



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



DIVISION MEMORANDUM
No. 497, s. 2019

July 10, 2019

**SAFETY MEASURES AND UTILIZATION OF THE DEPED COMPUTER
PROGRAM PACKAGES**

To: Public Schools District Supervisors
School Heads
School ICT Coordinators
School Property Custodians

1. Attached is Regional Memorandum dated June 2, 2019 re: Safety Measures and Utilization of the DepEd Computerization Program Packages, directing all public schools to observe safety measures and proper utilization of all DCP packages provided by the Department of Education.
2. Among the safety measures in protecting our DCP computer packages are the following:
 - a) Installation of durable grills on the windows and doors of the E-classrooms or computer laboratories,
 - b) Doors are protected with double padlocks,
 - c) Designation of Security Personnel or Watchman, etc.
3. Other safety measures and proper utilization are also discussed in our Division Memorandum No 489 s. 2019 re: Division ICT Monitoring.
4. For more details please refer to the attached memorandum.
5. Failure to comply on these instructions, may result to a denial of the request for the Relief from Accountability (COA memorandum no. 92-751) in case of loss of these DCP Packages.
6. Immediate dissemination and compliance of this memorandum is desired.


WINNIE E. BATOON, Ed.D

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office - Digos City
RECORDS SECTION

RELEASED
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DATE: JUL 10 2019 TIME: 11:23
BY: 

Encls: DepEd Memo dated June 26, 2019

References:

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



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
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DepEd Schools Division Office of Digos City

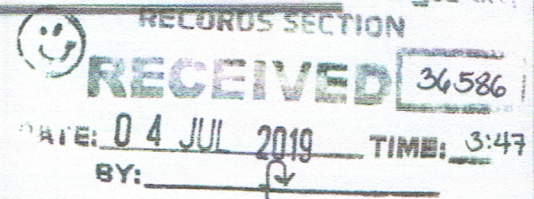
MEMORANDUM

To : Schools Division Superintendents

Attention: Division Information Technology Officer

Subject: SAFETY MEASURES & UTILIZATION OF THE
DEPED COMPUTERIZATION PROGRAM PACKAGES
IN THE SCHOOLS

Date : June 2, 2019



1. In pursuance to DepEd Order No. 78, s. 2010, Guidelines on the Implementation of the Computerization Program (DCP) and Memorandum dated April 5, 2018, Guidelines on the Conduct and Utilization of the 2018 DepEd Computerization Program Monitoring Fund For All Public Elementary and Secondary Recipient Schools. You are hereby directed on the safety measures and proper utilization of all DCP packages provided by the Department of Education.
2. As part of carrying out the DCP and sustain the operation and functionality, the following safety measures and utilization are enumerated for references:
 - a. Windows and doors where DCP Packages are kept must be closed, locked at all times and properly grilled;
 - b. Attach each of the computer units to the computer table;
 - c. Inventory of the equipment must always be updated;
 - d. When not in used, switch off the electrical main switch of the room;
 - e. Security personnel assigned must be fully aware of the computer room and provide security measures of the equipment;
 - f. Laptops and projectors provided by the DepEd Computerization Program must be used primarily for classroom instruction. It must be under the care and custody of the School ICT Coordinator or School Property Custodian;
 - g. To protect the DCP packages from physical threats (ex. Cable breakage, etc.), transfer of any component/s (i.e. Host PC, network switch, etc.), as well as DCP package set up need to be relocated to a new building/computer laboratory from one place to another, without the approval from the Schools Division Superintendent is **strictly prohibited**;
 - h. Division Information Technology Officer must include to his monitoring and validation the above mentioned safety measures and utilization and submit a every quarter report to ICTU, Regional Office, Attention: Ricardo C. Guinto, Head, ICTU, Region XI

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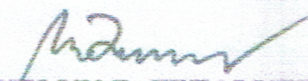
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- i. In case of loss of the DCP packages, parts, equipment due to theft, force act, fire, etc., a report thereon shall be prepared by the Accountable Personnel and shall be submitted to this Office not later than thirty (30 days) from the occurrence or discovery of the event. Likewise, the Accountable Personnel shall process with the Commission on Audit a request for relief of accountability (COA Memorandum No. 92-751 dated February 24, 1992).
3. The safety measures and DCP utilization mentioned above are not exclusive. Any other measures beneficial to the ICT equipment are also encouraged.
4. Wide and immediate dissemination of this Memorandum is desired.


DR. EVELYN R. FETALVERO, CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director

Enclosed: As stated
ORD/ICTU/rcg

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

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