



JAN 21 2011

DepEd MEMORANDUM
No. **16**, s. 2011

IMPLEMENTATION OF BATCH 12 (FY 2009) OF THE DEPED COMPUTERIZATION
PROGRAM (DCP)

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

1. To address the issues on obsolence and computer ratio, the Department of Education (DepEd) together with other government agencies and non-government agencies (NGOs) has completed the provision of Computer Laboratories to Secondary Schools based on Basic Education Information System (BEIS) 2008-2009.

2. **Fifteen (15) secondary schools with enrollment of 9,000 and above based on BEIS 2008-2009 shall receive a computer laboratory package of 150 computer terminals. This will augment their existing computer units.**

3. Enclosed are the following documents:

Enclosure No. 1 - List of Recipient Schools

Enclosure No. 2 - Counterpart Requirements

Enclosure No. 3 - Computer Laboratory Lay-out

Enclosure No. 4 - Flow Chart on the Procedure for the Receipt, Inspection, Acceptance and Recording Deliveries of Inventory Items and Equipment

Enclosure No. 5 - List of Items/Equipment Included in the Computer Lab Package

Enclosure No. 6 - Checklist of Topics for the 2-day Training Program on Basic Software and Hardware Installation and Troubleshooting per school

4. To ensure the effective and efficient deployment of the Program, the Regional Director shall mobilize its ICT-Technical Committee composed of the Regional ICT Coordinators, Supervisors of English/Science/Mathematics and Technology and Livelihood Education (TLE), Accountant and Supply Officer. The Task Force shall perform the following functions:

- a. validate the readiness of the schools and compliance to the counterpart requirements;
- 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.



5. For the Guidelines on Delivery, Implementation and Acceptance of All Properties by DepEd Central Office and Department of Budget and Management (DBM) Procurement Service (PS) please refer to DepEd Order No. 45, s. 2006.
6. Regional Offices through the ICT Coordinators shall be notified of the delivery schedule which will commence sometime in February 2011. In the meantime, **recipient schools are advised to prepare their counterpart requirements immediately.**
7. The checklist of topics is included in the Invoice Receipt for Property (IRP) to be provided by the winning bidder during the delivery of the equipment. **This shall only be signed by the participants after the actual training has been conducted.** This training checklist together with the delivery receipt shall be the basis of payment to the winning bidder.
8. A separate memorandum for the orientation of the recipient schools shall be issued.
9. For more information, please contact Mr. Elmer M. Guizano, Technical Service-ICT Unit, telephone nos.: (02) 636-4878, (02) 633-72-64 or Mr. John Ralph Sotto at tel. no.: (02) 631-96-36 or (02) 635-73-69 or e-mail at computerization@deped.gov.ph or ictu@deped.gov.ph.
10. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

Reference:
DepEd Order: (No. 45, s. 2006)

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

COMPUTER EDUCATION
INFORMATION TECHNOLOGY
PROGRAMS
SCHOOLS

SUMMARY OF DEPED COMPUTERIZATION PROGRAM (DCP)
Batch-12 (15 Secondary Schools)
(as of February 5, 2010)

Region	Division	No. of Recipient Schools
10	Misamis Oriental	1
Sub-Total		1
11	Digos City	1
Sub-Total		1
3	Malolos City	1
3	San Fernando City	1
Sub-Total		2
4A	Antipolo City	1
4A	Batangas City	1
4A	Quezon	1
Sub-Total		3
CARAGA	Butuan City	1
Sub-Total		1
NCR	Caloocan City	1
NCR	Muntinlupa City	1
NCR	Paranaque City	1
NCR	Pasig City/San Juan City	1
NCR	Quezon City	2
NCR	Taguig/Pateros	1
Sub-Total		7
Grand Total		15

