



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**



**MEMORANDUM** 78

To: District Supervisors/OICs  
Elementary and Secondary School Heads  
District/School ICT Coordinators

From: RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent


Subject: Performance Audit on DepED Computerization Program

Date: February 3, 2017

---

In view of COA's findings, you are hereby directed to accomplish the attached documents/questionnaires and submit to this Office not later than Feb. 10, 2017.

For your information and strict compliance.

  
RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent



**Republic of the Philippines  
COMMISSION ON AUDIT  
OFFICE OF THE AUDITOR**

NGS-Cluster 5, Audit Group A and G, Team R7-13  
Department of Education  
Division of Cebu Province  
Sudlon, Lahug, Cebu City

January 27, 2017

The Principal  
(Indicate name of school)  
Division of Cebu Province

Dear Sir/ Madam:

In line with the Department of Education's (DepEd) objective of transforming the education system in order to promote accessibility of education, it implements the DepEd Computerization Program (DCP) which aims to provide public schools with appropriate technologies that would enhance the teaching-learning process which is also intended to address the issue of computer backlog of public schools by providing them hardware and software.

With that we are on the process of auditing the implementation of the DepEd Computerization Program in Division of Cebu Province and its component schools. Our audit showed that you are one of the recipients of the DepEd Computerization Program for FYs 2014 and 2015. In view thereof, we request that you send back to us the confirmation letter below together with the answers to the attached questionnaire within three (3) days from receipt hereof.

Thank you and good day.

Very truly yours,

**RUBY LEE C. BELANDRES**  
OIC-Audit Team Leader

---

Confirmation letter

To: The Audit Team Leader  
Team No. R7-13, Audit Group A and G  
DepEd-Division of Cebu Province  
Sudlon, Lahug, Cebu City

School ID: \_\_\_\_\_ Name of School: \_\_\_\_\_  
Region: \_\_\_\_\_ Province: \_\_\_\_\_ District: \_\_\_\_\_ City/Municipality: \_\_\_\_\_  
Division: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Principal/ School Head: \_\_\_\_\_ Contact no.: \_\_\_\_\_  
School Property Custodian: \_\_\_\_\_ Contact no.: \_\_\_\_\_  
Name of Computer Laboratory In-Charge: \_\_\_\_\_ Contact no. \_\_\_\_\_

Please put a check mark (✓) for your answers:

[  ] Our school is a recipient of the DepEd Computerization Program for FY 2014 (Batch 26, 27 and 28).

[ \_\_\_ ] Our school is a recipient of the DepEd Computerization Program for FY 2015 (Batch 29, 30, 31, 32 and 33).

[ \_\_\_ ] We have not received any package under the DepEd Computerization Program for FY 2014 and FY 2015.

If you are a recipient of the DepEd Computerization Program for FY 2014 and FY 2015, please answer pages 2 to 6.

### **DepEd Computerization Program (DCP) Questionnaire**

**If your school is a recipient of Batches 26 to 28 (DCP FY 2014) and Batches 29 to 33 (DCP FY 2015), please answer below. Please choose among the packages listed and put a check mark on the spaces provided for items received:**

#### **DCP 2014 Batches**

<b>Elementary e-classroom Package</b>			
<b>Batch 26</b>	[ ___ ]	1	Host PC
	[ ___ ]	6	Monitors
	[ ___ ]	6	Access Terminals/ Desktop Virtualization Kits
	[ ___ ]	1	Printer
	[ ___ ]	2	Projectors
	[ ___ ]	1	Laptop
	[ ___ ]	1	Set of Multimedia Speaker
	[ ___ ]	1	Uninterruptible Power Supply (UPS)
<b>Secondary e-classroom Package</b>			
<b>Batch 27</b>	[ ___ ]	8	Host PC
	[ ___ ]	42	Monitors
	[ ___ ]	42	Access Terminals/ Desktop Virtualization Kits
	[ ___ ]	8	UPS
	[ ___ ]	1	Printer
	[ ___ ]	1	Switch
<b>Batch 28</b>	[ ___ ]	1	Laptop
	[ ___ ]	1	Projector
	[ ___ ]	1	Multimedia Speaker

#### **DCP 2015 Batches**

<b>Kinder to Grade 3 Package</b>			
<b>Batch 29</b>	[ ___ ]	1	Laptop
	[ ___ ]	1	Projector
	[ ___ ]	1	Multimedia Speaker
<b>Elementary e-classroom Package</b>			
<b>Batch 30</b>	[ ___ ]	2	Host PCs
	[ ___ ]	12	Thin Clients
	[ ___ ]	1	Laptop
	[ ___ ]	1	48" LED TV (w/ wall mount)
	[ ___ ]	2	UPS
	[ ___ ]	2	AVR
	[ ___ ]	1	Switch

<b>Batch 31</b>	<b>Elementary e-classroom Package</b>		
	[ ___ ]	4	Host PCs
	[ ___ ]	24	Thin Clients
	[ ___ ]	2	Laptops
	[ ___ ]	2	48" LED TVs (w/ wall mount)
	[ ___ ]	4	UPSs
	[ ___ ]	4	AVRs
<b>Batch 32</b>	<b>Elementary e-classroom Package</b>		
	[ ___ ]	4	Host PCs
	[ ___ ]	24	Thin Clients
	[ ___ ]	2	Laptops
	[ ___ ]	2	48" LED TVs (w/ wall mount)
	[ ___ ]	4	UPSs
	[ ___ ]	4	AVRs
	[ ___ ]	2	Switches
<b>Batch 33</b>	<b>Secondary e-classroom Package</b>		
	[ ___ ]	7	Host PCs
	[ ___ ]	42	Thin Clients
	[ ___ ]	2	Laptop
	[ ___ ]	2	Projector
	[ ___ ]	7	UPS
	[ ___ ]	7	AVR
	[ ___ ]	4	Switch

In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed according to the following criteria. Please tick appropriate box.

