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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

DepEd-SDO of Bulacan Office of the SDS

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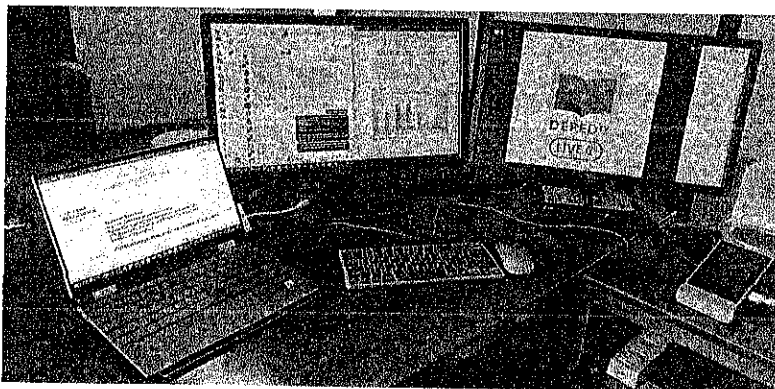
MEMORANDUM

17 November 2020

For: **Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
ICT Regional, Division and School Coordinators
All Others Concerned**

Subject: **GUIDELINES FOR DUAL/MULTIPLE MONITOR SETUP
FOR BLENDED LEARNING/ONLINE CLASSES**

In line with the Blended Learning, particularly Online Modality, and the deployment of DepEd Computerization Program (DCP) units, the Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service (ICTS), issues these guidelines for the implementation of **dual or multiple monitor set-ups for online classes using DCP units.**



This dual or multiple monitor set-ups will help teachers and employees with **effective multi-tasking, especially with tasks that benefit from multiple screens like online teaching.**

The dual or multiple monitor setup will enable teachers to easily conduct online classes where one screen is utilized solely for the gallery of learners participating online, while the other screen is used for notes and lessons. Another screen may still be used for other areas that the teacher will be needing. All the screens are navigated or controlled via the laptop or desktop.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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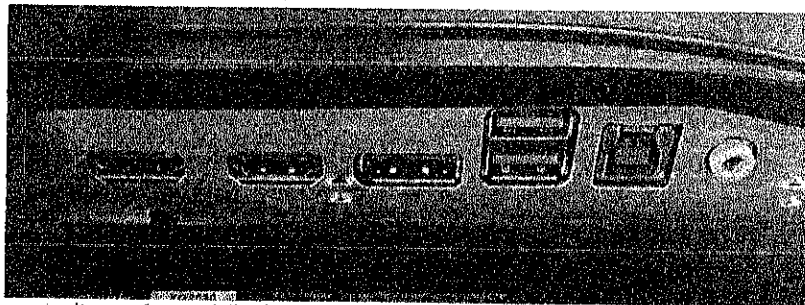
All Information and Communications Technology (ICT) Coordinators are hereby instructed to facilitate the dual or multiple monitor setup by using the display monitors of the DCP packages.

The necessary equipment are as follows:

- a. DCP Computer Monitors
- b. Display Cable (depending on Monitor and the Laptop's Display port)
 - i. HDMI Cable / Mini HDMI / Micro HDMI
 - ii. VGA Cable / Mini VGA
 - iii. Display Cable / Mini Display Cable
 - iv. DVI-D / DVI-I / Mini DVI/ Micro DVI
- c. DCP Laptop or Desktop
- d. Display Adapter (optional)

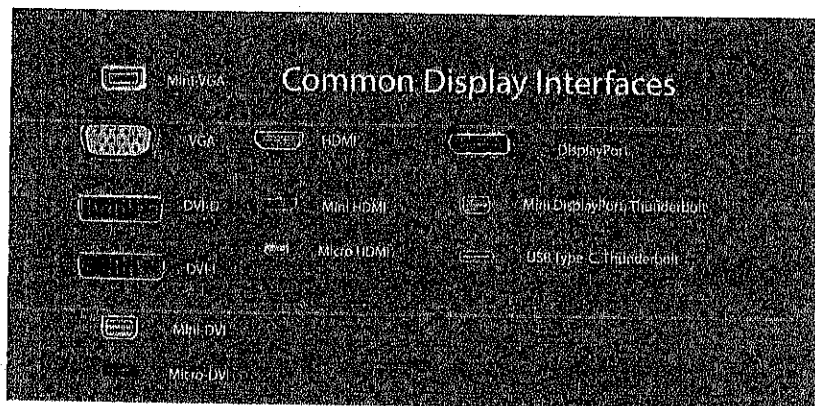
The following guidelines are hereby provided to implement the dual monitor setup;

