



Republika ng Pilipinas  
**Department of Education**

**MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :** **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

**ATTY. MARCELINO G. VELOSO III**  
Assistant Secretary for Information and Communications  
Technology

**SUBJECT :** REVISED GUIDELINES ON THE UTILIZATION OF THE DEPED  
COMPUTERIZATION PROGRAM – PROGRAM SUPPORT FUND  
(DCP-PSF) FOR INVENTORY, MAINTENANCE, AND  
MODERNIZATION

**DATE :** 1 October 2025

**1. Purpose.**

- 1.1. The Department of Education (DepEd) Computerization Program – Program Support Fund (DCP-PSF) - Fiscal Year (FY) 2025 for Inventory, Maintenance, and Modernization (IMM) consolidates and improves previous guidelines issued by the DepEd-Central Office (Central Office) to cover expenses for planning, implementing, and monitoring information and communications technology (ICT)-related programs, activities, and projects.
- 1.2. These Guidelines are the updated versions of the following previously issued memoranda:
  - 1.2.1. Memorandum OUA-OUT-011824-I3-1 dated 4 March 2024 entitled, *“Guidelines for Regional and Schools Division Offices on the Allocation, Utilization, Documentation, and Reporting of Downloading*

*Funds for the DepEd Computerization Program – Program Support Fund (DCP-PSF)”; and*

- 1.2.2. Memorandum OUA-OUT-030524-I3-1 dated 6 March 2024 entitled, *“Guidelines for Regional and Schools Division Offices on the Allocation, Utilization, Documentation, and Reporting of Downloaded Funds for the DepEd Computerization Program – Program Support Fund Capital Outlay”*.

1.3. The updated framework aims to:

- 1.3.1. Inventory ICT equipment;
- 1.3.2. Maintain and sustain existing ICT infrastructure;
- 1.3.3. Optimize and repurpose legacy systems;
- 1.3.4. Recognize IT innovations that improve school operations;
- 1.3.5. Support the acquisition and use of critical ICT and network equipment;
- 1.3.6. Enhance cybersecurity and automation at all governance levels; and
- 1.3.7. Promote modern digital transformation practices.

2. **Coverage.**

- 2.1. The DCP-PSF - FY 2025, classified as Maintenance and Other Operating Expenses (MOOE), will be provided to:
  - 2.1.1. Seventeen (17) Regional Offices (ROs); and
  - 2.1.2. Two Hundred Nineteen (219) Schools Division Offices (SDOs), including Sulu division under Region IX.
- 2.2. In the utilization of the provided funds, all ROs and SDOs shall be guided by the provisions of Commission on Audit Circular No. 2022-004 dated 31 May 2022 entitled, *“Guidelines on the Implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 Relative to the Increase in the Capitalization Threshold from P15,000 to P50,000.00”*.
- 2.3. The submission of the updated ICT equipment inventory, the consolidated personnel masterlist (including names, official email addresses, and employee IDs), and the consolidated internet subscription list, as required under the Memorandum entitled, *“Guidelines on the Engagement of Contract of Service Personnel for Information and Communications Technology Needs”*, dated 1 October 2025, shall form part of the reporting and monitoring requirements. Compliance with these submissions shall be a factor in the prioritization and scheduling of fund/resource releases, without prejudice to the equitable distribution of program resources to all eligible field offices. The ICTS-

Technology and Infrastructure Division shall issue supplemental memoranda to provide the allocation list on each release of funds.

### 3. **Prioritization.**

3.1. *Inventory & Maintenance.* Due to limited resources, recipient offices must prioritize funds for:

- 3.1.1. *Inventory Management* – Maintain an updated record of all ICT equipment, digital identities, internet subscription data, per school / office;
- 3.1.2. *Maintenance and Operational Support* – Repair and sustain ICT hardware functionality, especially in urgent cases;
- 3.1.3. *Procurement of Specific Equipment* with value not exceeding P50,000.00 each – Acquire ICT tools to enhance learning, improve disaster resilience, and strengthen school safety;
- 3.1.4. *Repurposing of Legacy Equipment* – Maximize older ICT equipment through reconfiguration or reuse; and
- 3.1.5. *Proper Disposal of Unserviceable Assets* – Remove obsolete or irreparable ICT units to free up space.