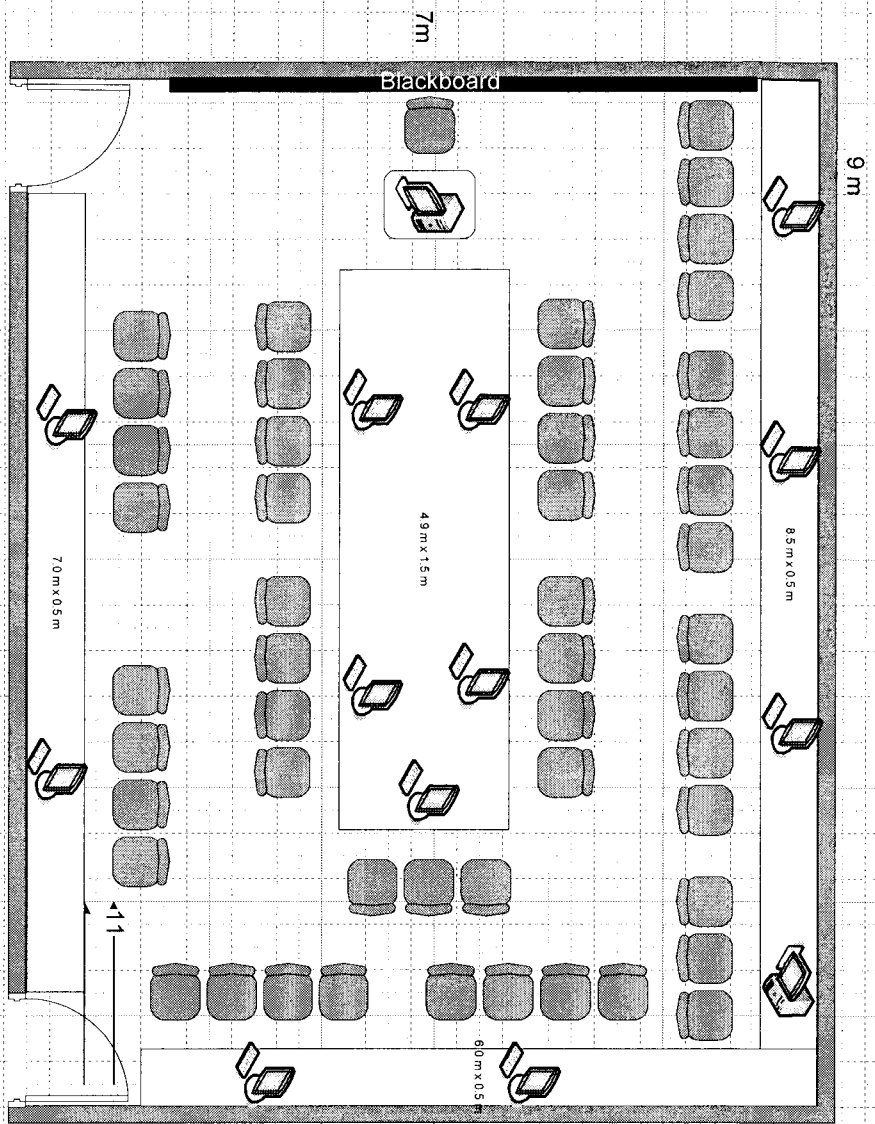
DepED Computerization Program (2009 Budget-Batch 12)
List of Recipient Schools (15 Secondary Schools)
as of February 5, 2010