1. Inspect the monitor's display ports located either on the sides or the rear part of the monitor.



Source: <https://www.monitormerds.com/displayport-vs-hdmi-vs-usb-c-vs-dvi-vs-vga-which-is-better-for-gaming/>

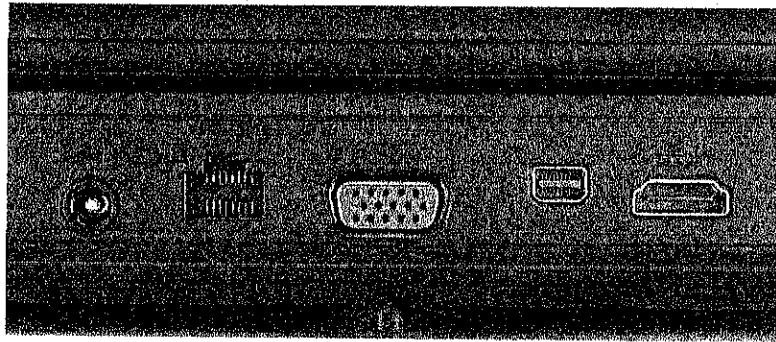
2. After determining which display port is present, insert the appropriate display cable to its corresponding display port.



Source: <https://www.xenarc.com/different-types-of-monitor-ports.html>

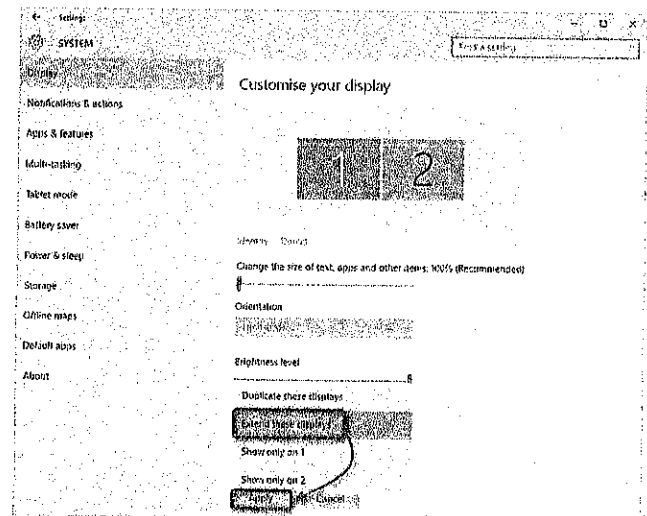
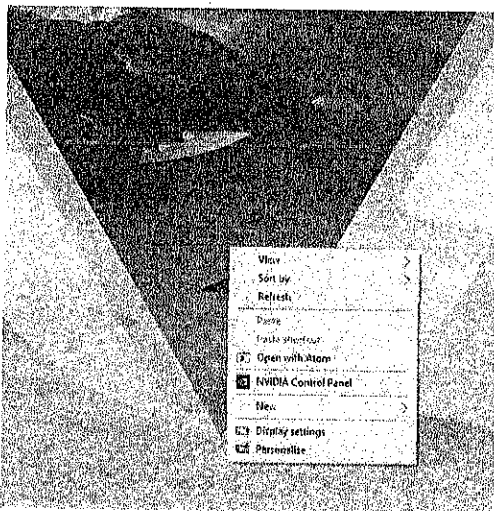


3. Locate the corresponding display port on the DCP unit that matches the port picked on the monitor's display panel and plug in the cable to its corresponding port.



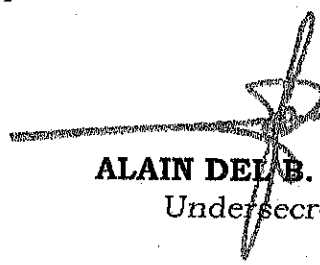
Source: <https://www.pcworld.com/article/2035700/how-displayport-multi-streaming-delivers-new-levels-of-multi-monitor-madness.html>

4. If the display cable does not have a matching port, use an adapter with each end being the corresponding port of the cable and the corresponding plug for the DCP unit's port.
5. Turn on the monitor and scan for the input coming from the computer by browsing through the input options of the monitor. If done correctly, the monitor will display a duplicate of the desktop of the DCP unit.
6. To make use of its Dual Monitor functionality, right click on the desktop and go to display settings under "Multiple Displays" and select the "Extend Display" Option and apply the settings by selecting apply during the prompt.



For relevant queries or concerns, please contact **Mr. ARTHUR M. AQUINO**, Information Technology Officer I, via email: arthur.aquino@deped.gov.ph or send a message via Workplace Chat.

For immediate dissemination and implementation.


ALAIN DEL B. PASCUA
Undersecretary



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