3.2. *Fund Usage and Implied Scope.*

- 3.2.1. Funds shall be utilized primarily to address the most urgent ICT requirements that directly support the delivery of basic education and the advancement of digital governance.
- 3.2.2. Expenditures for Secondary Eligible Activities may be authorized only after Priority Eligible Activities have been adequately funded, as certified by the Schools Division Superintendent.
- 3.2.3. Each Eligible Activity may also cover the necessary ancillary requirements – such as transportation, meal allowances, engagement of additional personnel, and training of existing staff – when these are essential to the effective implementation of the activity concerned.
- 3.2.4. Any excess amount or resulting balance may be utilized to augment the budget of the other eligible Priority Activities under Item 4.1. (Priority Activities) of these guidelines. Any excess amount/balance however may only be used for the eligible Secondary Activities under Item 4.2. (Secondary Activities) of these guidelines, after the eligible Priority Activities have been adequately funded, as certified by the Schools Division Superintendent.

### 4. **Eligible Activities.**

4.1. Priority Activities.

4.1.1. *Inventory Management.*



4.1.1.1. Compliance with ICT registries.

- 4.1.1.1.1. *Digital Registry of Personnel* – includes employee IDs and official DepEd email addresses, to be used in determining active and inactive accounts;
  - 4.1.1.1.2. *Digital Registry of ICT Assets* – includes device type, brand/model, serial number, date of acquisition, current condition, assigned user/location, and warranty status;
  - 4.1.1.1.3. *Digital Registry of Internet Subscriptions* – includes the supplier name, subscription package, contract start date, validated school coordinates (longitude and latitude), contract duration, and performance assessment result;
  - 4.1.1.1.4. For each of the masterlists enumerated above, a standardized template file will be provided by the Information and Communications Technology Service (ICTS). This file must be properly accomplished and/or updated before any ICT allocation is released; and
  - 4.1.1.1.5. Compliance with this requirement is mandatory and must be undertaken within two (2) months from the receipt of this issuance. It shall serve as a criteria for eligibility to receive current and future ICT allocations.
- 4.1.1.2. Regular updates to reflect changes from repairs, upgrades, transfers, new acquisitions, disposals, or repurposing of assets;
  - 4.1.1.3. Verification and reconciliation of physical assets against inventory records at least annually, with certification from school heads;
  - 4.1.1.4. Integration with an existing dedicated ICT asset management system, or, where none exists, the establishment of such a system or other approved digital registry. This shall include the adoption or subscription to asset monitoring tools for tracking, reporting, and managing the condition, utilization, and inventory of ICT equipment, as well as the use of asset tagging or barcode/Radio Frequency Identification (RFID) labeling to ensure efficient tracking and audit readiness;
  - 4.1.1.5. Automation of digital reports to the Regional and Central Offices following prescribed formats and schedules; and
  - 4.1.1.6. Operational expenses (including per diem) for the conduct of monitoring and evaluation (M&E) activities related to the

implementation of the DCP in schools, provided that the report of any M&E activity shall also be shared with the ICTS-Technology Infrastructure Division (TID).

4.1.2. *Maintenance and Operational Support.*

- 4.1.2.1. Replacement of defective or worn-out components (e.g., RAM, HDD/SSD, power supplies, motherboards, cables, keyboards, monitors);
- 4.1.2.2. Maintenance of ICT equipment and the procurement of tools for digital asset security, repair, and maintenance;
- 4.1.2.3. Repair and address power issues (e.g., wiring and load problems of schools) to prolong useful life of ICT equipment;
- 4.1.2.4. Upgrades (e.g., RAM, storage) to enable systems to support current operating systems and productivity tools;
- 4.1.2.5. Onsite and remote technical support and repair services, including the payment of salaries of Job Orders to conduct repair and maintenance of out-of-warranty ICT equipment; and
- 4.1.2.6. Software, firmware updates, and subscriptions necessary to maintain up-to-date security and performance of devices.