No.	Region	Division	School ID	School Name	Street	Barangay	Municipality	Name of School Head	Designation	Contact Nos.
1	10	Misamis Oriental	304091	Mis. Or. Gen. CHS	Velez St.	Barangay 29	CAGAYAN DE ORO CITY 1	Pedro Montijo	Principal IV	(08822) 728505
2	11	Digos City	304400	Digos City NHS (Davao Del Sur NHS)	-	Zone II	CITY OF DIGOS (Capital)	Dr. Concepcion R. Cadungog	Principal IV	0825336608
3	3	San Fernando City	301064	Pampanga NHS	-	Lourdes	CITY OF SAN FERNANDO (Capital)	Inelda P. Macaspac, Ph. D.	Principal IV	-
4	3	Malolos City	300751	Marcelo H. del Pilar HS	-	Sta. Isabel	MALOLOS (Capital)	Lamberto Pascual Ed. D.	Principal IV	791-0438
5	4A	Quezon	301502	Quezon NHS	Tagarao	Iyam	LUCENA CITY (Capital)	Emilio S. Ulpindo	Principal IV	042 710 4155
6	4A	Batangas City	301472	Batangas NHS	-	Barangay 1	BATANGAS CITY (Capital)	Antonio A. Dilay Jr.	Principal IV	(043) 723-3484
7	4A	Antipolo City	301418	Antipolo NHS	Upper Sto. Niño	Sta. Cruz	CITY OF ANTIPOLO	DR. CORAZON S. LASERNA	Principal IV	(02) 697-1743
8	CARAGA	Butuan City	304756	Agusan NHS	A.D. Curralo St.	Brgy. Diego Silang	BUTUAN CITY (Capital)	PETER G. ESTERIOSO	Principal IV	341-3662
9	NCR	Muntinlupa City	305468	Muntinlupa NHS	NBP Reservation	Poblacion	City of Muntinlupa I	DR. ESTRELLA C. ASERON	Principal IV	850-52-15/659-12-83
10	NCR	Taguig/Pateros	305463	Signal Village NHS	Ballecer	Signal Village	Taguig II	DOMINGO G. MANNITIM	Principal III	837-0760
11	NCR	Parañaque City	305424	Parañaque NHS - Main	Key Talise St., c/o Dr. A. Santos Avenue	San Dionisio	City of Parañaque	URBANO E. AGUSTIN	Principal IV	826-40-14
12	NCR	Pasig City/San Juan City	305413	Rizal HS	Dr. Sixto Antonio Ave., 10th Avenue	Cariogan	City of Pasig I	JOSEPHINE M. CRUZ	Principal IV	641-0472
13	NCR	Caloocan City	305388	Caloocan HS	10th Avenue	62	Pobcaran (Poblacion-Caliparan)	ERLINDA M. FORNOLES	Principal IV	323-1451 to 52
14	NCR	Quezon City	305331	Commonwealth HS	Ecolis	Commonwealth	School District XI	Sally B. Barcelona	Principal IV	427-7508
15	NCR	Quezon City	305330	Batasan Hills National HS	IBP Road	Batasan Hills	School District XI	Gil T. Magbanua	Principal IV	428-1973 / 428-1974

(Enclosure No. 2 to DepEd Memorandum No. 16, s. 2011)

Counterpart Requirements of Recipient Public High Schools under Batch 9 of the DepED Computerization Program

1. The room to be used as Computer Laboratory should now be ready in order to house the 11 networked PCs to be delivered to each recipient school. It should have:
 - a. computer tables and chairs
 - b. standard electrical wirings and outlets with appropriate load capacity
 - c. air conditioning unit/s
 - d. window and door iron grills and locks
2. Security measures must be put in place such as:
 - a. hiring of security guards
 - b. engaging the assistance of *barangay tanods*
 - c. fastening of each PC unit to the computer table (optional)
3. Provision of funds (e.g., school's MOOE, public-private linkage assistance through *Adopt-a-School Program*, Local School Board, PTCA, Alumni Association, Teacher Coop Store and/or School Canteen sharing, etc.) for:
 - a. electricity
 - b. supplies



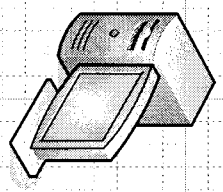
Recommended Classroom Lay-out

10 Classrooms

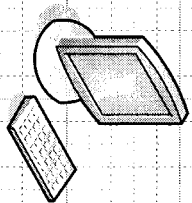
- 1st Year = 3 Classrooms (14 Terminals)
- 2nd Year = 3 Classrooms (14 Terminals)
- 3rd Year = 3 Classrooms (14 Terminals)
- 4th Year = 1 Classroom (4 Host 6 Terminals)

