

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



May 15, 2018

**DIVISION MEMORANDUM**

No. 321 s., 2018

**GUIDELINES ON THE UTILIZATION OF DOWNLOADED SCHOOL READINESS  
FUND FOR THE SUBSIDY TO DCP RECIPIENT SCHOOLS**

**TO: Assistant Division Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OIC  
Elementary and Secondary School Heads  
All Others Concerned**

1. Attached herewith are DepED Regional Memorandum no. 0356, s. 2018 entitled "GUIDELINES ON THE UTILIZATION OF DOWNLOADED SCHOOL READINESS FUND FOR THE SUBSIDY TO DCP RECIPIENT SCHOOLS".
2. For information and guidance of all concerned, on the guidelines on the Utilization of downloaded school readiness fund for the subsidy to DCP recipient schools.
3. For more information, please refer to the attached communication and other pertinent documents.
4. Immediate dissemination of this Memorandum is enjoined.

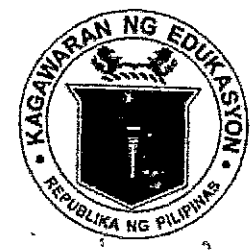
  
RHEA MARA A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

Mr. Mendoza

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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




REGIONAL MEMORANDUM  
No. 0356, s. 2018

**Dissemination of DepEd Memorandum on the  
GUIDELINES ON THE UTILIZATION OF DOWNLOADED SCHOOL READINESS  
FUND FOR THE SUBSIDY TO DCP RECIPIENT SCHOOLS**

To: Schools Division Superintendents  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum dated April 5, 2018 on the *Guidelines on the Utilization of Downloaded School Readiness Fund for the Subsidy to DCP Recipient Schools*, signed by Engr. Ofelia L. Algo, Supervising Administrative Officer, OIC, Technology Infrastructure Division, DepEd Central Office.
2. For reference and guidance on the purpose and inclusions to the DCP downloaded funds.
3. For immediate dissemination.
4. Please be guided accordingly.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-ASSISTANT REGIONAL DIRECTOR  
 Director III  
 OIC- Office of the Regional Director

Encl.: As stated  
JAJ/ATB/mla

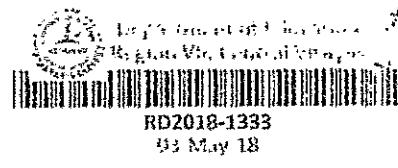
Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

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

Recd. : Jm  
May 15, 2018

ICT/Finance

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DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

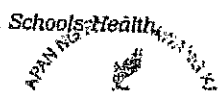
**MEMORANDUM**  
05 April 2018

**For: Regional Directors  
Schools Division Superintendents  
Principals and School Heads**

**Subject: GUIDELINES ON THE UTILIZATION OF DOWNLOADED  
SCHOOL READINESS FUND FOR THE SUBSIDY TO  
DCP RECIPIENT SCHOOLS**

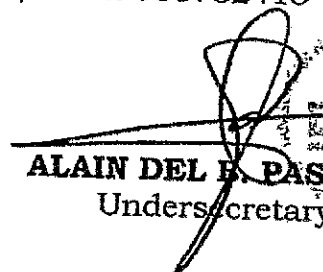
1. Mandated to provide an enhanced learning environment and resources which would benefit children and youth in public schools, the Department of Education (DepEd) through its Technology Infrastructure Division - Information and Communications Technology Service (TID-ICTS) is solely mandated to implement the DepEd Computerization Program (DCP). Its mandate includes overseeing the proper implementation of the DCP pursuant to DepEd Order No. 78, s. 2010 entitled **Guidelines on the Implementation of the DepEd Computerization Program (DCP)**.
2. As part of carrying out the DCP and to sustain the implementation of the DCP initiatives, projects and activities, the DepEd will be providing financial subsidy to public schools needing readiness funds. The list of schools per division, each of which with a corresponding allocation is contained in Enclosure Nos.1 and 2.
3. This year, support funds amounting Two Hundred Twenty-One Million Eight Hundred Fifteen Thousand One Hundred Pesos (**Php221,815,100.00**) shall be downloaded to the Division Offices of the schools needing readiness fund through the issuance of the Subsidy Allotment Release Order (SARO).
4. The downloaded funds shall be used for the following purposes:
  - a. Multi-media Classroom


**Office of the Undersecretary for Administration**  
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools/Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +63926030760; Landline: (02) 63632000



- b. Computer Tables
  - c. Mono chairs
  - b. Stand fan
  - c. Windows and Doors with grills
  - d. Proper electrical wirings and outlets (Electrical Engineer deployed to the Regional Offices to assess the electrical connection, submit validation Report to avoid overloading)
5. The management and disbursement of funds, including submission of Physical and Financial Accomplishment Report shall be the responsibility of the TID-ICTS.
6. The Physical and Financial Accomplishment Report, which reflects the activities undertaken, shall be submitted to the Division Office with a copy furnished to the TID-ICTS through email at [ofelia.algo@deped.gov.ph](mailto:ofelia.algo@deped.gov.ph)
7. Non-compliance may result in the suspension of the financial subsidy.
8. Immediate dissemination of and strict compliance with this Order is directed.
9. For clarifications or more information on these matters, please direct concerns to:

**ENGR. OFELIA L. ALGO**  
Supervising Administrative Officer  
Officer-In-Charge, Technology Infrastructure Division  
Information and Communications Technology Service  
Phone Nos: +632.6332363 / +63.9088782413

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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