



January 24, 2018

**To: Public Schools District Supervisors  
Secondary/Elementary School Principals**

This is to inform the field that there will be a meeting of school heads of identified unenergized schools at T.P. Policarpio ES (Minuyan ES) on January 29, 2018 at exactly 9:00 o'clock in the morning.

**Agenda:**

- Unnumbered Regional Memorandum dated January 9, 2018
- Preparatory activities for unenergized schools in Central Luzon

Attached is the list of identified unenergized elementary schools.

Participants' foods and transportation expenses shall be charged against school MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

Your usual cooperation is highly appreciated.

  
**ROMEO M. ALIP, Ph.D., CESO V**  
Schools Division Superintendent

**DIVISION LETTER**  
No. 026, s. 2018



List of Identified Unenergized Schools

<b>Name of School</b>	<b>School ID</b>
Basyo ES	158506
Bato Elementary School	158505
Cabayunan Elementary School	104945
Calumpit Elementary School	105071
Camachin ES	105072
Cuong Elementary School	158529
Basyo ES	158525
Bato Elementary School	105075
Cabayunan Elementary School	158509
Calumpit Elementary School	158511
Camachin ES	158510
Cuong Elementary School	158504
Basyo ES	158519
Bato Elementary School	104940
Cabayunan Elementary School	158512
Calumpit Elementary School	158526
Camachin ES	158503
Cuong Elementary School	158539
Basyo ES	105067
Basyo ES	105105
Bato Elementary School	158520



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III-CENTRAL LUZON**

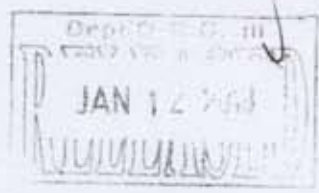
D.M. Government Center, Maimpis, City of San Fernando, Pampanga

Website: [www.deped.gov.ph/region-iii](http://www.deped.gov.ph/region-iii) ✉ Email: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)

Tel Nos: (045) 598-8580 to 89 ● Fax: (045) 402-7003 to 05



**MEMORANDUM**



**TO :** THE SCHOOLS DIVISION SUPERINTENDENTS  
DIVISIONS OF AURORA, BULACAN, NUEVA ECIJA, PAMPANGA,  
TARLAC PROVINCE, ZAMBALES, MABALACAT CITY, OLONGAPO CITY,  
TARLAC CITY

**ALL CONCERNED DIVISION ITOs AND SCHOOL HEADS**  
**ALL CONCERNED CPaG AREA COORDINATORS**  
**PROPMECH REPRESENTATIVES**

**FROM :** THE REGIONAL DIRECTOR

**SUBJECT :** *PREPARATORY ACTIVITIES FOR THE DEPED COMPUTERIZATION  
PROGRAM BATCH 34 ICT-PACKAGES FOR UNENERGIZED PUBLIC  
ELEMENTARY AND SECONDARY SCHOOLS IN CENTRAL LUZON*


**DATE :** January 9, 2018

1. With reference to DM No 208, s. 2017, issued on December 21, 2017, there will be a consultative meeting relative to the delivery of DCP Batch 34 for Unenergized Public Elementary and Secondary Schools in Central Luzon.
2. The consultative meeting aims to strengthen the partnership between DepEd and the CPaGs (Citizens Participating in Governance). In the same manner, the said meeting will provide an avenue for the representatives of each school recipient to formally articulate their concerns regarding school readiness.
3. Participants to this activity are the concerned Division Information Technology Officers (DITOs), School Heads of DCP Batch 34 recipient schools, CPaG Area

**MEMORANDUM**

Coordinators, and representatives from the supplier of DCP Batch 34 (PROPMECH).

4. The meeting will be held on January 30, 2018, at the Aquino Hall of this Office from 8:30 AM to 4:30 PM.
5. Refer to Enclosure No. 2 for the DCP Batch 34 list of recipient schools.
6. For proper guidance and strict compliance.

