



Republic of the Philippines

## Department of Education

REGION VIII SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

September 21, 2023

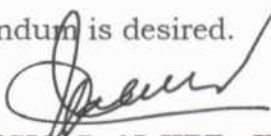
DIVISION MEMORANDUM

No. 700 s, 2023

### SUBMISSION OF REQUESTS FOR DOWNLOADING OF FY 2023 ADDITIONAL PROGRAM SUPPORT FUND FOR DEPED COMPUTERIZATION PROGRAM (DCP)

To: Assistant Schools District Superintendent  
Chief, Functional Divisions  
Heads, Division Unit/Offices  
Other concerned

1. This memorandum mandates immediate compliance of school head to Regional Memorandum No. 989 s, 2023, with reference to OUA-OUT-033923008 *or the Guidelines for Regions and Divisions on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds for Program Support Funds (PSF) under the DepEd Computerization Program (DCP)*.
2. School Heads of school recipient-beneficiaries of DCP packages are hereby directed to submit request for downloading of additional support fund for **repair of out-of-warranty DCP packages** to the Division ICT Office on or before September 25, 2023.
3. As such, school heads of school of school recipient-beneficiaries of DCP packages shall fill-up the herein attached template and submit it to the Division ICT Office or fill-up the details using the following link:  
<https://tinyurl.com/CDP-Repair-Fund-Request>
4. Immediate dissemination of this memorandum is desired.

  
**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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DepEd Northern Samar

RELEASED

By: 

Date: 9-25-23 Page 1 of 2 9:30



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**Department of Education**  
REGION VIII SCHOOLS DIVISION OF NORTHERN SAMAR

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\_\_\_\_\_ date

**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Sir:

This is to most respectfully submit the following details to request for downloading of additional support fund for **repair of out-of-warranty DCP packages** to the Division IT Officer.

Name of School	School ID Number	DCP Batch No	Estimated Cost

Hoping for your kind consideration and approval.

Very truly yours,

\_\_\_\_\_  
name and signature of school head