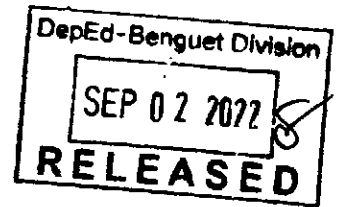




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet



August 30, 2022

DIVISION MEMORANDUM
 No. 271 s., 2022

Reiterating the Guidelines on the Utilization of the Program Support Fund for out-of-warranty DCP packages for CY 2022

TO: All Division Chiefs
 All Secondary/Elementary School Heads
 All School ICT Coordinators
 All Others Concerned

- Relative to SDO Memo No. 199, s. 2021 entitled Guidelines on the Utilization of the Program Support Fund for out-of-warranty DCP packages, this office shall again download funds to DCP recipient schools which are 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 from DCP batch 2018-01 to DCP Batch 29. Provided that each DCP package functionality must be at 60% else that batch shall be recommended for condemnation.
- Latter DCP packages from DCP batch 28 to first functional DCP can still be catered by DCP-PSF if it will comply with the stipulations stated above (item 2)
- The download funds shall be used for the repair and maintenance of specific parts of the out-of-warranty DCP package:

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

- Procurement cost of each identified part/item shall not exceed the amount of ₱ 49,999.00.
- All concerned school shall accomplish the following reports, the *Pre-Inspection Report*, and *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



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7. 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 and labor must be indicated in the Program of Works.
8. Accomplished Pre-Inspection Report and Program of Works must be submitted online via the link: bit.ly/SDOBengDCP_OW2022. The submission of this report is **ASAP** and will be on a **first-come first serve** basis.
9. It is highly advised to any personnel tasked to accomplish this to log-in to their respective DepEd emails before accessing the links present above to avoid inaccessibility on files and report submission.
10. The utilization of DCP-PSF is subjected to existing budgeting, accounting, auditing and procurement rules and regulations including internal polices of the Department.
11. 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.
12. For compliance, information, guidance and wide dissemination.


GLORIA B. BUYA-AO
Schools Division Superintendent



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