



DIVISION MEMORANDUM

No. 266, s. 2016

June 29, 2016

To: Recipient Schools of DCP Batch 26, 27, and 28
This Division

From: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS AND STATUS UPDATING OF
DCP BATCH 26, 27, AND 28 RECIPIENT SCHOOLS**

1. In line with DepEd Order 78, s. 2010 re: Guidelines on the Implementation of the DepEd Computerization Program (DCP), the recipients schools of DCP batches 26, 27 and 28 are expected to provide updates on the delivery and installation status.
2. This office requires the recipient schools to submit a hard copy of the following to the Division Information Technology Officer I **on or before July 1, 2016**:
 - a. DR (Delivery Receipt)
 - b. IAR (Inspection And Acceptance Report)
 - c. Checklist of DCP Processes - download form at bit.ly/misordcpforms262728.
 - d. Training Checklist - accomplished during pre-deployment training (if available).
 - e. E-classroom photos showing the DCP package installed and running.
3. Recipient schools are also required to update through SMS providing the following details to **09177732993 on or before July 1, 2016**:

School ID:
School Name:
Batch:
Delivery Status: *Delivered and complete / Delivered but incomplete / Not yet delivered*
Date Delivered:
Installation Status: *Installed / Installed but not operational / Installed but some is/are not operational (specify equipment) / Not yet installed / Not applicable (for not yet delivered)*
Date Installed:
Issues: *if applicable*
Remarks: *if applicable*
4. The equipment should be properly recorded in the books of accounts of the recipient schools.
5. For your strict compliance.

OSDS/ftd