



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



**REGIONAL MEMORANDUM**

No. 414, s. 2024

**GUIDELINES ON THE USE OF PROGRAM SUPPORT FUND FOR THE  
ROLLOUT OF DCP ADOPTION CAPABILITY BUILDING FOR TEACHERS OF  
DCP RECIPIENT SCHOOLS**

To: **All Schools Division Superintendents**

1. This is in reference to the Memorandum dated March 5, 2024, titled Guidelines on the use of Program Support Fund for the Rollout of DCP Adoption Capability Building for Teachers of DCP Recipient Schools.
2. In line with this, the following items can be charged to the PSF budget allocation subject to existing budgeting, accounting auditing and procurement rules and regulations:
  - a. Meals and venue for the conduct of the one-day in-person session.
  - b. Travel and incidental expenses of attendees and the management team.
  - c. Monitoring and evaluation costs incurred by IT Officers related to the activity.
3. Other provisions of the implementing guidelines are stated in the Memorandum.
4. Attached is the Memorandum for reference.
5. For queries and concerns regarding this matter, please contact ICTS-USD thru telephone number (02) 8633-7264 or email at [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) (copy furnish [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph))
6. 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      DCP-PSF

ORD/ICTU/SCL/RM\_DCPSFTraining\_Guidelines  
April 12, 2024



Flores St., Catbangen, City of San Fernando, La Union

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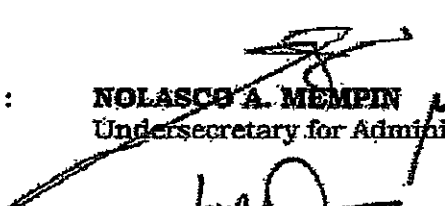
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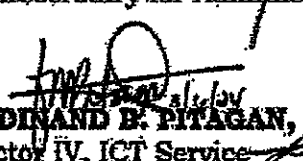
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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**MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS  
ALL OTHERS CONCERNED

**THRU :**  **NOLASCO A. MEMPIN**  
Undersecretary for Administration

**FROM :**  **FERDINAND B. PITAGAN, PhD.**  
Director IV, ICT Service

**SUBJECT :** **GUIDELINES ON THE USE OF PROGRAM SUPPORT FUNDS FOR THE ROLLOUT OF DCP ADOPTION CAPABILITY BUILDING FOR TEACHERS OF DCP RECIPIENT SCHOOLS**

**DATE :** 5 March 2024

The Department of Education (DepEd), through the Office of the Undersecretary for Administration and the Information and Communications Technology Service (ICTS), drives the *MATATAG Agenda* and champions educational technology with the *DigiEd 2028* initiative by supporting its flagship program, the *DepEd Computerization Program (DCP)*.

The *DCP Adoption* initiative encourages the full utilization of DCP computer packages in the public schools with the enhancement of competencies of public-school teachers through various methodologies such as Blended Learning, Television-Based Teaching and Learning, Advanced Productivity Techniques, and Learning Accelerators and Artificial Intelligence in Education, among others.


To this end, Schools Division Offices, with the full support of their Regional Offices (ROs), are enjoined to hold the *DCP Adoption Capability Building for Teachers of DCP Recipient Schools*. As a product of the *DCP Adoption 2024 National Training of Trainers*, the activity shall consist of a *two-day in-person session* together with a *Massive Online Open Course (MOOC)* hosted in DepEd's Learning Management System (LMS).

Refer to Annex A for the Program Design Proposal Template.

To support the conduct of the activity, ICTS will download *Program Support Funds (PSF)* to the ROs and to appropriate among the concerned divisions school-recipients of these packages. The PSF shall be expended for the necessary expenses to successfully conduct DCP-related capability building activities at the school level.


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The PSF budget allocation by division is found in Annex B. Specifically, these are the following items that can be charged to the PSF (subject to existing budgeting, accounting, auditing, and procurement rules and regulations):

- Meals and venue for conduct of the one-day in-person session.
- Travel and incidental expenses of attendees and the management team.
- Monitoring and evaluation costs incurred by IT Officers related to the activity.