  
**MALCOLM S. GARMA, CESO V**  
Director III  
Officer - In - Charge  
Office of the Regional Director

Incls: As stated

ORD/ICTU  
R03\_ORD\_ICTU-UMEMO-2018-00001

**Enclosure No. 2  
List of Recipient-Schools of DCP Batch 34**

Count	Region	Division	District	School ID	School Name
1732	Region III	Aurora	Casiguran	104419	Agues ES
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1774	Region III	Tarlac	Capas West	160002	Tarukan ES
1775	Region III	Tarlac	Capas West	160016	Pilien PS
1776	Region III	Tarlac	Capas West	160018	Manabayukan ES
1777	Region III	Tarlac	Capas West	160019	Flora PS
1778	Region III	Tarlac	San Jose	106630	Dirita ES
1779	Region III	Tarlac	San Jose	106649	Tangan-Tangan ES
1780	Region III	Tarlac City	Tarlac South	106750	Yabutan PS
1781	Region III	Zambales	Botolan North	160504	Cabatuan ES
1782	Region III	Zambales	Botolan North	160510	Nacolcol ES
1783	Region III	Zambales	Botolan North	160521	Maguisguis ES
1784	Region III	Zambales	Botolan South	160515	Villar ES
1785	Region III	Zambales	Botolan South	160523	Burgos ES
1786	Region III	Zambales	Botolan South	160526	Poonbato Elementary School
1787	Region III	Zambales	San Felipe	160520	Banawen PS
1788	Region III	Zambales	San Marcelino	106943	Baliwet ES
1789	Region III	Zambales	San Marcelino	106944	United Nation Women Aeta School (Banaba ES)
1790	Region III	Zambales	San Marcelino	160501	Judd Hendricks Mem. Aeta School
1791	Region III	Zambales	San Marcelino	160503	Chiang Chio Te Mem. Aeta School (Ibad PS)
1792	Region III	Zambales	Sta. Cruz North	106975	Babuyan ES



Republic of the Philippines  
**Department of Education**

21 DEC 2017

DepEd MEMORANDUM  
No. **208**, s. 2017

**PREPARATORY ACTIVITIES FOR THE DEPED COMPUTERIZATION PROGRAM  
BATCH 34-ICT PACKAGES FOR UNENERGIZED PUBLIC ELEMENTARY  
AND SECONDARY SCHOOLS IN LUZON AND MINDANAO**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) and the United Nations Development Programme (UNDP) entered an agreement on March 23, 2016 for the implementation of the DepEd Computerization Program (DCP) to support the K to 12 Basic Education Program. Under the partnership, DepEd sought the assistance of UNDP in procuring, delivering and installing ICT packages in public schools nationwide using the allocations for DepEd under the General Appropriations Act. The partnership is meant to support DepEd in accelerating the implementation of its programs while providing it with assistance in implementing reforms.

2. Under the same partnership and using UNDP procurement procedures, the **DepEd Computerization Program (DCP) Batch 34-ICT Packages for Unenergized Public Elementary and Secondary Schools in Luzon and Mindanao** was awarded to Propmech Corporation on **June 19, 2017**.

3. To bolster greater transparency and participation, the said partnership also includes a citizens' monitoring component with partner-civil society organizations (CSOs) or Citizens Participating in Governance (CPaGs) tasked to capacitate school and community volunteers in monitoring. The deployment of the CPaGs ensures the timely and quality delivery of ICT packages to schools by promoting integrity and accountability during implementation, and supporting government in implementing service delivery reforms.

4. To prepare for the implementation of DCP Batch 34, the concerned regional directors (RDs) and schools division superintendents (SDSs) shall deploy their regional and division IT officers, engineers/educational facilities section staff, school heads, and other relevant officials and staff to perform the following preparatory activities:

- a. Double-check, update and/or correct, if necessary, the relevant information on the beneficiary-schools, such as the complete address, name and contact number of school head (SH), and name and contact number of ICT coordinator and school property custodian;

- b. Validate the readiness of the schools and compliance with their counterpart requirements using the School Readiness Form provided in Enclosure No. 6 as well as the Site Validation Form in Enclosure No. 7 provided by Propmech;
- c. As part of the readiness validation, determine and propose the potential location for the pole mounting of the solar panel, according to the specifications contained in Enclosure No. 8. The proposed location of the pole must be as close as possible to the building with maximum solar exposure, free from shading, and not along the path of students and teachers. It must be emphasized that the pole must be installed only at the side or at the back of the school building, never in front;
- d. The aforementioned information, including photographs of the proposed site of the pole mounting solution (see enclosure No. 8 for sample photographs), shall be submitted by the school personnel to their respective partner-CPaGs; and
- e. The CPaGs shall consolidate the information and transmit to UNDP through the latter's citizen monitoring platform. The ROs, through their regional IT officers, shall monitor the progress of submissions. The said information shall be submitted to UNDP through the CPaGs.

