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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
NO. 230, s. 2024

TO	:	Secondary & Elementary School Heads School ICT Coordinators School Property Custodian
FROM:		**FELIX ROMY A. TRIAMBULO, CESO V** Schools Division Superintendent
DATE	:	April 21, 2025
SUBJECT	:	MONITORING AND PREVENTIVE MAINTENANCE ON THE IMPLEMENTATION OF DEPED COMPUTERIZATION PROGRAM (DCP)

This Division, through the **Information and Communication Technology (ICT) Unit** and the **Supply Office**, is tasked with overseeing the proper implementation of the **DepEd Computerization Program (DCP)**, in accordance with **DepEd Order No. 78, s. 2010**, entitled *"Guidelines on the Implementation of the DepEd Computerization Program (DCP)."*

To ensure the effective and sustainable execution of this program, the said units will conduct a **Monitoring and Evaluation** of all schools from **June 16, 2025 to August 29, 2025**.

The objectives of this activity are as follows:

1. Assess the current operational condition of DCP-deployed ICT equipment;
2. Detect and address technical issues through timely support and interventions;
3. Verify and update inventory records and documentation of DCP assets;
4. Promote proper usage, care, and preventive maintenance practices of ICT facilities.

In preparation for the monitoring activity, all schools are instructed to organize and submit the following requirements:

- **Class schedules for the Computer Laboratory/E-Classroom**, to be prepared in coordination with the School Head/Principal and the ICT Coordinator;
- **Complete documentation related to DCP packages**, including updated inventory reports, Preventive Maintenance Plans, Preventive Maintenance Cycles, and records of past maintenance activities, to be compiled by the School Property Custodian.

For your guidance, the **2025 DCP / E-Classroom Monitoring and Evaluation Schedule** is attached herewith.

To facilitate proper documentation during the monitoring activity, schools may download the required monitoring forms through the following link:
https://bit.ly/monitoringtools2025

We highly encourage all concerned personnel to extend their full cooperation and ensure readiness for the scheduled visits. This initiative is integral to the successful implementation of the DCP and the continued advancement of ICT integration in education.

For information, guidance, and widest dissemination.

Department of Education
Division of Dapitan City
RELEASED
NO 230 DATE 4/22/25
TIME 6:44 BY

Office of the Schools Division Superintendent

2025 DCP/E-Classroom Monitoring and Evaluation Schedule

To undertake monitoring as to functionality of all DCP/E-Classroom under Dapitan City Division.

District	Visit Schedule
1. **DAPITAN CENTRAL DISTRICT**	**June 16-30, 2025**
2. **SULANGON DISTRICT**	**July 1-15, 2025**
3. **BARCELONA DISTRICT**	**July 16-31, 2025**
4. **POTUNGAN DISTRICT**	**August 1-15, 2025**
5. **BAYLIMANGO DISTRICT**	**August 16-29, 2025**

* Schedule is however flexible. The Team may proceed to the district upon completion of the preceding schedule.

Prepared by:

LOURENCE N. REYES
I.T. Officer I

Approved:

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

2025 ECLASSROOM SCHEDULE

TIME	NO. OF MINUTES	LEARNING AREA	DAY	TEACHER
7:30 – 8:30	60	Computer Laboratory	Monday-Thursday	

Prepared by:

LOURENCE N. REYES
Teacher I – ICT Coordinator

Approved by:

ALLAN BENDAÑO
School Principal I

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:

LOURENCE N. REYES
Teacher I – ICT Coordinator

Approved by:

ALLAN BENDAÑO
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												
	External Hard Drive												
DCP STV	Smart TV												
	Hard Drive												

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School Principal I