



Republic of the Philippines

DEPARTMENT OF EDUCATION

Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City



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Division Memorandum

No. 589, s 2016

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Division Education Program Supervisors
Public Schools District Supervisors
Section Heads
All Concerned Division Personnel

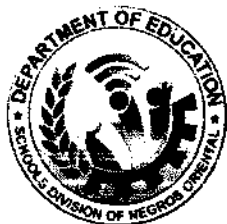
From: 
LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer - In - Charge

9/29/16

Subject: **DEPLOYMENT OF IT EQUIPMENT FOR THE SCHOOLS DIVISION
PERSONNEL UNDER THE DEPED COMPUTERIZATION PROGRAM
(DCP)**

Date: September 29, 2016

1. In line with the deployment of IT equipment provided by UNDP for the Schools Division Office under the DepEd Computerization Program (DCP), the General Guidelines set by the Central Office Technical Service (ICTS) must be observed to ensure effective and efficient distribution of these computers.
2. The following are the basis and guidelines for the deployment of Laptops and Desktop computers:
 - a. Number of approved plantilla items as per Rationalization Plan of our Schools Division
 - b. Laptops for key and technical positions with salary grade 17 and up
 - c. Desktops for support and technical positions with salary grade 6 to 16
 - d. No allotment for positions with salary grade 5 and below
 - e. Division staff shall return the old computers issued to them before receiving the new one.



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3. The distribution list of the laptops and desktop computers is with the Administrative Officer III on Property and Assets.
4. For reference, see the attached memorandum.
5. For information and guidance.




Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

September 16, 2016

MEMORANDUM

FOR : REGIONAL DIRECTORS AND SCHOOLS DIVISION SUPERINTENDENTS

FROM :  AIDA L. YUVIENCO
Director IV

SUBJECT : General Guidelines on the Deployment of the Newly Acquired Laptops and Desktops for Deployment to Regional and Division Offices

The Department through the Information and Communications Technology Service (ICTS) has facilitated the procurement of computers for deployment to the Regional and Division Offices. The deployment of these computers is targeted to commence this month of September 2016.

For the effective and efficient distribution of the computers, the following are the general assumptions and guidelines:

1. The number of computers was determined based on the number of employees as approved in the Rationalization Plan, size of the region (large, medium or small) and division (very large, large, medium or small);
2. The number of laptops is based on the number of Rationalization Plan approved Regional/Division positions with salary grades 17 and up. Since two tablets and four laptops were delivered to each RO and DO last year, these are included in the total count of computers for salary grades 17 and up.
3. The number of desktops is based on the number of Rationalization Plan approved Regional/Division positions from salary grades 6 to 16;
4. Regional/Division staff shall return the old computer issued to them before they receive the new one.

For reference and guidance of all concerned.

Cc: Regional and Division ITO and Supply Officer