5. The regional offices (ROs) and schools division offices (SDOs) are enjoined to organize orientation sessions jointly with the contractor and the CPaG assigned to the respective regions and schools divisions. Such joint orientations may also be held as part of the regular DCP orientations that are organized by the ICTS.

6. Propmech Corporation will conduct the following preparatory activities, including but not limited to courtesy calls to the offices to schedule activities such as the joint orientation sessions and random sample school visits, to verify the information on the beneficiary-schools, including through the Site Validation Form as previously mentioned, and to discuss other project management requirements stated below.

- a. To facilitate these activities and subsequent project milestones, the concerned RDs and SDSs shall instruct their regional/division IT officers and educational facilities staff to coordinate closely with Propmech to ensure that the aforementioned requirements are met.
- b. The heads of the beneficiary-schools are instructed to provide Propmech with access to the school premises where the DCP package will be installed; assistance especially where there are geographical, security, or other impediments; permission to conduct tests and other preparations for the installation of the equipment; and assistance with respect to other project implementation requirements.
- c. It is understood that the contractor will coordinate the schedule of site visits with the concerned SDOs and the respective CPaG coordinators, and that such activities will be held as much as practicable, within reasonable hours and in a manner that minimizes the disruption of classes.



7. The CPaGs will mobilize and deploy school-and community-based volunteers and other stakeholders to: (a) conduct social preparation activities (e.g. coordination with DepEd and school officials, consultation with Parent-Teachers Associations (PTAs), among other stakeholders), (b) profile recipient schools, (c) evaluate the schools' readiness to receive the ICT packages, (d) monitor the actual delivery and installation of the equipment, (e) assess the trainings conducted by the supplier for the relevant staff of the recipient-schools, and (f) conduct school/user satisfaction surveys.

8. For the preparatory phase of the project, the CPaGs will (a) assess the schools' readiness through interviews with school personnel and other stakeholders; (b) take geotagged photographs of the school premises and proposed sites for the pole mounting and computer laboratory; and (c) coordinate with the school personnel for the remote provision of information required in cases where the CPaGs will not be able to directly conduct monitoring activities.

9. To facilitate these activities, the concerned ROs and SDOs shall:

- a. immediately coordinate with the CPaGs in their respective ROs and SDOs to discuss the plans for the monitoring and conduct of the joint orientation sessions per Item No. 4 of this memorandum;
- b. conduct joint missions or visit to schools with the CPaGs, when necessary and/or feasible. The joint mission teams shall be composed of relevant staff from the ROs or SDOs and the CPaG partners;
- c. provide relevant information that the CPaGs need to conduct their monitoring activities, including but not limited to addresses of the schools and contact information of the SHs, property custodians, and ICT coordinators;
- d. assign focal persons from the ROs and SDOs' External Partnerships Office to regularly liaise with the CPaG partners. The RO and SDO focal persons shall provide CPaG with the collected monitoring reports from identified schools that could not submit through the online monitoring facility. The list of identified schools shall be provided by the CPaG coordinators;
- e. endorse the CPaGs to the SHs and instruct the latter to facilitate their monitoring and social preparation activities;
- f. encourage the active participation of PTAs as among the community-based volunteers that the CPaGs may engage for the social preparation and monitoring activities;
- g. encourage the concerned ROs and SDOs to enter into formal partnerships with the CPaGs.

10. To ensure the effectiveness of citizen monitoring at the school level, the recipient-schools are enjoined to:

- a. be open to discussions with assigned CPaGs relative to the scheduling and conduct of monitoring activities and coordinating the same with their respective ROs and SDOs;
- b. expect joint missions or visits by teams composed of regional and/or division IT officer/s and the CPaGs partners to their schools;
- c. assign a focal person who shall liaise, with CPaGs and coordinate with the ROs and SDOs external partnerships offices with respect to citizen monitoring-related matters;

- d. encourage their respective PTAs and other stakeholders to take an active part in the social preparation, monitoring, and support activities in partnership with the CPaG covering their schools.

