



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 489, s. 2019

July 8, 2019

Division ICT Monitoring

To: Public Schools District Supervisors
School Head
School ICT Coordinators

1. The Department of Education has provided the public schools with ICT equipment through the DepED Computerization Program (DCP). The aim of the project is to integrate ICT in the school system and meet the challenges of the 21st century by enhancing the teaching-learning process.
2. For the effective implementation of DepEd Computerization Program this office will conduct a regular monitoring on the utilization of the ICT Packages.
3. Attached is the Monitoring and Evaluation Form which will be used during the visit.
4. Immediate and wide dissemination of this memorandum is desired.

WINNIE E. BATON, Ed.D

Assistant Schools Division Superintendent
Officer- In-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
36718

DATE: 09 JUL 2019 TIME: 10:20

BY: [Signature]

Encls:

References:

To be indicated in the Perpetual Index under the following subjects:
ICT Monitoring

ICT Monitoring and Evaluation Form

A tool for Monitoring and Evaluation of ICT Programs and Projects for Department of Education Division of Digos City

ICT Monitoring and Evaluation Form

A tool for Monitoring and Evaluation of ICT Programs and Projects for Department of Education Division of Digos City

A. BASIC DETAILS

School ID : _____

School Name : _____

School Head : _____

ICT Coordinator : _____

Property Custodian: _____

Monitoring Type

	First Visit	Follow-Up	Special Visit
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Monitoring Date/s: _____

B. CONDITION OF DCP Packages (If school is a recipient)

[illegible]

C. E-CLASSROOM/LABORATORY CONDITIONS (Place a check mark in the appropriate column)

INDICATOR	YES	NO	REMARKS
SECURITY AND SAFETY			
☐ Grills are installed to doors and windows and other holes/exits from the classroom			
☐ A Security personnel is designated			
☐ Doors are protected with double padlocks			
LAB ACTIVITY MONITORING			
☐ Class schedules are readable and are posted in visible area/s			
☐ Logbooks are utilized			
☐ DCPs are available and usable by all Learning Areas			
☐ User Guidelines are readable and are posted in visible area/s			
LEARNING ENVIRONMENT			
☐ The room is well-ventilated (electric fan, air-conditioned unit are installed)			
☐ Walls are free from destructive designs			
☐ The Computer laboratory is well-lit			
☐ Chairs are sufficient in number(i.e. 50 and above)			
☐ Tables are in good condition			
☐ The computer laboratory is clean and orderly			
☐ The computer laboratory space is sufficient			

D. CURRICULUM UTILIZATION (List of all subjects and grade level where the computer packages are used. If the space provided is not enough, use a separate sheet)

SUBJECT	GRADE LEVEL	NO. OF HOURS PER WEEK	SCHEDULE	TEACHER

E. INTERNET CONNECTIVITY

Fund Source:	☐ School MOOE	☐ Canteen	☐ Donated by _____
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No. of Subscriptions: _____

Subscription Details:

F . CONDUCT OF ICT LAC SESSIONS

1. Has the school conducted an ICT LAC Session for the current SY?
2. If No, Why? _____

_____.

3. If Yes : Topics of the LAC Sessions (enumerated in bullets):

- _____
- _____
- _____
- _____

4. What topic/s do you intend to present in your future LAC Sessions?

- _____
- _____
- _____

5. In the next ICT Literacy Training, what topics would you like to be discussed/covered?

- _____
- _____
- _____

G. OTHER FINDINGS

H. RECOMMENDATIONS

We hereby certify that the above information are true and correct to the best of our knowledge and belief. We understand that any false information indicated herein may greatly affect the status of this school's ICT programs and projects and good standing in the Department of Education

ICT Coordinator
(Signature over Printed Name)

School Head
(Signature over Printed Name)

Monitored by:

(Signature over Printed Name)