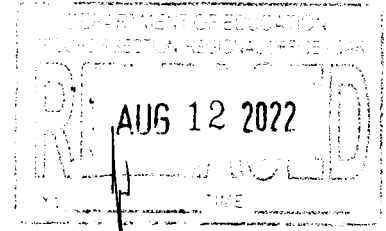




Republic of the Philippines
Department of Education
Cordillera Administrative Region



August 11, 2022

REGIONAL MEMORANDUM

No. 402-2022

**MAINTENANCE, INVENTORY AND REPORTING OF STATUS OF DCP PACKAGES
IN PREPARATION FOR SY 2022-2023**

To: Schools Division Superintendents
Information Technology Officers
School Heads of Public Schools
School ICT Coordinators
School Property Custodians
All Others Concerned

1. In support to the 2022 Oplan Balik-Eskwela and as part of the monitoring and evaluating the implementation of DepEd Computerization Program (DCP), this office requires all recipient schools to conduct maintenance activities and inventory of DCP equipment and to submit reports through the DepEd CAR Monitoring System (DCPMS) which can be accessed via **<https://portal.depedcar.ph/dcp>**.
2. Said maintenance shall include physical cleaning of parts and peripherals, deletion of unnecessary applications, installation of essential applications for education, updating of antiviruses, defragmentation of hard drives and other necessary maintenance activities.
3. Furthermore, the School ICT Coordinators and School Property Custodians shall comply with the following reports/details per batch as required in the DCPMS:
 - a. delivery details including uploading of delivery receipts;
 - b. installation and training details;
 - c. inspection and acceptance details including uploading of IARs;
 - d. property transfer details including uploading of PTRs; and
 - e. report on functional and non-functional DCP equipment.
4. Compliance to these requirements shall be **before August 22, 2022** and shall be facilitated by the Schools Division Offices through the Information Technology Officers.
5. Should there be queries, please feel free to contact the Regional ICT Unit through car.ictu@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

ORD/ICTU/by