4.1.3. *Procurement of Specific Equipment.*

- 4.1.3.1. Specialized devices required for enhancing learning outcomes (e.g., portable voice amplifiers or lapels, interactive displays, student tablets, science lab computing devices);
- 4.1.3.2. Standard computing units (e.g., desktops, laptops, smart TVs, printers, network devices) when such acquisition directly supports curriculum delivery;
- 4.1.3.3. Strengthening school safety and security (e.g., networked CCTV systems, a biometrics system, access control devices, alarm systems);
- 4.1.3.4. Associated peripherals and accessories necessary for the functionality of newly procured units (e.g., uninterruptible power supplies (UPS), protective cases, docking stations, essential cabling);
- 4.1.3.5. Minor computer components (e.g., RAM, HDD/SSD, power supplies, motherboards, cables, keyboards, monitors); and
- 4.1.3.6. Enhancements to local network infrastructure, including cable management and switch or router upgrades; this includes the implementation of a three (3)- to five (5)-year

refresh cycle for core networking appliances of ROs and SDOs to cover:

- 4.1.3.6.1. Unified Threat Management (UTM) / Next-Generation Firewalls (NGFW);
- 4.1.3.6.2. Core switches and endpoint switches;
- 4.1.3.6.3. Wireless access points;
- 4.1.3.6.4. Network Attached Storage (NAS) and Storage Area Network (SAN) systems; and
- 4.1.3.6.5. Rack-mounted UPS.
- 4.1.3.7. Protective equipment to safeguard ICT assets from both environmental hazards (e.g., floods, typhoons, extreme heat, humidity) and man-made risks (e.g., power outages, electrical surges). This may include waterproof or water-resistant enclosures, elevated server racks, sealed cable conduits, dust- and moisture-proof covers, surge protectors, voltage regulators, and UPS.
- 4.1.4. *Repurposing of Legacy Equipment.*
  - 4.1.4.1. Conversion to lightweight operating systems (e.g., ChromeOS Flex, Linux-based OS like Linux Mint, etc.) to restore functionality for basic computing and internet use;
  - 4.1.4.2. Installation of lightweight, open-source productivity suites (e.g., LibreOffice, OnlyOffice) on devices that can no longer support current proprietary software requirements; and
  - 4.1.4.3. Deployment as alternative ICT endpoints, including but not limited to:
    - 4.1.4.3.1. Learning kiosks for student access;
    - 4.1.4.3.2. Administrative workstations; and
    - 4.1.4.3.3. Digital signage boards utilizing HDMI or VGA outputs, where available.
  - 4.1.4.4. Transformation into dedicated offline learning access stations, using platforms such as Kolibri, Kiwix, or locally hosted digital learning modules.
- 4.1.5. *Proper Disposal of Unserviceable Assets.*
  - 4.1.5.1. Inventory, tagging, and documentation of all ICT assets identified as unserviceable;



- 4.1.5.2. Digital certifications by the relevant supply / property officer in the school confirming that the asset is beyond economic repair or reuse;
- 4.1.5.3. Preparation and completion of required disposal forms in compliance with applicable government property disposal policies and procedures;
- 4.1.5.4. Coordination with accredited third-party recyclers, certified e-waste handlers, or other approved disposal agents to ensure environmentally responsible processing; and
- 4.1.5.5. Physical clearing of storage areas to improve space utilization, reduce clutter, and enhance safety within school premises.

#### 4.2. Secondary Activities.

##### 4.2.1. *Subscription to Security and Productivity Tools.*

- 4.2.1.1. Antivirus and endpoint protection software for both administrative and instructional devices;
- 4.2.1.2. Productivity and workflow tools supporting document digitization, e-signatures, process automation, and paperless transactions;
- 4.2.1.3. Cloud-based services for secure data backup, storage, and remote collaboration; and
- 4.2.1.4. Subscription to security and productivity tools, as a Secondary Eligible Activity, is permissible only when centrally procured licenses are either insufficient to meet operational requirements or unavailable for the intended use.

##### 4.2.2. *Capacity Building and Digital Practice Modernization.*

- 4.2.2.1. Training and awareness activities on cyber hygiene, data protection, and secure device use;
- 4.2.2.2. Intermediate to advanced IT training and certifications for Information Technology Officers (ITOs), provided this is cleared with ICTS, including but not limited to:
  - 4.2.2.2.1. CompTIA Network+;
  - 4.2.2.2.2. Information Technology Infrastructure Library (ITIL);
  - 4.2.2.2.3. Microsoft/Linux server installation, configuration, and maintenance;
  - 4.2.2.2.4. Unified Threat Management (UTM)/firewall administration; and

