|  |  |  |
| --- | --- | --- |
| DEPED-NEW**DEPARTMENT OF EDUCATION**  Flores Street, Catbangen, City of San Fernando |  | |
| **Version No.: 1** | **Rev. No.: 0** |
| **Monitoring Tool for DepED Computerization Program.**  *To be accomplished by School ICT Coordinator* | | |

**Objective:** To evaluate the effective and efficient implementation and utilization of all DepEd Computerization Program (DCP) and DepEd Internet Connectivity (DICP).

**School Profile:**

School ID: NAME OF SCHOOL:

Address:

Tel. no. (of the school): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:

Province: District: City/Municipality: Division:

Superintendent:

Name of Principal/School Head:

Contact No. /Cellphone No.: E-mail:

Name of Computer Laboratory In-Charge:

Contact No. /Cellphone No.: E-mail:

**A. INVENTORY**

**IT Equipment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment** | **DCP BATCH \_\_\_\_\_\_** | | | | **REMARKS** |
| **Items Received** | **Date Received** | **Working Units** | **Defective Units** |
| LAPTOP |  |  |  |  |  |
| SYSTEM UNIT |  |  |  |  |  |
| MONITOR |  |  |  |  |  |
| KEYBOARD |  |  |  |  |  |
| MOUSE |  |  |  |  |  |
| HEADSET |  |  |  |  |  |
| UPS |  |  |  |  |  |
| AVR |  |  |  |  |  |
| PRINTER |  |  |  |  |  |
| W-ROUTER |  |  |  |  |  |
| SPEAKER |  |  |  |  |  |
| RECOVERY CD |  |  |  |  |  |
| PROJECTOR |  |  |  |  |  |
| WHITE SCREEN |  |  |  |  |  |
| LCD/ LED TV |  |  |  |  |  |
| CHARGING/ STORAGE CART |  |  |  |  |  |
| 2 in 1 Tablet |  |  |  |  |  |
| External ODD |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Facilities:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facilities** | **Working Units** | **Defective Units** | **Total** | **Remarks** |
| Air-Condition Units |  |  |  |  |
| Computer Tables |  |  |  |  |
| Chairs |  |  |  |  |
| Electrical Outlets |  |  |  |  |
| Circuit Breaker |  |  |  |  |
| Telephone Line/s |  |  |  |  |
| Generator |  |  |  |  |
| LAN(Local Area Network) |  |  |  |  |
| Electric Fan |  |  |  |  |
| Fire Extinguisher |  |  |  |  |

**Internet Connection**:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Internet Service Provider** | **Bandwith** | **Type of Connection** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OVERALL CONDITION of the computer laboratory:** Check your response:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facilities** | **Very Good** | **Good** | **Needs Improvement** | **Remarks** |
| Roof/ Ceiling |  |  |  |  |
| Electrical Wiring |  |  |  |  |
| Ventilation |  |  |  |  |
| Lighting |  |  |  |  |
| Window Grill |  |  |  |  |
| Door Grill |  |  |  |  |
| Locks |  |  |  |  |

**B. SECURITY ASSESSMENT**

Does the Computer Laboratory have a Log Book? **🞏 Yes 🞏 No**

**Type of Security**

**Name Schedule of Duty Source of Funds**

**(SEF, MOOE, Canteen, PTCA, Barangay)**

🞏 Hired Security Personnel 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

🞏 Barangay Tanod 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

🞏 Others, pls. specify: *Example*- Watchwoman

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏Day 🞏Night \_\_\_\_\_\_\_\_\_\_

**C. COMPUTER LABORATORY UTILIZATION**

PURPOSE OF USAGE

Check if applicable:

* For EPP/TLE/TVE/TVL (ICT Literacy)
* Tool for teaching different subject areas (*pls. check the applicable subject/s*)

🞏Math 🞏Science 🞏English 🞏Filipino 🞏AP 🞏MAPEH

* Tool for performance task, measurement and assessment
* To accomplish clerical and administrative tasks of teachers
* To accomplish clerical and administrative tasks of non-teaching personnel
* Tool for communication and information dissemination
* To provide IT access of the community for professional development.

*Pls. specify the purpose:*

🞏 IT Training

🞏 Seminars

🞏 Others (pls. specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of User

🞏 LGU

🞏 Out-of-School Youth

🞏 Brgy. Official

🞏 PTCA

🞏 Others (pls. specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FREQUENCY OF USAGE

🞏 All the time 🞏 Twice a week 🞏 Seldom

🞏 Thrice a week 🞏 Once a week 🞏 Never

TECHNICAL PERFORMANCE

Hardware:

🞏 Very Good 🞏 Average 🞏 Below Average 🞏 Poor

Software:

🞏 Very Good 🞏 Average 🞏 Below Average 🞏 Poor

Connectivity:

🞏 Very Good 🞏 Average 🞏 Below Average 🞏 Poor

Does the Computer Laboratory have a Class Schedule? **🞏 Yes 🞏 No** *(if yes, pls. attached)*

**D. AFTER SALES SUPPORT**

a. Brand of Computer:

b. Service Provider: Contact No.:

c. Local Service Provider: Contact No.:

d. Average Response Time:

🞏Within the day 🞏after 2 days 🞏after 3 days 🞏More than 5 days

e. Average Resolution Time:

🞏Within the day 🞏after 2 days 🞏after 3 days 🞏More than 5 days

**E. OTHER DOCUMENTS *(check if properly accomplished by the Property Custodian/ the Principal/ the School ICT Coordinator)***

a. Delivery Receipt: **🞏 Yes 🞏 No**

b. Training Acceptance Report: **🞏 Yes 🞏 No**

c. Inspection and Acceptance Report: **🞏 Yes 🞏 No**

d. Invoice-Receipt for Property: **🞏 Yes 🞏 No**

**F. RECOMMENDATIONS:**

**We hereby inform your office that the above-mentioned information about DCP packages was thoroughly checked and verified in full confidence under our supervision.**

**Division ITO / ICT Personnel: School I.T. Coordinator**

Name: Name:

(pls. sign over printed name) (pls. sign over printed name)

**NOTED BY:**

Date Accomplished:

SCHOOL HEAD POSITION

*(pls. sign over printed name)*