



Republic of the Philippines  
**Department of Education**  
REGION I




**REGIONAL MEMORANDUM**

No. 0184, s. 2024

**SUBMISSION OF REPORTORIAL REQUIREMENTS ON THE DOWNLOADED  
PROGRAM SUPPORT FUND (PSF) UNDER FY 2023 DEPED  
COMPUTERIZATION PROGRAM**

To: **All Schools Division Superintendents**

1. This memorandum serves as a follow-up to the guidelines outlined in the OUA-OUT 032923-008 Memorandum dated June 20, 2023, entitled "Guidelines for Regions and Divisions on the Allocation, Utilization, Documentation, and Reporting of Downloaded Funds for the Program Support Fund (PSF) Under FY 2023 DepEd Computerization Program."
2. In adherence to the aforementioned guidelines, it is imperative that all Schools Division Office (SDO) Information Technology Officers submit a comprehensive progress report detailing the utilization of downloaded Program Support Fund (PSF) allocated for the FY 2023 DepEd Computerization Program. These reports should utilize the provided templates, which is attached herewith for your reference and utilization.
3. Kindly submit the said reports thru email at [ictu.region1@deped.gov.ph](mailto:ictu.region1@deped.gov.ph) in PDF file on or before February 29, 2023.
4. For information, guidance and compliance.



**TOLENTINO G. AQUINO**  
Director IV

Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:


ICT PROGRAMS/PROJECTS/ACTIVITIES

REPORTS DCP PSF

ORD/ICTU/SCL/RM\_DCP PSF Report  
February 14, 2024



Flores St., Catbangan, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324

 DepEd Region I  [region1@deped.gov.ph](mailto:region1@deped.gov.ph)  [www.depedro1.com](http://www.depedro1.com)



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-032923-008

**MEMORANDUM**

20 June 2023

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION SUPPLY OFFICERS  
REGIONAL AND DIVISION IT OFFICERS  
FINANCE OFFICERS  
ALL OTHERS CONCERNED**

THROUGH : **NOLASCO A. MEMPIN**  
Undersecretary – Designate for Administration

FROM : **FERDINAND B. PITAGAN, PhD**  
Director IV  
Information and Communications Technology Service

SUBJECT : **GUIDELINES FOR REGIONS AND DIVISIONS ON THE  
ALLOCATION, UTILIZATION, DOCUMENTATION, AND  
REPORTING OF DOWNLOADED FUNDS FOR THE  
PROGRAM SUPPORT FUND (PSF) UNDER FY 2023  
DEPED COMPUTERIZATION PROGRAM**

The DepEd Computerization Program - Program Support Fund (DCP-PSF), which will be downloaded to Regional and Division Offices is intended to augment the additional expenses needed to plan, implement, and monitor the programs, activities, and projects (PAPs) of the Information and Communications Technology Service (ICTS).

In view of the foregoing, this Memorandum is hereby issued to provide guidance on the following:

- a. The DCP-PSF shall be utilized to ensure the successful implementation of various PAPs of ICTS;
- b. The PSF shall be utilized to keep DCP packages and other ICT devices funded by other government agencies and the private sector up to par, and make sure that all equipment is operational;
- c. To allocate funding for the regular operation, traveling expenses during the conduct of evaluation/validation/ assessment, monitoring of DCP;

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**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: usecforadministration@deped.gov.ph

- d. The PSF shall also cover the Regional and Division Information Technology Officers (RITOs and DITOs) travel expenses when they participate in ICTS activities; and
- e. To allocate funding to complete the network infrastructure requirement of the Regional and Division Offices.

**A. Coverage:**

All DepEd Regional and Division Offices shall receive the PSF from the ICTS - Technology Infrastructure Division (ICTS-TID) under DCP.

