



OUAD00-0321-0203
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0203
MEMORANDUM
17 March 2021

For: **Region III Director and Assistant Regional Director
Schools Division Office of Olongapo Superintendent
and Assistant Schools Division Superintendent
Regional and Division BAC Secretariat Head
Regional and Division TWG Head
Regional and Division Accountant
Regional and Division Information Technology Officer
Regional and Division Supply Officer
All Others Concerned**

Subject: **IMPLEMENTATION OF DEPARTMENT OF EDUCATION
RESOURCE PLANNING SYSTEM (DERPS) PHASE 1
TO THE PILOT REGION AND DIVISION**

The Office of the Undersecretary of Administration through the Information and Communications Technology Service hereby informs all concerned of the implementation of the project, Department of Education Resource Planning System (DERPS).

The objective of DERPS project is to integrate, streamline, and automate business processes across all offices through shared databases, common software tools, and real-time access to information.

The deliverable for the implementation of DERPS Phase 1–Milestone 6 (i.e., Project Monitoring, Procurement, Fixed Assets, and Inventory) is the Go Live for the Pilot Region and Division (i.e., Regional Office III and Schools Division of Olongapo City).

In this regard, to ensure the roll-out of DERPS 1 will be completed in a timely manner, the Office of the Director for Information and Communications Technology Service (ICTS) request all concern to abide and provide the requested documents for the DERPS Project:



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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- a. Assigned Project Coordinators for each site, attached as Annex 1
- b. Assigned Process Owners, attached as Annex 2
- c. Gathering data for DERPS Configuration, attached as Annex 3
- d. Project Activities, attached as Annex 4


The identified project coordinators and process owners of the pilot region and division will be in charge of the organization and communication between the contractor (i.e., NTT Data Phils. Inc.) and all its activities and requests, and the respective process owners and personnel involved in using the system from the Region and Division Office.

The purpose of the requested documents and activities is to achieve the following objectives:

- a. For NTT Data Phils. Inc. to complete the Region and Division's instance with the opening balances (DERPS 1 Module).
- b. For NTT Data Phils. Inc. to test the instance and perform initial validation with the incorporated data, based on the provided documents once the instance has been completed.
- c. For NTT Data Phils. Inc. and the Region and Division Office to conduct data validation simultaneously for the uploaded beginning balances (DERPS 1 Module).
- d. For the system to Go-Live within the Region and Division.
- e. For the encoding of all new transactions (C.Y. 2021) and for the users to utilize the system.

For clarifications or more information on this matter, and on behalf of DepEd Central Office-ICTS, please direct concerns to Ms. Princess Estrella, NTT Data Phils. Inc.–Change Management Secretariat, at princess.estrella@nttdataph.com .

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



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LIST OF PROJECT COORDINATORS

OFFICE	PROJECT COORDINATOR
Region III	<ul style="list-style-type: none"> • ARD Rhoda Razon (OIC – Assistant Regional Director) • Felisa Ebreo (Administrative Officer V) • Cherylee Artates (Information Technology Officer II)
Schools Division Office of Olongapo City	<ul style="list-style-type: none"> • Jet Renz Ferrer (SHS Teacher II)

LIST OF DERPS Process Owners

OFFICE	PROCESS OWNERS
Region III	<p>Project Monitoring and Procurement</p> <ul style="list-style-type: none"> • ARD Rhoda Razon (OIC- Assistant Regional Director) • Imelda Vallejo (Chief Administrative Officer - Finance Division) • Pedro Pascua (Chief Administrative Officer) • Edwin Marcos (Chief of FTAD) • Sammy Sampang (Chief of ESSD) • Misael Costes (Attorney IV) • Jane Justine Antonio (Encoder) • Lourdes Macapagal (Administrative Officer V) • Albert Manlutac (Project Development Officer II) • Olivia Sibug (Administrative Officer V) • Grace Santos (Administrative Officer IV) • Melito Manaloto (Senior Education Program Specialist) • Antonio Arquero (Supervising Administrative Officer -Finance Division) • Alvin Lingad (Administrative Officer IV) • Rogelio Mones (Engineer II) • Irene Lusung (Education Specialist II)

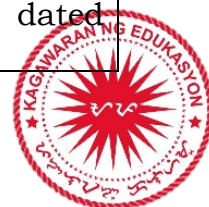


	<p>Fixed Assets and Inventory</p> <ul style="list-style-type: none"> • Felisa Ebreo (Administrative Officer V) • Edward Bonn Manuel (Administrative Officer I) • Bernadette San Jose (Administrative Aide IV) <p>System Administrator</p> <ul style="list-style-type: none"> • Cherylee Artates (Information Technology Officer II) • Jose Marie Cordova (Computer Programmer II) • Eric John Uncad (Computer Maintenance Technician II)
Schools Division Office of Olongapo City	<p>Project Monitoring and Procurement</p> <ul style="list-style-type: none"> • Ricardo Ednave (Education Program Supervisor) • Ronaldo Manila (Administrative Officer II) • Jet Renz Ferrer (SHS Teacher II) <p>Fixed Asset and Inventory</p> <ul style="list-style-type: none"> • Andrian Bustamante (Administrative Assistant II) • Matthew Ancheta (Administrative Assistant II) <p>System Administrator</p> <ul style="list-style-type: none"> • Jet Renz Ferrer (SHS Teacher II)

Annex 3

DERPS LIST OF REQUIREMENTS

Req. No.	Description
1	List of Employee
2	Region/Division Organizational Structure Code
3	Division's List of Schools (from Kinder to SHS)
4	Annual Procurement Plan (APP)
5	Procurement Monitoring Report (PMR)
6	Asset Registry – dated December 2020
7	Report on the Physical Count of Inventory (RPCI) – dated December 2020



DERPS PROJECT ACTIVITIES

ACTIVITIES	OBJECTIVE/S	PARTICIPANTS
a. DERPS 1 Module Training	The purpose of the training is to provide an overview to the process owners regarding the necessary knowledge to efficaciously use of DERPS.	Region and Division Process Owners <ul style="list-style-type: none"> • BAC • Asset Management Unit/ Property and Supply Unit • IT Officer/s • All Others Concerned
b. Assessment Examination	To measure the effectiveness of the trainings and the capability of the process owners to operate DERPS after the conducted training.	Region and Division Process Owners <ul style="list-style-type: none"> • BAC • Asset Management Unit/ Property and Supply Unit • IT Officer/s
c. User Acceptance Testing	To provide a hands-on learning experience to the users and to simulate actual processes, scenarios and transactions using DERPS.	Region and Division Process Owners <ul style="list-style-type: none"> • BAC • Asset Management Unit/ Property and Supply Unit • IT Officer/s



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