021