11. In summary, the following offices, officials, and staff of DepEd are responsible in performing the following tasks:

- a. **The Undersecretary for Administration** shall:
  - i. oversee the project and provide policy direction;
  - ii. resolve high-level issues and concerns;
  - iii. ensure that the concerned DepEd units perform their roles;
  - iv. lead the coordination with UNDP Project Management Team; and
  - v. lead the coordination with other government agencies, such as but not limited to the DepEd-Autonomous Region of Muslim Mindanao, Department of National Defense, and Department of Interior and Local Government.
- b. **The ICT Service** shall:
  - i. oversee the day-to-day implementation and coordination;
  - ii. formulate the specialized DCP Manual for Batch 34;
  - iii. consolidate and validate information on the recipient-schools;
  - iv. update the ROs and SDOs on the schedule and progress of DCP Batch 34;
  - v. strengthen the DCP Ticketing System and enforce its use for monitoring the progress of the DCP packages; and
  - vi. align its monitoring tools with those of the CPaGs.
- c. **The AS-Educational Facilities Division** shall:
  - i. support the preparation and implementation of the project with respect to its infrastructure work components; and
  - ii. coordinate with and assist the regional and division educational facilities sections in reviewing the proposed sites for the installation of the solar panel pole mounting.
- d. **The Regional Offices** shall:
  - i. review the results of the school readiness assessments;
  - ii. coordinate with ICTS in resolving the issues and concerns in their region that cannot be addressed at the regional level; and
  - iii. partner with the CPaGs and conduct joint preparatory and inspectorate activities with them.
- e. **The Schools Division Offices** shall:
  - i. assess the readiness of the recipient-schools to accept the DCP package, in partnership with the CPaGs;
  - ii. coordinate with the schools with respect to scheduling activities, gathering and validating information, and reporting and addressing issues;
  - iii. coordinate with the supplier and the CPaG with respect to the schedule of activities and other requirements that need to be coordinated with the schools; and
  - iv. assist the schools in utilizing the DCP Ticketing System and enrolling/updating the schools' users in the system.
- f. **The Beneficiary-Schools** shall:
  - i. ensure their readiness to receive the DCP package and compliance with counterpart requirements;
  - ii. determine and propose the potential location of the pole mounting of solar panel and of the computer room;

- iii. provide the required documents, photographs, and other data;
- iv. secure the ICT equipment while installation of solar package is underway;
- v. provide an area within the school grounds for the contractor and CPaG teams to set up temporary camp grounds during the delivery and installation processes; and
- vi. utilize the Ticketing System for reporting progress and issues.

12. Enclosed are the following documents, which are all available electronically at <https://goo.gl/qGDdwf> for reference:

- Enclosure No. 1 - Overall Project Timetable;
- Enclosure No. 2 - List of Recipient Schools;
- Enclosure No. 3 - Summary of Recipients per Region;
- Enclosure No. 4 - List of CPaG Partners per Region and Contact Information;
- Enclosure No. 5 - Specifications and Drawings of Solar Power System and Installation;
- Enclosure No. 6 - School Readiness Checklist;
- Enclosure No. 7 - Propmech Site Validation Form;
- Enclosure No. 8 - Sample Photographs of Proposed Site for the Pole Mounting Solution.

13. Further information and instructions on the delivery, installation, and post-installation phases of the project, including the schedule of deliveries and installations, will be announced through subsequent communications.

14. For more information, contact any of the following:

- Nereo James B. Bolante  
Office of the Undersecretary for Administration  
Email Address: [nereo.bolante@deped.gov.ph](mailto:nereo.bolante@deped.gov.ph)
- Joseph Nathaniel Santiago  
Information Technology Officer (ITO) I  
Information Communication and Technology Service (ICTS)  
Telephone No. (02) 631-9636  
Email Address: [joseph.santiago003@deped.gov.ph](mailto:joseph.santiago003@deped.gov.ph)
- Alvin Salcedo  
ITO I, ICTS  
Telephone No.: (02) 633-2363  
Email Address: [alvin.salcedop002@deped.gov.ph](mailto:alvin.salcedop002@deped.gov.ph)
- Architect Felix F. Villanueva Jr.  
Architect III, Administrative Service-Educational Facilities Division  
Ground Floor, Teodora Alonzo Building, DepEd CO  
Telephone No.: (02) 638-4108  
Mobile Phone No.: 0905-303-1777  
Email Address: [jojovillanueva10@gmail.com](mailto:jojovillanueva10@gmail.com)

15. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
 Secretary

Encls.:  
As stated

Reference:  
None

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

INFORMATION TECHNOLOGY  
PARTNERSHIPS  
PROGRAMS  
PROJECTS  
SCHOOLS

MCR/MCDJ - DM Preparatory Activities for DepEd Computerization.  
0915/October 4, 2017/Dec. 14