- 4.2.2.2.5. Other relevant technical specializations such as network administration, cybersecurity, system maintenance, among others.
  - 4.2.2.3. End-user training on effective use of collaboration platforms (e.g., MS Teams, Google Meet, Zoom);
  - 4.2.2.4. Skills development on basic troubleshooting, diagnostics, and digital workflows;
  - 4.2.2.5. Establishment of ICT focal teams at the school or division level to serve as tier-1 technical support;
  - 4.2.2.6. Access to subscription-based platforms that contribute to systems administration such as system health monitoring and helpdesk ticketing.; and
  - 4.2.2.7. Development and distribution of quick reference materials, including user manuals, job aids, and visual walkthroughs for field staff.
- 4.2.3. *Infrastructure and Systems Enhancement.*
- 4.2.3.1. Conduct information security audits during the implementation of new information systems, as well as periodic audits of existing systems within DepEd, to ensure data integrity and the reliability of security measures;
  - 4.2.3.2. Engagement of external service providers or individual contractors for the development, enhancement, or customization of specific information systems or applications that cannot be adequately developed in-house due to lack of specialized expertise or capacity;
  - 4.2.3.3. Engagement of third-party IT firms for independent validation, including Vulnerability Assessment and Penetration Testing (VAPT) and similar evaluations;
  - 4.2.3.4. Deployment of localized ICT infrastructure, such as file servers, print servers, time attendance kiosks, and proxy caching servers for low-bandwidth environments; and
  - 4.2.3.5. Purchase of equipment not covered by the areas covered above. This includes:
    - 4.2.3.5.1. End-User Computing Devices & Accessories
      - 4.2.3.5.1.1. Laptop and desktop computers;
      - 4.2.3.5.1.2. Tablet devices;
      - 4.2.3.5.1.3. Printing solutions, including heavy-duty printers;



- 4.2.3.5.1.4. Heavy-duty scanners for digitization;
- 4.2.3.5.1.5. Storage devices (e.g., external hard drives, portable SSDs);
- 4.2.3.5.1.6. Interactive whiteboards;
- 4.2.3.5.1.7. Interactive kiosks (floor-standing digital displays); and
- 4.2.3.5.1.8. Interactive flat panel displays.

4.3. *Development Libraries, Tools, and Platforms.*

- 4.3.1. Software Development Kits (SDKs);
- 4.3.2. Frameworks (e.g., UI frameworks, data processing libraries);
- 4.3.3. Plugins, add-ons, or extensions (e.g., IDE plugins, browser extensions);
- 4.3.4. Specialized development utilities or scripts; and
- 4.3.5. Artificial Intelligence (AI) and Machine Learning (ML) tools, including subscriptions to frontier Large Language Models (LLMs).

4.4. *Network & Connectivity Infrastructure.*

- 4.4.1. Satellite connectivity solutions and subscriptions;
- 4.4.2. Networking tools for installation, testing, troubleshooting, and maintenance; and
- 4.4.3. Network security appliances, including Unified Threat Management (UTM) devices and firewalls.

4.5. *Data Center, Server, and Storage Systems.*

- 4.5.1. Servers and server component upgrades;
- 4.5.2. Network Attached Storage (NAS) systems and upgrades; and
- 4.5.3. Cooling systems for data centers and server rooms.

4.6. *Other Equipment.*

- 4.6.1. Generator sets and solar backup power systems;
- 4.6.2. Environmental monitoring systems;
- 4.6.3. Fire Detection and Alarm Systems (FDAS); and
- 4.6.4. Fire Alarm and Suppression Systems (FASS).

