



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 425, s. 2024

GUIDELINES FOR REGIONAL AND SCHOOLS DIVISION OFFICES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF DOWNLOADED FUNDS FOR THE DEPED COMPUTERIZATION PROGRAM – PROGRAM SUPPORT FUND (DCP-PSF) – CAPITAL OUTLAY

To: **All Schools Division Superintendents**

1. This is in reference to the Memorandum dated March 6, 2024, titled Guidelines for Regional and Schools Division Offices on the Allocation, Utilization, Documentation, and Reporting of Downloaded Funds for the DepEd Computerization Program –Program Support Fund (DCP-PSF) – Capital Outlay.
2. The following guidelines must be observed:
 - a. The utilization of funds is allotted for planning, implementation and monitoring of DCP and must adhere to the eligible activities.
 - b. Must be used in accordance with the submitted proposal and the ICTS-TID approved scope of work for the Network Infrastructure requirement of the Regional and Division Offices.
3. Be informed that the validity of Sub-Allotment Release Order (SARO) is until December 31, 2024.
4. 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 Engr. Marvin Dela Cruz, Information Technology Officer II of the ICTS- TID thru telephone number (02) 8633-4013 or email at marvin.delacruz002@deped.gov.ph and icts.tid@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_DCP_PSF_Guidelines_CO
April 16, 2024



DepEd RO1



Documan 8

ICTU 240035



Republic of the Philippines

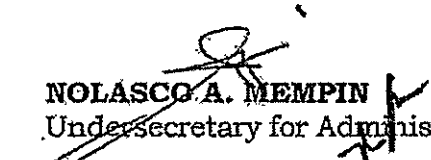
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

OUA-OUT-030524-I3-1

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

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

SUBJECT : **GUIDELINES FOR REGIONAL AND SCHOOLS DIVISION OFFICES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF DOWNLOADED FUNDS FOR THE DEPED COMPUTERIZATION PROGRAM - PROGRAM SUPPORT FUND CAPITAL OUTLAY**

DATE : 06 March 2024

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 fund allocation to complete the network infrastructure requirement of Regional and Division Office.

A. Coverage:

All DepEd Sixteen (16) Regional and Two Hundred Seventeen (218) Schools Division Offices shall receive the PSF from the Information and Communications Technology Service - 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; and



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

- b. The allotted funds must be used in accordance with the submitted proposal and the ICTS-TID approved scope of work for the Network Infrastructure requirement of the Regional and Division Offices.

C. Eligible Activities:

- a. 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	a. Procurement of Network Infrastructure or Rehabilitation / Upgrading of existing Network Infrastructure	<p>Network Infrastructure in-building solution including equipment and devices.</p> <ul style="list-style-type: none"> • Printing Devices • Laptop/Desktop • Tablet • Storage Devices • Computer Components • Networking tools • Air-conditioning unit (for data center) • Gen set / Back-up power / UPS • Security equipment • Interactive whiteboard 	Capital Outlay (CO)

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 DepEd.

E. Reporting

RITOs and DITOs shall observe judicious use of funds, adhering to existing budgeting, accounting and auditing rules and regulations, as well as procedure and guidelines. Annual report containing 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: https://bit.ly/DCP_PSF.



Republic of the Philippines
Department of Education

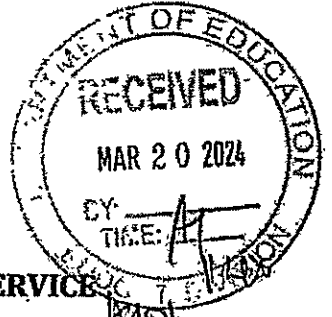
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Enclosure 1: Project Completion Report of Regional / Division Office Network Infrastructure

RITOs and DITOs must respectively upload a copy of Enclosures 1 along with supporting data to the folder provided in the link 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. Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Engr. Marvin M. Dela Cruz**, Information Technology Officer II through telephone number **8633-4013**, and email address at icts.tid@deped.gov.ph.

For immediate dissemination and compliance. Thank you.







Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Technology Infrastructure Division

OFFICE MEMORANDUM
ICTS-TID-2024-010

FOR : 
CHOLITA F. TIONG
 Chief, Administrative Officer
 Budget Division

FROM : 
ENGR. MARVIN M. DELA CRUZ
 Information Technology Officer II
 Officer-In-Charge, Information and Communications
 Technology Service-Technology Infrastructure Division

SUBJECT : **AUTHORITY TO DOWNLOAD PROGRAM SUPPORT FUND TO
 ROs AND SDOs FOR NETWORK INFRASTRUCTURE**

DATE : 20 MARCH 2024

Authority is hereby requested to download the Program Support Fund to ROs and SDOs for Network Infrastructure amounting to **Thirty-Eight Million Four Hundred Forty-Three Thousand One Hundred Fifty-Eight** (Php 38,443,158.00) please see attached "**Annex A**" for the Regional and Schools Division Offices allotted amount breakdown.

Thank you.