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
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D.M. Government Center, Maimpis, City of San Fernando, Pampanga

Website: [www.deped.gov.ph/region-iii](http://www.deped.gov.ph/region-iii) ✕ Email: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)

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**MEMORANDUM**

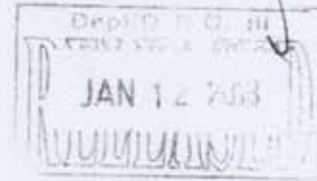
TO : **THE SCHOOLS DIVISION SUPERINTENDENTS  
DIVISIONS OF AURORA, BULACAN, NUEVA ECIJA, PAMPANGA,  
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1772	Region III	Pampanga	Porac East	159537	Diaz ES
1773	Region III	Tarlac	Capas West	160001	Alunan Elem. School
1774	Region III	Tarlac	Capas West	160002	Tarukan ES
1775	Region III	Tarlac	Capas West	160016	Pilien PS
1776	Region III	Tarlac	Capas West	160018	Manabayukan ES
1777	Region III	Tarlac	Capas West	160019	Flora PS
1778	Region III	Tarlac	San Jose	106630	Dirita ES
1779	Region III	Tarlac	San Jose	106649	Tangan-Tangan ES
1780	Region III	Tarlac City	Tarlac South	106750	Yabutan PS
1781	Region III	Zambales	Botolan North	160504	Cabatuan ES
1782	Region III	Zambales	Botolan North	160510	Nacolcol ES
1783	Region III	Zambales	Botolan North	160521	Maguisguis ES
1784	Region III	Zambales	Botolan South	160515	Villar ES
1785	Region III	Zambales	Botolan South	160523	Burgos ES
1786	Region III	Zambales	Botolan South	160526	Poonbato Elementary School
1787	Region III	Zambales	San Felipe	160520	Banawen PS
1788	Region III	Zambales	San Marcelino	106943	Baliwet ES
1789	Region III	Zambales	San Marcelino	106944	United Nation Women Aeta School (Banaba ES)
1790	Region III	Zambales	San Marcelino	160501	Judd Hendricks Mem. Aeta School
1791	Region III	Zambales	San Marcelino	160503	Chiang Chio Te Mem. Aeta School (Ibad PS)
1792	Region III	Zambales	Sta. Cruz North	106975	Babuyan ES





Republic of the Philippines  
**Department of Education**

21 DEC 2017

DepEd MEMORANDUM  
No. **208**, s. 2017

**PREPARATORY ACTIVITIES FOR THE DEPED COMPUTERIZATION PROGRAM  
BATCH 34-ICT PACKAGES FOR UNENERGIZED PUBLIC ELEMENTARY  
AND SECONDARY SCHOOLS IN LUZON AND MINDANAO**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) and the United Nations Development Programme (UNDP) entered an agreement on March 23, 2016 for the implementation of the DepEd Computerization Program (DCP) to support the K to 12 Basic Education Program. Under the partnership, DepEd sought the assistance of UNDP in procuring, delivering and installing ICT packages in public schools nationwide using the allocations for DepEd under the General Appropriations Act. The partnership is meant to support DepEd in accelerating the implementation of its programs while providing it with assistance in implementing reforms.

2. Under the same partnership and using UNDP procurement procedures, the **DepEd Computerization Program (DCP) Batch 34-ICT Packages for Unenergized Public Elementary and Secondary Schools in Luzon and Mindanao** was awarded to Propmech Corporation on **June 19, 2017**.

3. To bolster greater transparency and participation, the said partnership also includes a citizens' monitoring component with partner-civil society organizations (CSOs) or Citizens Participating in Governance (CPaGs) tasked to capacitate school and community volunteers in monitoring. The deployment of the CPaGs ensures the timely and quality delivery of ICT packages to schools by promoting integrity and accountability during implementation, and supporting government in implementing service delivery reforms.