**B. Utilization of Allotments:**

- a. The utilization of funds allotted for the planning, implementation, and monitoring of DCP must adhere to the eligible activities.
- b. The allotted funds must be used in accordance with the submitted proposal and the ICTS-TID approved scope of the work for the Network Infrastructure requirement of the Regional and Division Offices.
- c. The allotted fund shall also cover the Regional and Division Information Technology Officers (RITOs and DITOs) travel expenses when they participate in ICTS activities.
- d. Due to limited funding, DepEd Regional and Division offices must practice discretion and set priorities when choosing the ICT equipment that needs to be maintained and repaired.

**C. Eligible Activities:**

- a. For the Regional Offices (ROs), the PSF shall be utilized for the following activities:

<b>PSF</b>	<b>Activity</b>	<b>Allowable Expenses</b>	<b>Fund Class</b>
DCP Monitoring	Evaluation/validation/assessment, monitoring of school: <ul style="list-style-type: none"> <li>a. Readiness to accept DCP packages.</li> <li>b. Status of delivery</li> <li>c. Utilization of DCP Packages</li> </ul>	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)
PSF for repair and maintenance of non-working - out of warranty IT equipment	<ul style="list-style-type: none"> <li>a. Repair and maintenance of non-working - out of warranty IT equipment that was provided by the Department through the DepEd Computerization Program (DCP) or through other partnership with other Government agencies and private sector.</li> </ul>	Cost of parts to be replaced and service fee	Maintenance and Other Operating Expenses (MOOE)

	<ul style="list-style-type: none"> <li>• ROs shall manage the PSF.</li> <li>• Schools Division Offices (SDOs) to request fund from ROs</li> </ul>		
Attendance to ICTS initiative activities	Training, Workshop and other related activities of ICTS	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)

b. For SDOs, the PSF shall be utilized for the following activities:

PSF	Activity	Allowable Expenses	Fund Class
DCP Monitoring	Evaluation/validation/assessment, monitoring of school readiness/ delivery monitoring of DCP Package	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)

c. For ROs & SDOs, the PSF shall be utilized for the following activities:

PSF	Activity	Allowable Expenses	Fund Class
Network Infrastructure requirement of the Regional and Division Offices	Procurement of Network Infrastructure or Rehabilitation/Upgrading of existing Network Infrastructure	Network Infrastructure in-building solution including equipment and devices. <ul style="list-style-type: none"> <li>• Printing Devices</li> <li>• Laptop/Desktop</li> <li>• Tablet</li> <li>• Storage Devices</li> <li>• Computer Components</li> <li>• Networking tools</li> <li>• Air-conditioning unit (for data center)</li> <li>• Gen set / Back-up power / UPS</li> <li>• IP Telephony</li> <li>• Security equipment</li> <li>• Interactive whiteboard</li> </ul>	Capital Outlay (CO)
Attendance to ICTS initiative activities	Training, workshop and other related activities of ICTS	Transportation, accommodation, and meals	Maintenance and Other Operating Expenses (MOOE)

d. For SDOs, the PSF shall be utilized for the following activities:

<b>PSF</b>	<b>Activity</b>	<b>Allowable Expenses</b>	<b>Fund Class</b>
Transport and delivery of DCP packages	To transport and deliver DCP packages from the warehouse to the recipient schools	Hauling Services, Cargo Services, Gasoline, Toll Fee and other incidental expenses	Maintenance and Other Operating Expenses (MOOE)

#### **D. Utilization and Liquidation**

The use of DCP-PSF is subject to existing budgeting, accounting, auditing and procurement rules and regulations and internal policies of the Department.