LEGEND

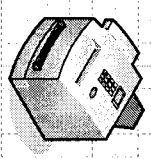
Leg room 0.25m



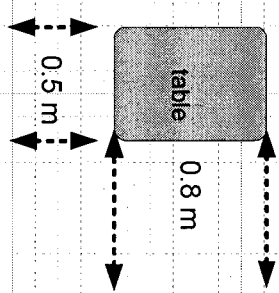
Host PC



Client PC

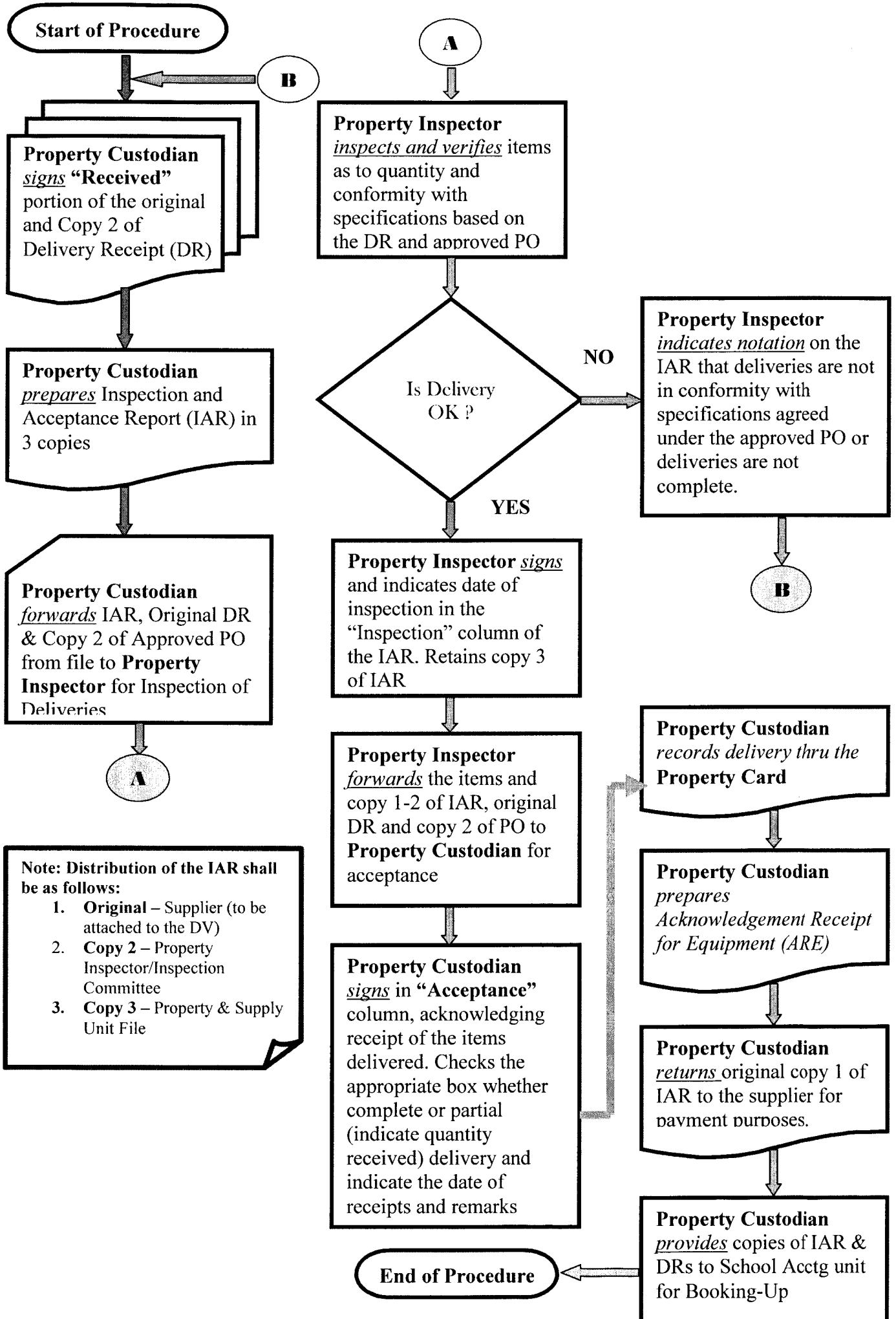


Printer



- 3 = Network Printers
- 2 = 24 Ports Switch

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



COMPUTER LABORATORY PACKAGE

1. Computer Units: Twenty Four (24) Lenovo ThinkCentre M70e; 3.00 Ghz, 6MB L2 cache, 1333Mhz FSB, Number of Core 2; Memory: 4GB DDR3; Hard Disk: 320 GB 7200 rpm (SATA); Monitor: 19" LCD WIDE Lenovo L197w; With Recovery CDs (BURNED COPY IS ACCEPTABLE) containing the Operating System, Virtualization Software, Microsoft Office, Anti-virus and Device Drivers.
2. Monitor: 19, 126 units Lenovo D186 18.5"; Keyboard and Mouse: 126 units Lenovo
3. Access terminal: 126 units NCOMPUTING X350
4. UPS: 24 units APC BE500R-PH
5. WIRELESS BROADBAND ROUTER, One (1) unit Branded, TP-LINK TL-WR740N
6. One 1 Network Printer: LEXMARK E460DN
7. 24 PORTS SWITCH: TP-LINK TL-SG1024 24 Ports Switch 10/100/1000Mbps, branded and brand new WITH 1 FT WALL MOUNTING RACK (HEIGHT: 1 FT, WIDTH: 21.25", DEPTH: 18", FRAME AND V-CHANNELS, TOP COVER WITH 2 FANS, SIDE COVER DETACHABLE AND PLAIN WITH LOCK, POWERSTRIP WITH 4CO'S, BOTTOM COVER PERFORATED, CABLE LADDER, 20 CLIPS NUTS, BLACK POWDER-COATED, 1 PC. EQUIPMENT TRAY) AND CAT 5e UTP CABLE WITH CONNECTORS (25 METERS)
8. TRAINING ON BASIC SOFTWARE AND HARDWARE INSTALLATION AND TROUBLESHOOTING (PER SCHOOL) (LECTURE and HANDS-ON)



**TRAINING CHECKLIST FOR COMPUTER LABORATORY FOR 15
HIGH SCHOOLS WITH ENROLLMENT OF MORE THAN 9,000 STUDENTS**

Name of School (in Print): _____ **Date of Training:** _____ to _____
School ID: _____ **Duration of Training:** _____ days

Type of Training Conducted: Orientation Only
Computer Aided Instruction Only
Face to Face Lecture and Hands-on

1. User1
Name (in Print): _____ Signature: _____
2. User2
Name (in Print): _____ Signature: _____
3. User3
Name (in Print): _____ Signature: _____

Please check (✓) the appropriate box for topics taken and put (x) for topics not taken.

