

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Building, Sudlon, Lahug, Cebu City



March 7, 2014

Division Memorandum  
No. 120, s. 2014

**GUIDELINES ON THE IMPLEMENTATION OF DEPED INTERNET  
CONNECTIVITY (DICP) AND ITS RELEASE OF SUBSCRIPTION  
PAYMENTS TO INTERNET SERVICE PROVIDERS (ISPs)**

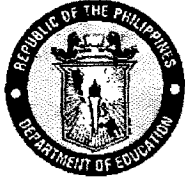
To: OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
Secondary School Heads

1. Attached herewith is the Regional Memorandum No. 113, s. 2014, dated February 25, 2104, entitled "**Guidelines on the Implementation of DepEd Internet Connectivity Program (DICP) and its Release of Subscription Payments to Internet Service Providers (ISPs).**"
2. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
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Schools Division Superintendent

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



February 25, 2014

REGIONAL MEMORANDUM  
NO. 113 s. 2014

**GUIDELINES ON THE IMPLEMENTATION OF DEPED INTERNET CONNECTIVITY (DICP)  
AND ITS RELEASE OF SUBSCRIPTION PAYMENTS  
TO INTERNET SERVICE PROVIDERS (ISPs)**


TO: Schools Division/ City Superintendents  
Officers-in-Charge of Regular Divisions

1. The Department has launched the DepEd Internet Connectivity Project (DICP) through DepEd Order No. 50, s. 2009 entitled "Launching the DepEd Internet Connectivity Project and Directing All Public High Schools to Subscribe to Internet Connectivity Services".
2. Since this project was launched, there were different interpretations on its guidelines. Thus, this Office hereby reiterates its guidelines as follows:
  - a. All Schools Division Offices (SDOs) through the Schools Division Superintendents shall ensure that all secondary schools within their jurisdiction or respective areas are connected to internet;
  - b. Schools shall directly subscribe to their local Internet Service Providers (ISPs) in accordance with Republic Act No. 9184.
  - c. Schools must comply with the following bandwidth requirement: Committed Information Rate per D.O. No. 50, s. 2009;
  - d. For new Internet Service Providers (ISPs), the following procurement methods are prescribed:
    - i. If there are more than one ISPs operating within the area, use the public bidding or canvass/shopping method whichever applies.
    - ii. If there is only one ISP operating within the area, use direct contracting or direct subscription.

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*" EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat "*

- e. For new connections, the recipient schools shall submit their filled up Canvass Forms and Service/Subscription Agreements to the Regional Office for consolidation to be submitted to the Central Office. Service/Subscription Agreements need not be notarized.
  - f. The schools with existing ISPs shall submit to the SDO a letter signifying that the services rendered to them during the previous year has been satisfactory. This shall be the basis of the SDO to process payment to their existing ISPs.
  - g. For release of funds to schools:
    - 1. Upon receipt of the Sub-ARO, the SDOs or the Implementing Units shall record such receipt in the Registry of Allotments and Obligations for Maintenance and Other Operating Expenses (RAOMO) being maintained by the respective units.
    - 2. The SDOs shall release the amount to schools based on the amount indicated in the Sub-Allotment Release Order (Sub-ARO).
    - 3. Mother schools which are implementing units and have annexes or extension schools shall process the payment of internet subscription.
    - 4. For non-implementing units, the SDOs shall facilitate and process the payment to the ISPs upon receipt of the billing documents.
    - 5. Requirements for the release payments to ISPs:
      - For the first month after subscription: Photocopy of the of the Subscription/Service Agreement (notarization not needed); Monthly Billing; and Certificate of Service Acceptance signed by the School Head of the recipient school.
      - For the succeeding months, payments shall be processed upon receipt of billing documents.
  - h. Allotment under DICP shall be for the sole use of internet connectivity services.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
CARMELITA T. DULANGON  
Director III  
Officer-in-Charge 