
	<p style="text-align: center;">Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p>		<p>Document Code: SDO-GQF-QF-CID-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018</p>
<p style="text-align: center;">Division Memo No. <u>226</u> S. 2019</p>			<p style="text-align: center;">Name of Office: OSDS-ICTU</p>

August 6, 2019

Accomplishment of ICT Survey Tool and DCP Monitoring System through the DepEd CAR Gatekeeper Information System

TO: CID & SGOD Division Chief
Public Schools District Supervisors/District Heads
Elementary & Secondary Schools Heads/TICs
School ICT Coordinators & School Property Custodians
All Permanent Employees

AUG 14 2019

1. Relative to SDO Memo No. 161, s. 2019 and the unnumbered DepEd CAR Memorandum entitled Reporting of DCP Batch 2018-01 and 2018-02 Deployment Status. All school personnel are encouraged to take the ICT Survey Test and all DCP recipient schools to accomplish their DCP reports via the DCP Monitoring System.
2. All recipient schools for DCP batches 2018-01 and 2018-02 are required to upload their DCP reports online via the DCP Monitoring Tool System **one week after the installation, acceptance and training** of their respective DCP batches.
3. Moreover, these recipient schools of DCP batches 2018-01 and 2018-02 who are having difficulty in accessing the DCP Monitoring Tool System can accomplish their DCP report at ICTU office, SDO Benguet, provided that the School ICT coordinator will bring their DCP Readiness report duly signed by their School head along with the complete necessary DCP receipts (Delivery receipt, Inspection and Acceptance receipt, Training Checklist and Property Transfer Receipt).
4. Relative thereto all schools are recipients of the DepEd Computerization Program (DCP) of various batches since its conception from CY 2010 to present therefore all schools are required to upload their DCP reports/receipts to the DCP Monitoring Tool System. Non-compliance to this may affect the inclusion of schools to future DCP recipient schools.
5. All permanent school personnel are also enjoined to accomplish their respective ICT survey for CY 2018 via the GATEkeeper subsystem ICT Survey Tool on or before **August 31, 2019**. Each employee is required to access their DepEd email addresses to be able to receive their Log-In details via an email from the GATEkeeper system.
6. Employees who have yet to receive an email from GATEkeeper system must read guidelines from SDO Memo No. 161, s. 2019 while employees who can't access their DepEd emails must read guidelines from SDO Memo No. 30, s. 2018.
7. For any inquires and/or other concern regarding the aforesaid task may refer to the ICT unit, SDO Benguet and look for Mr. Eric S. Wanson or Ms. Anna Fe C. Anton and can be reached via phone at 074 422 6570 or through email at ictu.sdobenguet@gmail.com.
8. For information, dissemination, guidance and immediate action.


MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent