



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

May 30, 2022

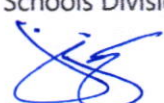
**DIVISION MEMORANDUM**

No. 168 s. 2022

**SUBMISSION OF REQUEST FOR DOWNLOADING OF PROGRAM SUPPORT FUND FOR DEPED  
COMPUTERIZATION PROGRAM (DCP)**

To: Public Schools District Supervisors  
School Heads  
District ICT Coordinators  
School ICT Coordinators  
All other concerned

1. In consonance with OUA MEMORANDUM 00-0322-0165 dated March 10, 2022 entitled **"IMPLEMENTING GUIDELINES ON THE USE OF PF PROGRAM SUPPORT FUND (PSF) FOR DEPED COMPUTERIZATION PROGRAM (DCP) FY 22"** and Regional Memorandum No. 478 s. 2022 **"SUBMISSION OF REQUEST FOR DOWNLOADING OF PROGRAM SUPPORT FUND FOR DEPED COMPUTERIZATION PROGRAM"**.
2. This office shall accept request for downloading of program support fund for the **out-of-warranty** DCP packages until June 9, 2022.
3. The following documents shall be submitted by the requesting school in hard and soft copy.
  - a. Letter request signed by the School Head.
  - b. Table that contains the following information: District, School ID, Name of School, Unit for Repair, DCP Batch Number, Estimated Cost of Repair per Unit, Total Cost of Repair, prepared by the School ICT Coordinator and approved by the School Head.
4. Submit the scanned copy thru: [ict.northernsamar@deped.gov.ph](mailto:ict.northernsamar@deped.gov.ph).
5. Reviewed requests shall be forwarded to the regional office for further validation, approval and downloading of fund.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
LANI H. CERVANTES, CESO VI  
Schools Division Superintendent  


**RELEASED**

*RF* 5-30-22

