

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

**OUA MEMO 00-0322-0165**  
**MEMORANDUM**  
10 March 2022

For: **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Supply Officers**  
**Regional and Division IT Officers**  
**Finance Officers**  
**All Others Concerned**

Subject: **IMPLEMENTING GUIDELINES ON THE USE OF PROGRAM SUPPORT FUND (PSF) FOR DEPED COMPUTERIZATION PROGRAM (DCP) FY2022**

1. The Department of Education (DepEd) is continuously engaged to develop, support, and strengthen education management and learning support systems for improved access to quality basic education.
2. To sustain the implementation of various ICT initiatives, projects and activities, the DepEd through the Information and Communications Technology Service (ICTS) has been providing financial subsidy to all regions and divisions nationwide.
3. To maintain the quality of DCP Packages and assure that all equipment is working, DepEd through ICTS will be providing funds to all regions and divisions nationwide
4. The PSF shall augment the additional expenses necessary for the successful implementation of programs and projects of DepEd.
  - a. for the regular operation, travelling expenses, repairs, and maintenance of through Maintenance and Other Operating Expenses (MOOE) fund
  - b. 2nd Phase of Capital Outlay (CO) – PSF to complete the Network Infrastructure requirement of the Regional and Division Offices.



**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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5. Allocation of Program Support Funds (PSF)
- a. **Three Million Three Hundred Fifty-Eight Thousand Four Hundred Eighty Pesos (Php3,358,480.00)** shall be downloaded to All Regional Offices intended **for DCP monitoring activities** through the issuance of the Sub-Allotment Release Order (Sub-ARO), Allocation attached as Annex “A”.
  - b. **Three Million Three Hundred Sixty-Two Thousand Eighty Pesos (Php3,362,080.00)** shall be downloaded to All Division Offices intended **for DCP monitoring activities** through the issuance of the Sub-Allotment Release Order (Sub-ARO), Allocation attached as Annex “B”.
  - c. **Twenty-Seven Million Five Hundred Thousand Pesos (Php27,500,000.00)** shall be downloaded to All Regional Offices intended **for the repair and maintenance of non-working - out of warranty IT equipment** through the issuance of the Sub-Allotment Release Order (Sub-ARO), Allocation attached as Annex “C”.
  - d. **Two Hundred Thirty Million Pesos (Php230,000,000.00)** shall be downloaded to sixteen (16) Regional Offices and two hundred fourteen (214) Division Offices through the issuance of the Sub-Allotment Release Order (Sub-ARO) **for the Network Infrastructure requirement of the Regional and Division Offices**. Each office shall receive equal amount of ONE MILLION PESOS (Php1,000,000.00), Allocation attached as Annex “D”.

6. Eligible Activities

- a. For the ROs, the PSF shall be utilized for the following activities:

PSF	Activity	Allowable Expenses	Fund Class
DCP Monitoring	Evaluation/validation/assessment, monitoring of school: <ol style="list-style-type: none"> <li>a. Readiness to accept DCP packages</li> <li>b. Status of delivery</li> <li>c. Utilization of DCP Packages</li> </ol>	<ul style="list-style-type: none"> <li>• Transportation, accommodation, and meals</li> </ul>	Maintenance and Other Operating Expenses (MOOE)
PSF for repair and maintenance of non-working - out of warranty IT equipment	Repair and maintenance of non-working - out of warranty IT equipment that were provided by the Department through the DepEd Computerization Program (DCP) or through our partnership with other Government agencies and private sector.	<ul style="list-style-type: none"> <li>• Cost of parts to be replaced and Service fee</li> </ul>	Maintenance and Other Operating Expenses (MOOE)



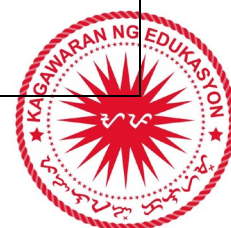
	<p>All ROs shall also receive and manage the PSF intended for the repair and maintenance of non-working - out of warranty IT equipment that were provided by the Department through the DepEd Computerization Program (DCP) or through our partnership with other Government agencies and private sector.</p> <p>The Cost of parts to be replaced, will be charged to the funds downloaded ROs, subject to the usual accounting and auditing rules and regulations. The SDOs to request fund from ROs for the repair and maintenance of non-working - out of warranty IT equipment of the Division, Districts, and schools.</p>		
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b. For SDOs, the PSF shall be utilized for the following activities:

<b>PSF</b>	<b>Activity</b>	<b>Allowable Expenses</b>	<b>Fund Class</b>
DCP Monitoring	Evaluation/validation/assessment, monitoring of school readiness/delivery monitoring of DCP Package	<ul style="list-style-type: none"> <li>• Transportation, accommodation and meals</li> </ul>	Maintenance and Other Operating Expenses (MOOE)
DepEd TV operations	Production of DepEd episodes	<ul style="list-style-type: none"> <li>• Transportation, accommodation and meals</li> <li>• Procurement of production supplies and materials (below P15,000.00)</li> </ul>	Maintenance and Other Operating Expenses (MOOE)

c. For ROs & SDOs, the PSF shall be utilized for the following activities:

<b>PSF</b>	<b>Activity</b>	<b>Allowable Expenses</b>	<b>Fund Class</b>
Network Infrastructure requirement of the Regional and Division Offices	Procurement of Network Infrastructure or Rehabilitation/Upgrading of existing Network Infrastructure	Information and Communication Technology Equipment/ devices/ Works	Capital Outlay (CO)



7. Utilization and Liquidation

The use DCP PSF is subject to existing budgeting, accounting, auditing and procurement rules and regulations and internal policies of the Department.

8. Reporting

Every activity must be documented by the Division Information Technology Officers (DITOs) by submitting all the supporting data that can be used in planning and programming the DCP. The report must be signed by the Schools Division Superintendent (SDS) and transmit to RO to be consolidated by the Regional Information Technology Officers (RITOs). The consolidated report must be endorsed by the Regional Directors (RDs) to the Information and Communications Technology Service (ICTS) - DepEd Central Office.

9. For clarifications or more information on this subject, please contact Engr. Ofelia L. Algo, Information Technology Officer III and Chief of the ICTS Technology Infrastructure Division (TID), through landline 863 32363 or Mob. 0908 878 2413 and email at ofelia.algo@deped.gov.ph .

10. For reference and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary 

  
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