



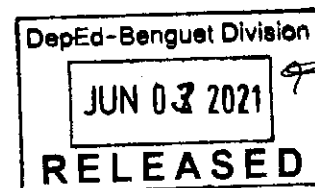
Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Benguet**

June 1, 2021

DIVISION MEMORANDUM  
 No. 199 s., 2021

**Guidelines on the Utilization of the Program Support Fund for out-of-warranty DCP packages**

TO: All Division Chiefs  
 All PSDS and District In-charge  
 All Secondary/Elementary School Heads  
 All School ICT Coordinators  
 All Others Concerned



1. With the mandate to provide an enhanced learning environment and resources which would benefit both learners and teachers in the public schools, DepEd initiated DepEd Order No. 78, s. 2010 entitled *Guidelines on the Implementation of the DepEd Computerization Program (DCP)*. To continuously realize the goal of DCP, the ICT unit implements guidelines in the utilization of DCP Program Support Fund (DCP-PSF) pursuant to the issued DepEd OUA Memorandums No. 00321-0028 and 00-0421-0163.
2. To sustain the implementation of the DCP initiatives, projects, and activities, the DCP-PSF shall purposely augment the operation and regular school MOOE for covering the repairs and maintenance of all issued out-of-warranty DCP packages.
3. This year, the DCP-PSF shall be download to recipient school(s) needing funds for repair and maintenance of their out-of-warranty DCP packages through the issuance of the sub-Subsidy Allotment Release Order (sub-SARO). The DCP-PSF will prioritize the latest out-of-warranty DCP packages batch 44 down to the later DCP batches.
4. The download funds shall be used for the repair and maintenance of identified parts of the out-of-warranty DCP package:

Laptop	Desktop	Others
Hard disk drive (ROM)	Hard disk drive (ROM)	UPS or UPS-battery
Memory (RAM)	Memory (RAM)	Tablets
Motherboard	Motherboard	Projector bulbs
Battery pack	Power Supply	Speaker set
Charger	Cords (power or data)	Thin Clients
LCD monitor screen	LCD monitor	Software issue
Keyboard, mouse, or touchpad	Keyboard or mouse	- refresh/restore
Flex cables	GPU/video cards	- virus/malware removal
		* OS must retain the OEM

The procurement cost shall not exceed the amount of ₱ 14,999.00 per identified part stated above.



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5. All concerned school shall accomplish the following reports, the *Pre-Inspection Report*, and the *Program of Works*, both reports shall be duly signed by the concerned signatories. Sample report templates can be outsourced by accessing the link: [bit.ly/SDOBenguetDCP\\_files](http://bit.ly/SDOBenguetDCP_files)
6. Schools are advised to have their defective DCP items examined by reliable personnel or a reputable service center/shop. Any findings must be indicated in the Pre-Inspection Report and estimated cost of parts labor must be indicated in the Program of Works.
7. Accomplished Pre-Inspection Report and Program of Works must be submitted online via the link: [bit.ly/SDOBenguetDCP\\_OW](http://bit.ly/SDOBenguetDCP_OW). The submission of this report is ASAP and will be on a first-come first serve basis.
8. Any personnel a tasked to accomplish this report is highly advised to log-in to their DepEd emails before accessing the links presented to avoid invalid access on files and report submission.
9. The utilization of DCP-PSF is subjected to existing budgeting, accounting, auditing and procurement rules and regulations including internal polices of the Department.
10. For detailed inquires please contact the ICT Unit, SDO Benguet through 074 422 6570 or email/chat via MS Teams at [eric.wanson@deped.gov.ph](mailto:eric.wanson@deped.gov.ph).
11. For compliance, information, guidance and wide dissemination.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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