**School Readiness Checklist:**

	<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Multi-media Classroom	[ ___ ]	[ ___ ]	
2	Computer Tables	[ ___ ]	[ ___ ]	
3	Windows and Doors with grills	[ ___ ]	[ ___ ]	
4	Proper electrical wirings and outlets duly certified by the Municipal/ City Electrician	[ ___ ]	[ ___ ]	
5	Provision of adequate security mechanisms	[ ___ ]	[ ___ ]	
6	School Inspectorate team were organized	[ ___ ]	[ ___ ]	
7	50 pieces (HS)/ 40 pieces (ES) mono chairs	[ ___ ]	[ ___ ]	
8	At least 2 units of stand fan	[ ___ ]	[ ___ ]	
9	Sufficient electrical lighting	[ ___ ]	[ ___ ]	

Based on the assessment above, the school is:

Ready	[ ___ ]	All criteria (1-9) were satisfactorily met
Partially Ready	[ ___ ]	Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
Not Ready	[ ___ ]	At least one of critical 1-6 is not met

Recommendations:

--

--	--

Assessed by:

Concurred by:

\_\_\_\_\_  
(Name & signature of School ICT Coordinator)

\_\_\_\_\_  
(Name & signature of School Head)

**Checklist of DCP Processes:**

This checklist serves to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages. The School Head or his/ her authorized representative (e.g. School Property Custodian) shall accomplish this form:

PROCESS	DONE	INFORMATION REQUIRED
<b>DELIVERY</b>		
1	<input type="checkbox"/>	Received Information on Schedule of Delivery  If notice of delivery was received, Who coordinated with the School? _____ When was the schedule of delivery? _____
2	<input type="checkbox"/>	Received delivered items  If items were delivered, when was actual delivery date? _____
3	<input type="checkbox"/>	Inspected boxes if according to specified quantity and if any were open, tampered with or not in good condition?  Were the boxes in good condition? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	<input type="checkbox"/>	Signed delivery waybill (for courier) and/ or delivery receipt (for authorized/ local service partner)
5	<input type="checkbox"/>	Kept boxes safe & unopened until authorized installer arrives  Issues/ Comments: _____
<b>INSTALLATION &amp; INSPECTION</b>		
6	<input type="checkbox"/>	Installed DCP components in school  Date of Installation: _____
7	<input type="checkbox"/>	School Inspection Team tested and inspected installed equipment and signed inspection portion of IAR  Issues/ Comments: _____
<b>TRAINING</b>		
8	<input type="checkbox"/>	Training of School teachers completed  Inclusive Dates of Training: _____ to _____ No. of teachers trained: _____
9	<input type="checkbox"/>	Training Checklist successfully accomplished
10	<input type="checkbox"/>	PS-DBM Delivery Receipt signed by SH
11	<input type="checkbox"/>	Invoice Receipt of Property (IRP) initiated by School

	Head and Property Custodian		
12	IRP collected by Division ICT Coordinator	<input type="checkbox"/>	
13	Inspection Acceptance Report (IAR) signed	<input type="checkbox"/>	
14	DR, IAR and TC forwarded to supplier	<input type="checkbox"/>	

**Further, please answer the following:**

**A. Equity of access for intended users of ICT Packages**

No. of Students in your school:	
Total number of Computers working/ functioning:	
Total Number of Teachers:	

**B. User Support Issues/Problems:**

1. Are there issues/problems related to the effective and efficient use of the DCP packages? \_\_\_\_\_.

Please elaborate:

---



---



---

2. Did you receive the needed technical assistance for the issues/problems noted? \_\_\_\_\_. If yes, how long does the school received the needed technical assistance for the issues noted? (please check below)

- [ \_\_\_ ] within a week;  
 [ \_\_\_ ] within 2-3 weeks  
 [ \_\_\_ ] a month or more  
 [ \_\_\_ ] Never

**C. Status of ICT Equipment:**

1. Is the ICT Equipment being taken cared of? \_\_\_\_\_  
 [ \_\_\_ ] clean and free from dust  
 [ \_\_\_ ] kept in its original configuration  
 [ \_\_\_ ] no unauthorized installation of unlicensed or pirated software
2. Are there items or packages lost due to theft? \_\_\_\_\_. If yes, please indicate the item/s lost:  
 \_\_\_\_\_  
 \_\_\_\_\_.

Indicate the Property Custodian/ Accountable Officer: \_\_\_\_\_

Is the Accountable Officer properly filed for Relief for Accountability? \_\_\_\_\_

**D. Nature of Use: (Application/ use of ICT in the recipient schools)**

- [ \_\_\_ ] used in teaching lessons or subject areas  
 [ \_\_\_ ] used in administrative purposes

Please indicate other uses:

---



---

**E. Proper accounting treatment including proper disclosures:**

[ \_\_\_\_ ] delivered items recorded in the books of account  
[ \_\_\_\_ ] delivered items were recorded in the property records

**Note:** If these packages were received, **please attach** to this confirmation letter the following:

1. A copy of the Delivery Receipt (DR) and Inspection and Acceptance Report (IAR) as proof of delivery;
2. Certification from the Municipal/ City Electrician on proper electrical wirings and outlets;
3. Certification from the Barangay Officials that their assistance were engaged for security mechanism; and
4. Copy of Acknowledgment Receipt of Equipment (ARE)/Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS), as the case may be.

I certify the correctness of the information supplied in this document.

\_\_\_\_\_  
(Signature over Printed Name and Designation)