



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

January 7, 2026

DIVISION MEMORANDUM

No. 11, s. 2026

**PROPER UTILIZATION GUIDELINES FOR DEPED COMPUTERIZATION PROGRAM
(DCP) PACKAGES**

To: **Assistant Schools Division Superintendents**
SGOD and CID Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors
All School Heads
Others Concerned
This Schools Division

1. The DepEd Computerization Program (DCP) has been implemented to equip schools with ICT resources that enhance both administrative and instructional functions. This memorandum serves to provide guidelines on the proper utilization of the various DCP packages to ensure the optimal use and maintenance of these resources.
2. The following DCP Packages are available:
 1. DCP L4T (Laptop for Teachers)
 - Specification: 5 Laptops
 - Guidelines: The school head shall identify the recipient teachers based on workload and assigned tasks. If a recipient teacher is transferred to another station or separates from DepEd, the unit must be returned to the school's property custodian. The school head will then assign the returned unit to another teacher.
 2. DCP L4NT (Laptop for Non-Teaching Personnel)
 - Specification: 1 Laptop
 - Guidelines: The recipient of this laptop is the school's Administrative Officer II. If the AO II is transferred or separates from DepEd, the unit must be returned to the property custodian and reassigned to the next Administrative Officer II.
 3. DCP STV (Smart TV Package)
 - Composition: 5 Smart TVs and 5 External Hard Drives
 - Guidelines: The school head will identify the rooms where the Smart TVs will be installed. These should primarily support instructional purposes.
 4. DCP eLC (Electronic Learning Cart)
 - Composition: 46 Laptops, 2 Storage Carts, 2 Wireless Routers, 1 Smart TV, 1 External Hard Drive
 - Guidelines: This package is intended strictly for student use in designated e-classrooms. It should not be issued to teachers or non-teaching personnel and



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must remain intact within the classroom. Usage of the e-classroom shall be regulated through a class schedule signed by the school head.

3. Preventive Maintenance and Monitoring

- The school ICT Coordinator, in coordination with the school head, must prepare a preventive maintenance schedule to ensure continuous functionality. Maintenance should include regular hardware inspections, software updates, and system optimization.
- For any warranty claims, report issues to the contact details on the sticker attached to the units. Repairs for out-of-warranty items will be charged to the school's Maintenance and Other Operating Expenses (MOOE) fund.

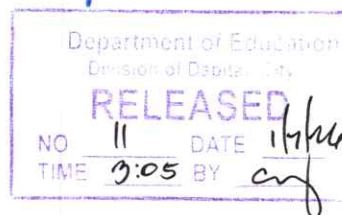
4. General Responsibilities

- DCP packages that require an e-classroom must have a class schedule for their use, organized and approved by the School Head. This schedule should regulate and monitor the utilization of the computerization packages, ensuring their proper and efficient usage outside of regular classroom hours.
- All recipient schools must adhere strictly to these guidelines to maximize the benefits of the DCP packages. Proper use and regular maintenance will ensure the longevity and impact of these resources for the students' academic enhancement.

5. Thank you for your cooperation and commitment to the successful implementation of the DepEd Computerization Program.

6. For strict compliance.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent





2025 PREVENTIVE MAINTENANCE PLAN

EQUIPMENT/DEVICE	ACTIVITIES	SCHEDULE				
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY
Laptop/Tablet/Desktop	Check and Monitor boot process				/	
	Monitor Login Script and error				/	
	Verify and Configure Network Settings				/	
	Verify Available Hardware Components				/	
	Verify proper settings and operations				/	
	Verify all required software is running				/	
	Run check disk				/	
	Dust and Dirt Removal				/	
Printer and Scanner	Verify hardware components				/	
	Verify all required software is running				/	
	Printer Cleaning				/	
Television	Visual Inspection				/	
	Dust and Dirt Removal				/	
	Remote Control Inspection				/	
	Audio and Video Calibration				/	

Prepared by:

Teacher I – ICT Coordinator

Approved by:

School Principal I





2025 PREVENTIVE MAINTENANCE CYCLE

PACKAGE	ITEM	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DCP ELC	LAPTOP												
	STORAGE CARTS												
	ROUTER												
	SMART TV												
DCP STV	External Hard Drive												
	Smart TV												
	Hard Drive												

Prepared by: _____

Approved by: _____

Teacher I – ICT Coordinator

School Principal I