I. Computer Orientation	V. Training On Basic Software and Hardware of Host PC and Virtualization Kit
Setting up the Computer	How to install and set-up the Windows Multi-user application Suite, MS Office Standard 2007, Antivirus Printer Driver and necessary drivers to run the PC? <input type="checkbox"/>
• Basic info <input type="checkbox"/>	How to format, back-up and recover data in the hard disk? <input type="checkbox"/>
• Front Panel <input type="checkbox"/>	How to update the Operating System and Antivirus software? <input type="checkbox"/>
• Rear Panel <input type="checkbox"/>	How to perform the preventive maintenance of the PC? <input type="checkbox"/>
• Mouse <input type="checkbox"/>	How to upgrade and replace the hard disk, memory, CD-Rom and other computer peripherals? <input type="checkbox"/>
• Storage Device <input type="checkbox"/>	Installation and configuration of 6 terminals to host PC <input type="checkbox"/>
• Connecting Hardware <input type="checkbox"/>	Creation of administration user accounts per terminal <input type="checkbox"/>
• Turning On <input type="checkbox"/>	Operation and troubleshooting of the shared computing technology <input type="checkbox"/>
• Turning Off <input type="checkbox"/>	How to set-up a LAN? <input type="checkbox"/>
II. Anti Virus	How to configure a router? <input type="checkbox"/>
Basic Features <input type="checkbox"/>	VI. Training on Classroom Management Software
III. UPS	How to Broadcast lessons? <input type="checkbox"/>
Installation <input type="checkbox"/>	How to call attention of individual or all students? <input type="checkbox"/>
Troubleshooting <input type="checkbox"/>	How to monitor and control student PCs? <input type="checkbox"/>
IV. Printer Operation	How to shutdown the terminal from the host PC? <input type="checkbox"/>
Installation <input type="checkbox"/>	
Software/Driver Installation <input type="checkbox"/>	
Installing/Replacing Cartridge <input type="checkbox"/>	
Loading Paper <input type="checkbox"/>	

Conducted by:

Name & Signature of Trainer

Training Provider

Contact Number/s

Certified Corrected by:

Name & Signature of School Head/
School ICT Coordinator