#### **E. Reporting**

RITOs and DITOs shall observe the judicious use of funds, subject to existing budgeting, accounting and auditing rules and regulations, as well as procedure and guidelines and submit annual report containing the accomplishments, obligations and disbursement status, including photo documentation on the use of PSF must be submitted to the ICTS- TID using templates provide through this link:

**Enclosure 1:** Annual Report on Disbursement of MOOE funds

Format of the Annual Report Form is provided through this link:

<http://bitly.ws/BLku>

**Enclosure 2:** Project Completion Report of Regional / Division Office Network Infrastructure/ Rehabilitation or Upgrading of existing Network Infrastructure

Format of the Project Completion Report is provided through this link:

<http://bitly.ws/BLkE>

RITOs and DITOs must submit a copy of the DCP monitoring report and supporting data that can be used in planning and programming. Reports must be signed by the Schools Division Superintendent (SDS) and endorsed by the Regional Directors (RDs) to the ICTS-TID - DepEd Central Office through this email: [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph)

**Enclosure 3:** DCP Monitoring Report

Format of the DCP Monitoring Report is provided through this link:

<http://bitly.ws/BLkI>

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Engr. Marvin M. Dela Cruz**, Technology Information Officer II through telephone number **8633-4013**, and email address at [marvin.delacruz002@deped.gov.ph](mailto:marvin.delacruz002@deped.gov.ph) / [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph).

For immediate dissemination and compliance.

Thank you.



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**DISBURSEMENT REPORT**

**PROJECT: ANNUAL REPORT ON DISBURSEMENT OF MOOE FUNDS**

DESCRIPTION	DATA
Region	
Division	
Total SARO	
Date of SARO	
SARO Number	
Amount Disbursed	
Balanced (as of mm/dd/yy)	

ELIGIBLE ACTIVITIES	TOTAL AMOUNT DISBURSED
DCP Monitoring Fund	
ICTS Initiated Activities	
Repair and maintenance of non-working - out of warranty IT equipment	



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**COMMENTS AND RECOMMENDATION:**

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**PHOTO DOCUMENTATION OF ELIGIBLE ACTIVITIES**

**Prepared by:**

**Approved by**

\_\_\_\_\_  
**Signature over Printed Name**  
(ITO)

\_\_\_\_\_  
**Signature over Printed Name**  
(RD/SDS)



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**PROJECT COMPLETION REPORT**

**Project: Procurement of Network Infrastructure/ Rehabilitation or Upgrading of existing Network Infrastructure**

**I. BASIC DATA**

<b>DESCRIPTION</b>	<b>DATA</b>
Region	:
Division	:
Project Title	:
Supplier	:
Date of Contract	:
Status	:

**II. PROJECT DESCRIPTION**








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**IV. ACHIEVEMENT OF PROJECT OBJECTIVE**

<b>Project Objective:</b>

**Planned Objective vs. Actual Performance**

<b>Objective</b>	<b>Indicator</b>	<b>Actual Performance</b>

***Are there any unexpected impacts? (indicate if positive or negative; please describe).***

<b>Unexpected Impact:</b>



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**V. PROJECT OUTPUT(S)**

***Describe the success of the project in terms of delivering the intend output.***


***Are there any outputs unrealized? If so, how did it affect the overall impact of the project?***




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***Are there any outputs unrealized? If so, how did it affect the overall impact of the project?***


***Project Design Process: (what specific aspect(s) of the project design contributed to its success / failure)***




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***Project Execution: (what specific aspect(s) of the project execution contributed to its success/failure)***


**VI. PLANNING AHEAD / ADDITIONAL FUNDING REQUIREMENT**

***Provide details of whether this project will continue in the future and if so, how any additional funding will help ensure its sustainability***




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**VII. ADDITIONAL COMMENTS AND RECOMMENDATION**

**VIII. COPY OF AS BUILT PLAN**

**IX. PHOTO DOCUMENTATION**

**X. CERTIFIED TRUE COPY OF PERFECTED CONTRACT**

**XI. CERTIFIED TRUE COPY OF SUPPLIERS FINAL REPORT**

**Prepared by:**

**Approved by**

\_\_\_\_\_  
**Signature over Printed Name**  
(ITO)

\_\_\_\_\_  
**Signature over Printed Name**  
(RD/SDS)