



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Division Memorandum

No. 423, s 2018

To : Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Division Education Program Supervisors
Public Schools District Supervisors/ District In-Charge
Elementary and Secondary School Heads
District ICT Coordinators

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**
Schools Division Superintendent *WB*
7/12/18

Subject: **EMPHASIZING THE SUPPLIER AND RECIPIENT SCHOOLS' RESPONSIBILITY IN RELATION TO DEPED COMPUTERIZATION PROGRAM (DCP) BATCHES 35,36,40-44**

Date: July 12, 2018

1. Attached is **Regional Memorandum No. 0485, s. 2018**, advising all DCP Recipient Schools of Batches 35-36 and 40-44 to read, understand and clarify (if still needed) the stipulated provisions.

2. Should the Supplier fail to comply any contract provisions, the concerned recipient schools are directed to file an Incident Report addressed to the Schools Division Superintendent through the Division IT Officer.

3. All concerns, issues, gaps, problems encountered in relation to the DepEd Computerization Program, the recipient schools are required to log here: **<http://bit.ly/DCPCIGPs>**

4. Immediate and wide dissemination of this memorandum is desired

03 JUL 2018



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. **0485**, s. 2018

D. 7/9/18

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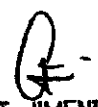
**EMPHASIZING THE SUPPLIER AND RECIPIENT SCHOOLS' RESPONSIBILITY IN RELATION TO THE DEPED
COMPUTERIZATION PROGRAM (DCP) BATCHES 35-36, 40-44**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. All Division IT Officers, Supply Officer and DCP recipient schools of DCP Batches 35-36, 40-44, you are advised to read and understand and clarify (if still needed) the following provisions:
 - a. Copy of the recovery image in DVD format (bootable and capable of restoring the original system state to another hard disk) to be provided to recipient school and one master copy for each recipient Division thru IT Officer
 - b. Provision of Master key and duplicates plus the Operation manual for the Charging/Storage Cart of Batches 41 and 44
 - c. Provision of User's guide manual in English in CD or hard copy of the Desktop Virtualization Device (Batches 35-36)
 - d. For Batches 35-36, provision of:
 - i. Rubber holding (cable covers for flooring)
 - ii. Plastic holding (cable covers for tables and wall)
 - iii. Length of Cable and Moldings must be enough to cover connection of the school's preferred layout (Average room size 7m x 9m)
 - e. For all batches, provision of:
 - i. Face to face training for six (6) hours for at least three (3) teachers from the recipient school. Attendees must include the school's designated ICT Coordinator, Division IT Official or ICT Coordinator.
 - ii. A training checklist will be signed by the participants after completing the required hours of training.

- iii. **Training shall be conducted** in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.
- iv. **Training manuals** in hardcopies and soft copies (DVD) shall be provided per recipient school.
- v. Training content shall have the following topics:
 - 1. IT equipment orientation
 - 2. Equipment components and functionalities
 - 3. Proper installation and configuration of equipment
 - 4. Training on hardware and software maintenance
 - 5. Orientation on software installed in equipment
 - 6. Hands-on troubleshooting/system restoration and back-up
 - 7. Training on basic software and hardware of Host PC and virtualization kit
 - 8. Training on desktop virtualization, configuration, set-up and troubleshooting
 - 9. Hands-on training on classroom management tool using WMS dashboard
 - 10. Orientation on the equipment warranty and technical support procedures.

- 2. ICTS has provided the Division IT Officers a copy of the DCP Bid Documents. Proper handling and disclosure of the contents of the said document is required.
- 3. The recipient schools are advised that should the supplier fail to comply any contract provisions, please file an Incident Report addressed to the Schools Division Superintendent through the Division IT Officer.
- 4. The Division IT Officer then consolidates all the Incident Reports and submit such with endorsement letter addressed to the Regional Director through Regional IT Officer to the Regional Office.
- 5. All concerns, issues, gaps, problems encountered in relation to the DepEd Computerization Program, recipient schools and/or Division ITOs are required to log here: <http://bit.ly/DCPCIGPs>
- 6. Immediate and wide dissemination of this memorandum is desired.


 LUCIANO T. JIMENEZ, CESO VI
 JULIETA GERONA REGIONAL DIRECTOR
 Regional Director
 Officer-in-Charge