4. To prepare for the implementation of DCP Batch 34, the concerned regional directors (RDs) and schools division superintendents (SDSs) shall deploy their regional and division IT officers, engineers/educational facilities section staff, school heads, and other relevant officials and staff to perform the following preparatory activities:

- a. Double-check, update and/or correct, if necessary, the relevant information on the beneficiary-schools, such as the complete address, name and contact number of school head (SH), and name and contact number of ICT coordinator and school property custodian;

- b. Validate the readiness of the schools and compliance with their counterpart requirements using the School Readiness Form provided in Enclosure No. 6 as well as the Site Validation Form in Enclosure No. 7 provided by Propmech;
- c. As part of the readiness validation, determine and propose the potential location for the pole mounting of the solar panel, according to the specifications contained in Enclosure No. 8. The proposed location of the pole must be as close as possible to the building with maximum solar exposure, free from shading, and not along the path of students and teachers. It must be emphasized that the pole must be installed only at the side or at the back of the school building, never in front;
- d. The aforementioned information, including photographs of the proposed site of the pole mounting solution (see enclosure No. 8 for sample photographs), shall be submitted by the school personnel to their respective partner-CPaGs; and
- e. The CPaGs shall consolidate the information and transmit to UNDP through the latter's citizen monitoring platform. The ROs, through their regional IT officers, shall monitor the progress of submissions. The said information shall be submitted to UNDP through the CPaGs.

5. The regional offices (ROs) and schools division offices (SDOs) are enjoined to organize orientation sessions jointly with the contractor and the CPaG assigned to the respective regions and schools divisions. Such joint orientations may also be held as part of the regular DCP orientations that are organized by the ICTS.

6. Propmech Corporation will conduct the following preparatory activities, including but not limited to courtesy calls to the offices to schedule activities such as the joint orientation sessions and random sample school visits, to verify the information on the beneficiary-schools, including through the Site Validation Form as previously mentioned, and to discuss other project management requirements stated below.

- a. To facilitate these activities and subsequent project milestones, the concerned RDs and SDSs shall instruct their regional/division IT officers and educational facilities staff to coordinate closely with Propmech to ensure that the aforementioned requirements are met.
- b. The heads of the beneficiary-schools are instructed to provide Propmech with access to the school premises where the DCP package will be installed; assistance especially where there are geographical, security, or other impediments; permission to conduct tests and other preparations for the installation of the equipment; and assistance with respect to other project implementation requirements.
- c. It is understood that the contractor will coordinate the schedule of site visits with the concerned SDOs and the respective CPaG coordinators, and that such activities will be held as much as practicable, within reasonable hours and in a manner that minimizes the disruption of classes.

7. The CPaGs will mobilize and deploy school-and community-based volunteers and other stakeholders to: (a) conduct social preparation activities (e.g. coordination with DepEd and school officials, consultation with Parent-Teachers Associations (PTAs), among other stakeholders), (b) profile recipient schools, (c) evaluate the schools' readiness to receive the ICT packages, (d) monitor the actual delivery and installation of the equipment, (e) assess the trainings conducted by the supplier for the relevant staff of the recipient-schools, and (f) conduct school/user satisfaction surveys.

8. For the preparatory phase of the project, the CPaGs will (a) assess the schools' readiness through interviews with school personnel and other stakeholders; (b) take geotagged photographs of the school premises and proposed sites for the pole mounting and computer laboratory; and (c) coordinate with the school personnel for the remote provision of information required in cases where the CPaGs will not be able to directly conduct monitoring activities.

9. To facilitate these activities, the concerned ROs and SDOs shall:

- a. immediately coordinate with the CPaGs in their respective ROs and SDOs to discuss the plans for the monitoring and conduct of the joint orientation sessions per Item No. 4 of this memorandum;
- b. conduct joint missions or visit to schools with the CPaGs, when necessary and/or feasible. The joint mission teams shall be composed of relevant staff from the ROs or SDOs and the CPaG partners;
- c. provide relevant information that the CPaGs need to conduct their monitoring activities, including but not limited to addresses of the schools and contact information of the SHs, property custodians, and ICT coordinators;
- d. assign focal persons from the ROs and SDOs' External Partnerships Office to regularly liaise with the CPaG partners. The RO and SDO focal persons shall provide CPaG with the collected monitoring reports from identified schools that could not submit through the online monitoring facility. The list of identified schools shall be provided by the CPaG coordinators;
- e. endorse the CPaGs to the SHs and instruct the latter to facilitate their monitoring and social preparation activities;
- f. encourage the active participation of PTAs as among the community-based volunteers that the CPaGs may engage for the social preparation and monitoring activities;
- g. encourage the concerned ROs and SDOs to enter into formal partnerships with the CPaGs.

