

Enclosure to **Regional Order No. \_\_\_\_ s. 2021**

**DCP UTILIZATION MONITORING FORM**

*A tool for Monitoring and Evaluation of DepEd Computerization Program (DCP)*

*for Department of Education Region 2*

|  |  |
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| * + 1. **BASIC DETAILS** | |
| School ID |  |
| School Name |  |
| School Head |  |
| ICT Coordinator |  |
| Property Custodian |  |
| Monitoring type: | 󠄀 First Visit 󠄀 Follow-up 󠄀 Special Visit |
| Monitoring Date(s): |  |

* + 1. **DCP EQUIPMENT DETAILS** *(if school is a recipient). Please take note of the latest 2 deliveries in the school.*

|  |  |  |
| --- | --- | --- |
|  | 1st Delivery | 2nd Delivery |
| DCP Batch/ |  |  |
| Year Delivered: |  |  |
| Package Type: |  |  |
| Location: |  |  |
| Warranty expiration date: |  |  |
| DR Available? | 󠄀 Yes 󠄀 No | 󠄀 Yes 󠄀 No |
| IAR Available? | 󠄀 Yes 󠄀 No | 󠄀 Yes 󠄀 No |
| IRP Available? | 󠄀 Yes 󠄀 No | 󠄀 Yes 󠄀 No |
| PTR Available? | 󠄀 Yes 󠄀 No | 󠄀 Yes 󠄀 No |
| *\*Note: DR – Delivery Receipt; IAR – Inspection and Acceptance Report;*  *IRP – Inspection Receipt of Property; PTR - Property Transfer Receipt* | | |

* + 1. **E-CLASSROOM/LABORATORY CONDITIONS** *(Place a* ***✓*** *mark in the appropriate column)*

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| **INDICATOR** | **YES** | **NO** | **REMARKS** |
| **SECURITY & SAFETY** |  |  |  |
| * Grills are installed to doors and windows and other holes/exits from the classroom |  |  |  |
| * A security personnel is designated |  |  |  |
| * Doors are protected with double padlocks |  |  |  |
| **LAB ACTIVITY MONITORING** |  |  |  |
| * Class schedules are readable and are posted in visible area/s |  |  |  |
| * Logbooks are utilized |  |  |  |
| * DCPs are available and usable by all Learning Areas |  |  |  |
| * User guidelines are readable and are posted in visible area/s |  |  |  |
| **LEARNING ENVIRONMENT** |  |  |  |
| * The room is well-ventilated (electric fan, air-condition unit are installed) |  |  |  |
| * Walls are free from destructive designs. |  |  |  |
| * The computer laboratory is well-lit. |  |  |  |
| * Chairs are sufficient in number (i.e. 50 and above) |  |  |  |
| * Tables are in good condition. |  |  |  |
| * The computer laboratory is clean and orderly. |  |  |  |
| * The computer laboratory space is sufficient. |  |  |  |

* + 1. **INTERNET CONNECTIVITY SUBSCRIPTION** (used by learners and teachers):

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| --- | --- | --- | --- |
| **ISP** | **TYPE** | **LOCATION** | **AVERAGE SPEED**  **(Mbps)** |
|  |  |  |  |
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|  |  |  |  |

* + 1. **FINDINGS/ANALYSIS**

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* + 1. **RECOMMENDATIONS**

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*We hereby certify that the above information is true and correct to the best of our knowledge and belief. We understand that any false information indicated herein may greatly affect the status of this school’s ICT programs and projects and good standing in the Department of Education.*

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| School Head  *(Signature over Printed Name)* |  | ICT Coordinator  *(Signature over Printed Name)* |  | Property Custodian  *(Signature over Printed Name)* |
|  |  |  |  |  |

Monitored by:

**ARACELI G. PUNO**

*Information Technology Officer I*