5. **Recognition of Digital Transformation Initiatives.**

- 5.1. To encourage innovation and highlight exemplary efforts that advance the Department's digital transformation agenda, ROs, SDOs, and individual schools may be formally recognized through certificates, public commendations, and/or priority eligibility in future ICT-related programs. Recognition shall be conferred on offices that demonstrate outstanding practices in any of the following areas:
- 5.1.1. *Impact-Driven Investments* – Strategic acquisition or deployment of ICT tools, equipment, or services that generate immediate and measurable improvements in school operations or learning outcomes. Examples include initiatives that reduce teachers' administrative workload, expand instructional time, enhance student engagement, or enable new and more effective approaches to teaching and assessment;
  - 5.1.2. *Organizational Optimization and Capacity Building* – Upskilling, mobilizing, and maximizing ICT-proficient personnel to ensure that technical expertise within regions and divisions is fully harnessed. Recognition shall also be given to initiatives that promote equity in digital transformation across divisions, ensuring no school is left behind;
  - 5.1.3. *Innovative Repurposing of Legacy Equipment* – Creative adaptation and extension of the usefulness of out-of-warranty or aging devices, especially where such solutions demonstrably reduce administrative or teaching burdens. Examples may include reconfiguring devices with lightweight operating systems, repurposing them as learning kiosks or dashboard terminals, or deploying them as offline content stations;
  - 5.1.4. *Digital Access and Utilization Competency* – Ensuring that all personnel not only have active official DepEd email accounts but are also equipped to manage basic account troubleshooting (e.g., password recovery) and are regularly engaged in using these accounts to access centrally procured or partnered digital platforms such as Microsoft 365, Google Workspace, Khan Academy, Canva, and Adobe Creative Cloud, among others;
  - 5.1.5. *Scalable, Sustainable, and Standards-Aligned Innovations* – Locally developed solutions that not only address immediate needs but are also designed with scalability, sustainability, and adherence to global best practices. Recognized initiatives may include:
    - 5.1.5.1. Cost-efficient connectivity strategies or community-driven ICT support systems leveraging open-source technologies, developed with comprehensive technical documentation and user manuals, regularly maintained through security updates, and strengthened by practices such as peer code reviews, CI/CD pipelines, and automated testing – ensuring replicability, reliability, and broad adoption across divisions;



- 5.1.5.2. Proactive vulnerability management and security patching to safeguard sensitive data; and
- 5.1.5.3. Green ICT and energy-efficient practices that enhance long-term sustainability and resilience.
- 5.2. Offices intending to document and share best practices in digital transformation shall submit a brief narrative (2–3 pages) describing their initiative.
  - 5.2.1. Narratives should emphasize alignment with the areas outlined above and, where applicable, include supporting documentation such as manuals, workflows, and performance metrics.
  - 5.2.2. Submissions must also articulate the measurable impact of the initiative and the processes undertaken to achieve it.
  - 5.2.3. Submissions must be sent via email to [oasict@deped.gov.ph](mailto:oasict@deped.gov.ph), copy furnished [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph), with the subject line prefixed by “Digital Transformation – [Name of Office]”.
- 5.3. Field offices may innovate within this framework and are encouraged to share best practices for replication by peers and the Central Office.
- 5.4. *Special Large-Scale Funding Requests.*
  - 5.4.1. For large-scale regional digital transformation initiatives, ROs may submit proposals to the Office of the Assistant Secretary for ICTS.
  - 5.4.2. Proposals will be considered only if:
    - 5.4.2.1. Submitted by the Regional Director;
    - 5.4.2.2. Additional funds are available; and
    - 5.4.2.3. The project is implementation-ready, with complete staff work, market studies, cost estimates, a detailed plan, expected outcomes, and monitoring mechanisms.

## 6. **Compliance & Accountability.**

- 6.1. All undertaking shall be subject to applicable government procurement, budgeting, accounting and auditing rules.
- 6.2. Utilization must be reported on a monthly basis along with ICT accomplishment reports, including expenditure summaries, program outcomes, and implementation photos. These reports and submissions must be submitted to the ICTS-TID within five (5) days of the following month. To this end, ICTS-TID shall:
  - 6.2.1. Issue supplemental guidelines and templates (e.g., work plans, accomplishment report formats, asset templates);



- 6.2.2. Conduct technical assistance and orientations for regional and division information technology officers, as well as school ICT coordinators, administrative officers, and project development officers;
  - 6.2.3. Provide an open helpdesk channel for implementation concerns; and
  - 6.2.4. Monitor and evaluate fund utilization across governance levels.
- 6.3. Offices shall maintain digital copies of key documents (e.g., Purchase Requests, Disbursement Vouchers, Inspection Reports) for post-audit by internal or external oversight bodies.
7. The provisions of Memorandum OUA-OUT-011824-I3-1 and Memorandum OUA-OUT-030524-I3-1 that are inconsistent with this Memorandum are hereby amended/repealed.
8. For any query or clarification, kindly coordinate with the Technology Infrastructure Division through telephone number 02-8633-2363 or via email at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph).
9. For immediate dissemination and compliance.