Every activity that will use the PSFs must be documented by the Division Information Technology Officer (DITO) by submitting the Project Completion Report (PCR), that can be used in planning and programming the DCP. The PCR template (refer to Annex C) must be signed by the Schools Division Superintendent and transmitted to the RO to be consolidated by the Regional Information Technology Officer (RITO). The Regional PCR must be addressed to the Regional Director and the Information and Communications Technology Service shall be given a digital or scanned copy by uploading to the link [bit.ly/Regional-DCPNTOT](http://bit.ly/Regional-DCPNTOT).

For concerns, please contact ICTS-USD through landline at (02) 8633 7264 or email at [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) (copy furnish [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph); Subject: **DCP Adoption: PSF**).

For your information and appropriate action.

**BUDGET ALLOCATION FOR**  
**DCP ADOPTION: CAPABILITY BUILDING FOR TEACHERS OF DCP RECIPIENT SCHOOLS**

	Region	Division	No. of Districts per SDO	No. of Schools	No. of DCP Recipient Schools (ELC 2022, 2023, 2024)	No. of Teachers/SDO as DCP Recipient School of ELC (2022, 2023, 2024)	PSF/Division
1	Region I	Alaminos City	3	46	6	340	₱122,733.20
2	Region I	Batac City	2	33	6	170	₱61,366.60
3	Region I	Candon City	2	34	7	274	₱98,908.52
4	Region I	Dagupan City	4	39	9	710	₱256,295.80
5	Region I	Ilocos Norte	22	364	54	1,641	₱592,368.18
6	Region I	Ilocos Sur	26	506	72	1,676	₱605,002.48
7	Region I	La Union	24	386	74	2,268	₱818,702.64
8	Region I	Laoag City	3	39	7	341	₱123,094.18
9	Region I	Pangasinan I	32	661	98	4,887	₱1,764,109.26
10	Region I	Pangasinan II	32	560	93	3,773	₱1,361,977.54
11	Region I	San Carlos City, R1	4	76	8	556	₱200,704.88
12	Region I	San Fernando City, R1	2	33	8	453	₱163,523.94
13	Region I	Urdaneta City	2	64	8	177	₱63,893.06
14	Region I	Vigan City	3	21	4	414	₱149,445.72
<b>Sub-Total for Region I</b>							<b>₱6,382,126.00</b>
15	Region II	Batanes	5	27	8	203	₱73,278.94
16	Region II	Cagayan	49	807	124	4,268	₱1,540,662.64
17	Region II	Cauayan City	5	80	15	563	₱203,231.74
18	Region II	City of Ilagan	6	98	16	716	₱258,461.68
19	Region II	Isabela	53	881	142	4,455	₱1,608,165.90
20	Region II	Nueva Vizcaya	23	382	54	1,649	₱595,256.02
21	Region II	Quirino	8	187	30	329	₱118,762.42
22	Region II	Santiago City	4	41	10	421	₱151,972.58
23	Region II	Tuguegarao City	4	36	13	797	₱287,700.08
<b>Sub-Total for Region II</b>							<b>₱4,837,492.00</b>
24	Region III	Angeles City	4	53	13	1,250	₱451,225.00
25	Region III	Aurora	8	176	26	436	₱157,387.28
26	Region III	Balanga City	2	22	8	586	₱211,534.28
27	Region III	Bataan	13	214	40	1,511	₱545,440.78
28	Region III	Bulacan	27	540	75	4,724	₱1,705,269.52
29	Region III	Cabanatuan City	4	65	16	849	₱306,472.02
30	Region III	Gapan City	2	41	10	514	₱185,543.72
31	Region III	Mabalacat City	3	55	8	386	₱139,338.28
32	Region III	Malolos City	2	57	9	754	₱272,178.92
33	Region III	Meycauayan City	2	31	6	497	₱179,407.06
34	Region III	Munoz Science City	1	36	6	199	₱71,835.02
35	Region III	Nueva Ecija	33	753	102	4,835	₱1,745,338.30
36	Region III	Olongapo City	4	40	12	556	₱200,704.88
37	Region III	Pampanga	36	569	67	2,944	₱1,062,725.12
38	Region III	San Fernando City, R3	3	46	13	1,026	₱370,365.48