September 3, 2018

DIVISION MEMORANDUM
No. 40 , s. 2018

SCHOOL SELF- ASSESSMENT ON THE PROPER UTILIZATION OF DEPED COMPUTERIZATION PACKAGE (DCP), SCHOOL INTERNET CONNECTIVITY, AND OTHER ICT EQUIPMENT

To: Public Schools District Supervisors (PSDS)/Principals In-Charge (PIC)
    Elementary and Secondary School Heads (JHS and SHS)
    All others concerned

1. As stated in the DepEd Order No. 78, s. 2010 re Guidelines on the Implementation of the DCP, the Division ICT Coordinators (now IT Officers) shall be mobilized to:
   a. Validate the compliance of the identified schools with their counterpart requirements;
   b. Monitor the utilization of the computers in their respective Division; and
   c. Submit reports to the Regional Office through the ICT Unit with regard to the implementation of the program.

2. In enforcement of DepEd Order No. 78, s. 2010 the Regional Office issued Regional Order No. 2, s. 2017 re Guidelines for the Monitoring and Evaluation on the Proper Utilization of DepEd Computerization Program Packages, School Internet Connectivity, and Other ICT Equipment are hereby directed to conduct School Self-Assessment using the ICT M&E Tool Provided.

3. The result of the School Self –Assessment will be the basis of the Division ICT Unit in ascertaining the Technical Assistance Plan and the roster of the Schools that will be subject to on-site visit and validation.

4. Submission should be consolidated by District (Elementary and Secondary) signed by the PSDS/PIC not later than September 10, 2018 to the Records Section of the Division.

Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)
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5. Attached is a copy of the FM-SDS-ICT-005 – ICT M&E Tool.

6. Immediate dissemination and compliance to this memorandum is desired.

JESSIE L. AMIN, CESO V
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 78, s. 2010
          Regional Order No. 2, s. 2017

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

INFORMATION TECHNOLOGY   MONITORING AND EVALUATION
POLICY   SCHOOLS

ICTU/oln/oln

FM-SDS-ICT-005 (Enclosure to Regional Order No. 02 s. 2017)

ICT M&E TEMPLATE
*A tool for Monitoring and Evaluation of ICT Programs and Projects
for Department of Education Region 2*

A. BASIC DETAILS

School ID _____

School Name _____

School Head _____

ICT Coordinator _____

Property Custodian _____

Monitoring type: ☐ First Visit   ☐ Follow-up   ☐ Special Visit

Monitoring Date(s): _____

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

	1st Delivery		2nd Delivery	
DCP Batch/				
Year Delivered:				
Package Type:				
Warranty expiration date:				
DR Available?	☐ Yes	☐ No	☐ Yes	☐ No
IAR Available?	☐ Yes	☐ No	☐ Yes	☐ No
IRP Available?	☐ Yes	☐ No	☐ Yes	☐ No
PTR Available?	☐ Yes	☐ No	☐ Yes	☐ No

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

C. NON-DCP EQUIPMENT DETAILS *(if school is a recipient)*

HARDWARE TYPE	QUANTITY	ACQUIRED THROUGH		DONATED BY/ OUTSOURCED FROM
		Donated	Outsourced	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

D. COMPUTER HARDWARE PHYSICAL STATUS

HARDWARE TYPE	TOTAL QUANTITY (based from DR)			NO. OF WORKING UNITS	NO. OF UNSERVICE-ABLE UNITS	REMARKS
	DCP	D	O			
Server PC						
Workstations						
Monitor						
System unit						
AVR						
UPS						
Printer						
Scanner						
Laptop						
Keyboard						
Mouse						
LCD Projector						
Speakers						
Others (pls specify. Use another sheet if necessary)						

Note: DCP – DCP package   D – Donated   O- Outsourced

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

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

INDICATOR	YES	NO	REMARKS
• Chairs are sufficient in number (i.e. 50 and above)			
• Tables are in good condition.			
• The computer laboratory is clean and orderly.			
• The computer laboratory space is sufficient.			

F. CURRICULUM UTILIZATION *(List all subjects and grade level where the computer packages are used. If the space provided is not enough, use a separate sheet)*

SUBJECT	GRADE LEVEL	NO. OF HOURS PER WEEK	SCHEDULE	TEACHER

G. CONDUCT OF ICT LAC SESSIONS
1. Has the school conducted an ICT LAC Session for the current SY? ☐ Yes ☐ No
2. No. of times the school has conducted the ICT LAC Session: _____
3. If yes: MOVs presented: _____
4. If no, why? _____
5. Topics of the LAC Sessions (enumerate in bullets):
   - _____
   - _____
   - _____
6. What topic/s do you intend to present in your future LAC Sessions? (enumerate in bullets):
   - _____
   - _____
   - _____
7. In the next ICT Literacy Training, what topics would you like to be discussed/covered? (enumerate in bullets):
   - _____
   - _____
   - _____

H. INTERNET CONNECTIVITY
Fund Source: ☐ School MOOE   ☐ Canteen   ☐ Donation by _____

No. of Subscriptions: _____

Subscription Details:

ISP	TYPE	LOCATION	UTILIZATION (Curriculum or Governance)	AVERAGE SPEED (Mbps)	MONTHLY EXPENSE

I. FINDINGS

_____
_____
_____
_____

J. RECOMMENDATIONS

_____
_____
_____
_____

We hereby certify that the above information are 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.

_____	_____	_____
School Head	ICT Coordinator	Property Custodian
(Signature over Printed Name)	*(Signature over Printed Name)*	*(Signature over Printed Name)*

Monitored by:

_____

(Name, Designation, Signature)