Republic of the Philippines
Department of Education

March 06, 2024

ATC No.: ATC-2024-CO-00251

FOR:

[Signature]
NOLASCO A. MEMPIN
 Undersecretary for Administration

FROM:

[Signature]
FERDINAND B. PITAGAN, PhD
 Director
 Information and Communications Technology Service

BCN 414

RC 8-02-3000

P 38, 443, 153.00

AC 24-ICTS-TID-DCP-P015

310200100005000 - CO-CENT
ALLOTMENT AVAILABLE

[Signature]
CHOLITA TIONG
 Chief Administrative Officer
 Budget Division

SUBJECT: **AUTHORITY TO CONDUCT DOWNLOADING OF PROGRAM SUPPORT FUND TO ROs and SDOs FOR NETWORK INFRASTRUCTURE**

NAME OF PROGRAM(S)/ PROJECT(S)	Downloading of Program Support Fund to ROs and SDOs for Network Infrastructure			
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target	
	OC-24-ICTS-TID-DCP-P007	Downloaded PSF to ROs and SDOs Network Infrastructure	234	
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity		
	AC-24-ICTS-TID-DCP-P015	Downloading of Program Support Fund to ROs and SDOs for Network Infrastructure		
ACTIVITY/IES WITH DOWNLOADING	Region	#	SDO	AMOUNT TO BE DOWNLOADED
	REGION I	1	Regional Office	164,287.00
		2	Alaminos City	164,287.00
		3	Batac City	164,287.00
		4	Candon City	164,287.00
		5	Dagupan City	164,287.00
		6	Ilocos Norte	164,287.00
		7	Ilocos Sur	164,287.00
		8	La Union	164,287.00
		9	Laag City	164,287.00
		10	Pangasinan I	164,287.00
		11	Pangasinan II	164,287.00
		12	San Carlos City	164,287.00
		13	San Fernando City	164,287.00
		14	Urdaneta City	164,287.00
		15	Vigan City	164,287.00
			SUB-TOTAL	2,464,305.00
	REGION II	16	Regional Office	164,287.00
		17	Batanes	164,287.00
		18	Cagayan	164,287.00

release sub-ans with guidelines

[Signature]
ANNALYN M. SEVILLA
 Undersecretary for Finance - BPM

	CARAGA	205	Surigao City	164,287.00
		206	Surigao del Norte	164,287.00
		207	Surigao del Sur	164,287.00
		208	Tandag City	164,287.00
	SUB-TOTAL			2,135,731.00
	CAR	209	Regional Office	164,287.00
		210	Abra	164,287.00
		211	Apayao	164,287.00
		212	Baguio City	164,287.00
		213	Benguet	164,287.00
		214	Ifugao	164,287.00
		215	Kalinga	164,287.00
		216	Mt. Province	164,287.00
	217	Tabuk City	164,287.00	
	SUB-TOTAL			1,478,583.00
	NCR	218	Regional Office	164,287.00
		219	Calocan	164,287.00
		220	Las Piñas City	164,287.00
		221	Makati City	164,287.00
		222	Malabon City	164,287.00
		223	Navotas City	164,287.00
		224	Mandaluyong City	164,287.00
		225	Manila	164,287.00
		226	Marikina City	164,287.00
		227	Muntinlupa City	164,287.00
		228	Parañaque City	164,287.00
		229	Pasay City	164,287.00
		230	Pasig City	164,287.00
		231	San Juan	164,287.00
		232	Quezon City	164,287.00
		233	Taguig and Pateros	164,287.00
	234	Valenzuela City	164,287.00	
	SUB-TOTAL			2,792,879.00
	GRAND TOTAL			38,443,158.00


ANNALYN M. SEVILIA
 Undersecretary for
 Finance - BPM

ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	Activity Code	Amount in WFP	Amount to be bumped-off
	AC-24-ICTS-TID-DCP-P007	38,443,256.00	38,443,158.00
	Grand Total		Php 38,443,158.00
JUSTIFICATION (for ATC only)	Justification: 1. Not specified in the WFP 2. Deviated from the WFP Downloading of program support fund to Regional and Schools Division Offices for their procurement of network infrastructure or rehabilitation/ upgrading of existing network infrastructure.		
FINANCIAL REQUIREMENTS	Amount being requested (must reflect the amount indicated in WFP). Attach the detailed computation for pre-audit, per activity, showing the grand total. Requirement for this transaction as follows:		
	Activity Code	Name of Activity	Amount Requested
	AC-24-ICTS-TID-DCP-P015	Downloading of Program Support Fund to ROs and SDOs for Network Infrastructure	38,443,158.00
	Grand Total		Php 38,443,158.00
SOURCE OF FUNDS	DCP 2023 Continuing Funds		

ADMINISTRATIVE ARRANGEMENTS	Articulation of administrative arrangements (participants, inclusive dates, special disbursing officer of the activity, and other relevant information per activity including cost-sharing arrangements, if necessary)				
	Activity Code	Sub-Activities	Pax	Inclusive Dates	Remarks
ANNEXES	<ol style="list-style-type: none"> 1. List of Recipient 2. Guidelines for Regional and Schools Division Offices on the Allocation, Utilization, Documentation, and Reporting of Downloaded Funds for the DepEd Computerization Program – Program Support Fund Capital Outlay 				

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.



Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

PROJECT COMPLETION REPORT

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

I. BASIC DATA

Region	:	
Division	:	
Project Title	:	
Supplier	:	
Date of Contract	:	
Status	:	

II. PROJECT DESCRIPTION AND OBJECTIVES

III. INVENTORY OF PROCURED SYSTEMS AND DEVICES

IV. ACCOMPLISHMENT / OUTPUT OF THE PROJECT

Please describe successes/challenges encountered: (Should include timelines, budget utilization, sustainability, stakeholder's satisfaction, etc.)

V. LESSONS LEARNED

VI. RECOMMENDATION FOR FUTURE PROJECT

VII. PHOTO DOCUMENTATION (with caption)

Prepared by:

Approved by:

Signature over Printed Name
(ITO)

Signature over Printed Name
(RD/SDS)