10. To ensure the effectiveness of citizen monitoring at the school level, the recipient-schools are enjoined to:

- a. be open to discussions with assigned CPaGs relative to the scheduling and conduct of monitoring activities and coordinating the same with their respective ROs and SDOs;
- b. expect joint missions or visits by teams composed of regional and/or division IT officer/s and the CPaGs partners to their schools;
- c. assign a focal person who shall liaise, with CPaGs and coordinate with the ROs and SDOs external partnerships offices with respect to citizen monitoring-related matters;

- d. encourage their respective PTAs and other stakeholders to take an active part in the social preparation, monitoring, and support activities in partnership with the CPaG covering their schools.

11. In summary, the following offices, officials, and staff of DepEd are responsible in performing the following tasks:

- a. **The Undersecretary for Administration** shall:
  - i. oversee the project and provide policy direction;
  - ii. resolve high-level issues and concerns;
  - iii. ensure that the concerned DepEd units perform their roles;
  - iv. lead the coordination with UNDP Project Management Team; and
  - v. lead the coordination with other government agencies, such as but not limited to the DepEd-Autonomous Region of Muslim Mindanao, Department of National Defense, and Department of Interior and Local Government.
- b. **The ICT Service** shall:
  - i. oversee the day-to-day implementation and coordination;
  - ii. formulate the specialized DCP Manual for Batch 34;
  - iii. consolidate and validate information on the recipient-schools;
  - iv. update the ROs and SDOs on the schedule and progress of DCP Batch 34;
  - v. strengthen the DCP Ticketing System and enforce its use for monitoring the progress of the DCP packages; and
  - vi. align its monitoring tools with those of the CPaGs.
- c. **The AS-Educational Facilities Division** shall:
  - i. support the preparation and implementation of the project with respect to its infrastructure work components; and
  - ii. coordinate with and assist the regional and division educational facilities sections in reviewing the proposed sites for the installation of the solar panel pole mounting.
- d. **The Regional Offices** shall:
  - i. review the results of the school readiness assessments;
  - ii. coordinate with ICTS in resolving the issues and concerns in their region that cannot be addressed at the regional level; and
  - iii. partner with the CPaGs and conduct joint preparatory and inspectorate activities with them.
- e. **The Schools Division Offices** shall:
  - i. assess the readiness of the recipient-schools to accept the DCP package, in partnership with the CPaGs;
  - ii. coordinate with the schools with respect to scheduling activities, gathering and validating information, and reporting and addressing issues;
  - iii. coordinate with the supplier and the CPaG with respect to the schedule of activities and other requirements that need to be coordinated with the schools; and
  - iv. assist the schools in utilizing the DCP Ticketing System and enrolling/updating the schools' users in the system.
- f. **The Beneficiary-Schools** shall:
  - i. ensure their readiness to receive the DCP package and compliance with counterpart requirements;
  - ii. determine and propose the potential location of the pole mounting of solar panel and of the computer room;

- iii. provide the required documents, photographs, and other data;
- iv. secure the ICT equipment while installation of solar package is underway;
- v. provide an area within the school grounds for the contractor and CPaG teams to set up temporary camp grounds during the delivery and installation processes; and
- vi. utilize the Ticketing System for reporting progress and issues.

12. Enclosed are the following documents, which are all available electronically at <https://goo.gl/qGDdwf> for reference:

- Enclosure No. 1 - Overall Project Timetable;
- Enclosure No. 2 - List of Recipient Schools;
- Enclosure No. 3 - Summary of Recipients per Region;
- Enclosure No. 4 - List of CPaG Partners per Region and Contact Information;
- Enclosure No. 5 - Specifications and Drawings of Solar Power System and Installation;
- Enclosure No. 6 - School Readiness Checklist;
- Enclosure No. 7 - Propmech Site Validation Form;
- Enclosure No. 8 - Sample Photographs of Proposed Site for the Pole Mounting Solution.

13. Further information and instructions on the delivery, installation, and post-installation phases of the project, including the schedule of deliveries and installations, will be announced through subsequent communications.

14. For more information, contact any of the following:

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15. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

Reference:

N o n e

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

INFORMATION TECHNOLOGY  
PARTNERSHIPS  
PROGRAMS  
PROJECTS  
SCHOOLS

MCR/MCDJ - DM Preparatory Activities for DepEd Computerization.  
0915/October 4, 2017/Dec. 14