



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BENGUET  
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DIVISION MEMORANDUM


No. 155 s. 2018

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**POLICIES ON THE PROPER USE OF THE DepEd Computerization Program (DCP) PACKAGES**

TO: SGOD and CID Division Chiefs  
All EPS, PSDS and Division in-Charge  
All Secondary & Elementary School Heads/TICs  
All Concerned

1. This is concerning the DCP packages from CY 2015 to present. Based on conducted monitoring and/or provision of technical assistance of schools, it was observed that several DCP packages are not being utilized to the program main purpose.
2. Based on DepEd Order No. 78, s. 2010, the DepEd Computerization Program (DCP) packages aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century.
3. Hence, all DCP packages are purely for instructional purposes to aid teachers' in attaining our agency mission and vision a reality and not for administrative use. However, this DCP packages can be utilized in accomplishing DepEd online programs like LIS/EBEIS, EHRIS, etc. only if no class/teacher is in need.
4. It is highly advised that any DCP packages (ex. Laptop, notebooks, desktop, projector, etc..) are NOT to be issued to any school teacher, school staff or school head. DepEd Order No. 95, s. 2018 states that, All DepEd constituents must remember that electronic media/equipment and services are property of this government agency (DepEd), and that their purpose is to facilitate and support its mandate.
5. These DCP packages should be under the care of the School Property Custodian particularly the laptops/netbooks, projectors, etc. The School Property Custodian must maintain a borrower's logbook to monitor the usage of these DCP packages. Any DCP package are not to be borrowed after office hours or borrowed for a long duration of time, unless it will used in accomplishing school online programs but to be returned the soonest possible.
6. Furthermore, portable DCP packages like the DCP batches 29 and 40 shall never be utilized separately. Particularly the DCP batch 40 wherein the interactive feature of the projector will function if it's not paired with the corresponding laptop.
7. The School ICT Coordinator shall continue to head in the conduct of ICT LAC session in their respective schools using the DCP packages.
8. DepEd Press Release dated April 5, 2018, from our Secretary Briones entails the cooperation of DepEd with DILG and PNP, wherein the PNP has the right to question someone who is in possession of a DCP item outside the school. Additionally, the PNP can issue a *mutu propio* to that person who is in possession of a DCP item if their reason is found baseless.
9. A continuous monitoring by either the SDO, Regional Office, ICTS-TID Central Office or from the Office of Undersecretary for Administration on the DCP, non-compliance to the conditions may result to grave consequences from either the monitoring offices.
10. For immediate compliance, guidance and wide dissemination.

  
MARIE CAROLYN B. VERANO, CESO VI  
Schools Division Superintendent