



Office of the Secretary

MAR 12 2008

DepED MEMORANDUM
No. **125**, s. 2008

IMPLEMENTATION OF THE 2003, 2004 AND 2006
DEPED COMPUTERIZATION PROGRAM

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools
Regional and Division ICT Coordinators

1. Cognizant of the potential of information and communications technology in enhancing the teaching-learning environment, this Department shall distribute a computer package consisting of computer hardware and software and teacher training to six hundred (600) public high schools nationwide. Funds for the purpose shall be the 2003, 2004 and 2006 appropriation of the DepED Computerization Program.

2. The recipient-schools have been selected on the basis of the following criteria:

- a. Must have on-site, stable and continuous supply of electricity and preferably with telephone facilities;
- b. Must have at least one (1) teacher assigned to handle Computer Education classes, to manage the computer laboratory and willing to be trained on lab management including hardware fundamentals and servicing;
- c. Must have at least one (1) teacher each of English, Science and Math who are specialists in their areas and willing to be trained on pedagogy-technology and to echo training to their colleagues;
- d. Must have the capacity to mobilize counterpart support from other stakeholders in the community for needed structures/facilities;
- e. Must have never been a recipient of computers from other programs such as the DTI's-PCs for Public Schools Projects, CICT's-iSchools Project, etc.; and
- f. Must have strong partnership with other stakeholders to ensure sustainability of the program.

Enclosed are the list of recipient-schools (Enclosure No. 1) and counterpart requirements (Enclosure No. 2).

3. To ensure the effective and efficient deployment of the Program, the Regional Director will constitute a Regional Task Force chaired by the Assistant Regional Director with the Regional ICT Coordinator, Supervisors of English/Science/Mathematics and Technology and Livelihood Education (TLE), Accountant and Supply Officer as members. The Task Force shall perform the following functions:

- a. Validate the compliance of the recommended schools with the selection criteria;

- b. Assist the schools in preparing for the delivery of the computers;
 - c. Supervise and coordinate the delivery of computers to the schools;
 - d. Monitor the utilization of the computers in their respective region; and
 - e. Submit reports on the implementation of the Program.
4. For guidelines on Delivery, Implementation and Acceptance of all properties by DepED Central Office and DBM Procurement Service please refer to DepED Order No. 45, s. 2006.

Enclosed is a flowchart on the procedure for the receipt, inspection, acceptance and recording deliveries of inventory items and equipment (Enclosure No. 3).

5. The Department through the Central Office ICT-TC Subcommittee on the DepED Computerization Program shall conduct an orientation/briefing prior to the delivery of the computer packages. The orientation/briefing shall be done in regional clusters in the following venues:

	Regions Involved	Venue and Date
Cluster I Batch I Batch II	I and CAR II and III	Teachers Camp, Baguio City March 16-17, 2008 March 18-19, 2008
Cluster II Batch I Batch II	IV-A, IV-B and NCR V	Marikina Hotel March 23-24, 2008 March 25-26, 2008
Cluster III Batch I Batch II	VI VII and VIII	Ecotech, Cebu City March 27-28, 2008 March 28-29, 2008
Cluster IV Batch I Batch II	X Caraga	RELC, Cagayan de Oro City March 30-31, 2008 April 1-2, 2008
Cluster V Batch I Batch II	XI and XII IX and ARMM	RELC, Davao City April 3-4, 2008 April 5-6, 2008

6. The objectives of this activity are to:
- a. orient the schools of the counterpart requirements needed before the delivery of the computer packages;
 - b. orient the school heads on the inspection and acceptance of the computer packages; and
 - c. enhance skills for instructional purposes and effective governance through an ICT-aided environment.

7. The participants to this orientation are selected recipient schools, one (1) Regional ICT Coordinator, one (1) Division ICT Coordinator, one (1) School Principal, and one (1) ICT Coordinator/TLE Teacher per school.

8. The registration fee is Two Thousand Five Hundred Pesos (PhP2,500.00) per participant to cover meals (starting breakfast until am snack of day 2), lodging, assembly materials, certificate of attendance and miscellaneous expenses shall charged against local funds.

9. Expenses for the board and lodging of resource speakers, secretariat and support staff, extra duty allowance, supplies and other related training expenses shall be charged against HRTD funds subject to the usual accounting and auditing rules and regulations.

10. For more information, please contact Ms. Mary Jane E. Garcia, Office of the Secretary, Rizal Building I, DepED Complex, Meralco Avenue, Pasig City at tel. nos. (02) 633-7208, (02) 633-7228; (02) 632-1361 local 2176 or email address: computerization@deped.gov.ph.

11. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
Undersecretary

Encls.:

As stated

Reference:

DepED Order: (No. 45, s. 2006)

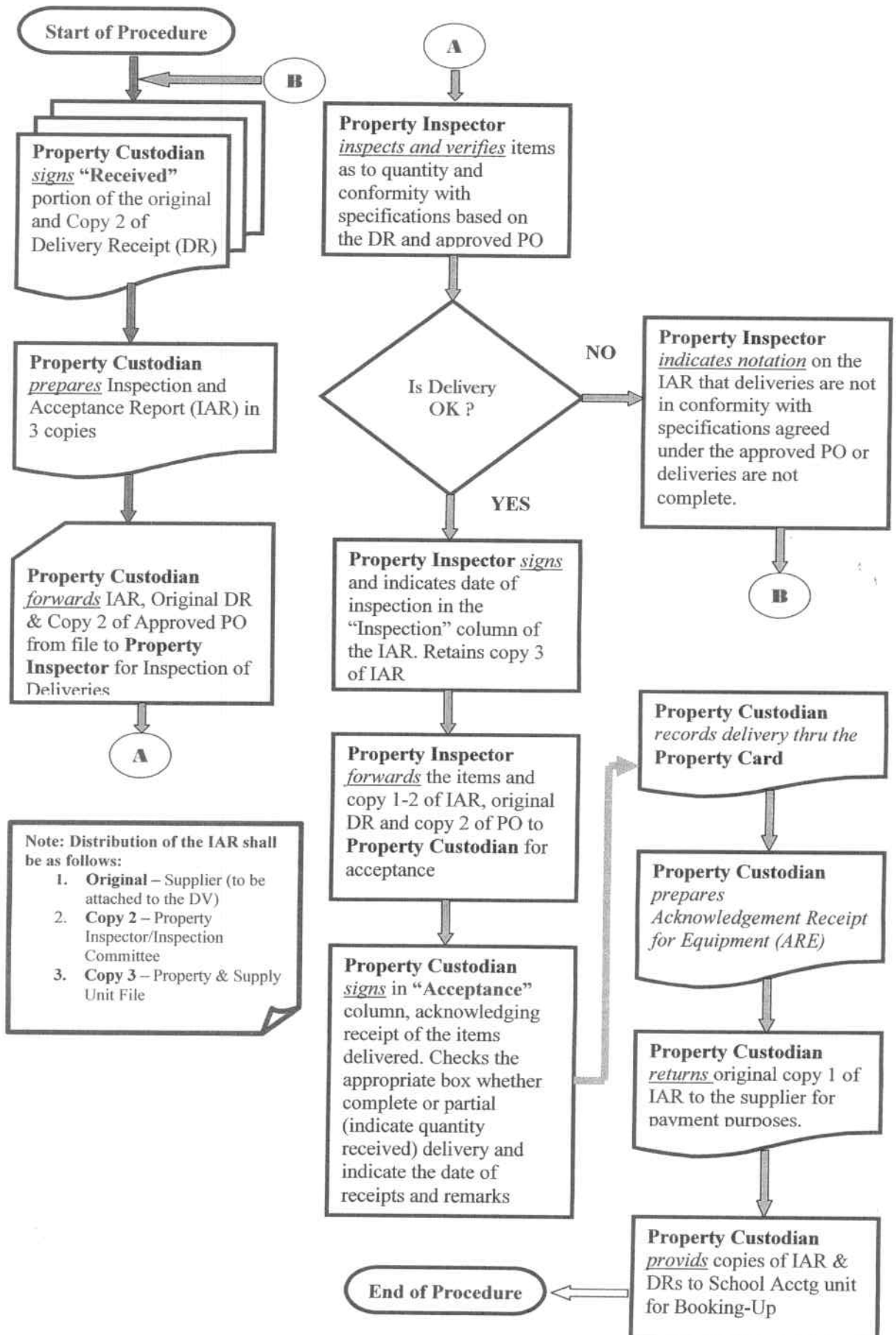
DepED Memorandum: No. 188, s. 2003

Allotment: 1—(D.O. 50-97)

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

COMPUTER EDUCATION
INFORMATION TECHNOLOGY
POLICY
PROCUREMENT
PROGRAMS
REPORTS
SCHOOLS

Procedure in the Receipt, Inspection, Acceptance and Recording of Deliveries



ORIENTATION/BRIEFING ON THE IMPLEMENTATION OF THE 2003, 2004 AND 2006 DEPED COMPUTERIZATION PROGRAM

Venue: _____
Date: ____ / ____ / 08

REGISTRATION FORM

REGION: _____
DIVISION: _____

NO.	SURNAME	FIRST NAME	MI.	Position/ Designation	SCHOOL & COMPLETE ADDRESS	Telephone. No./ Cellphone. No.	E-MAIL ADDRESS
1							
2							
3							
4							
5							

NOTE:
Please fax the filled-up registration form at 631-96-36 or e-mail it to computerization@deped.gov.ph

O.R. No. _____

Approved by:

Authorized Signature
over Printed Name

ORIENTATION/BRIEFING ON THE IMPLEMENTATION OF THE 2003, 2004 AND 2006 DEPED COMPUTERIZATION PROGRAM

Venue: _____
Date: ____ / ____ / 08

REGISTRATION FORM

REGION: _____
DIVISION: _____

NO.	SURNAME	FIRST NAME	MI.	Position/ Designation	SCHOOL & COMPLETE ADDRESS	Telephone. No./ Cellphone. No.	E-MAIL ADDRESS
1							
2							
3							
4							
5							

NOTE:
Please fax the filled-up registration form at 631-96-36 or e-mail it to computerization@deped.gov.ph

O.R. No. _____

Approved by:

Authorized Signature
over Printed Name