



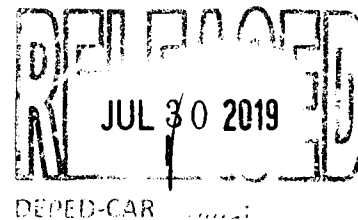
Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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Tel: (074) 422 - 1318 | Fax: (074) 422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



MEMORANDUM

TO: Schools Division Superintendents
Information Technology Officers
Heads of Recipient Schools
School ICT Coordinators of Recipient Schools
All Others Concerned

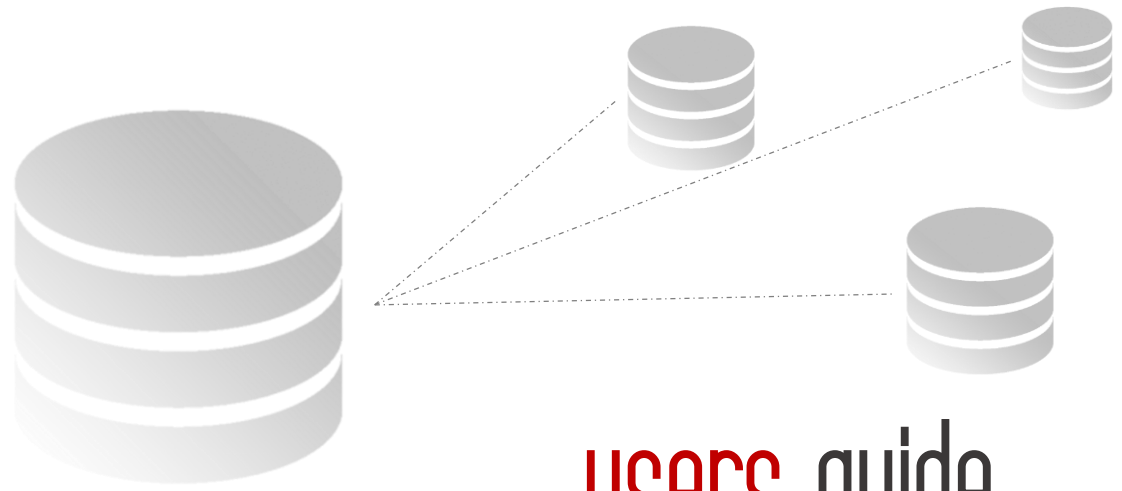


FROM:  **MAY B. ECLAR, Ph.D., CESO V**
Regional Director

SUBJECT: REPORTING OF DCP BATCH 2018-01 AND 2018-02 DEPLOYMENT STATUS

1. For effective and efficient reporting, monitoring and evaluation of the deployment of DCP Batch 2018-01 and 2018-2, all School Heads of recipient schools are hereby required to ensure that the deployment status reports are submitted through the DepEd CAR DCP Monitoring System.
2. Submissions of reports on the delivery, installation and inspection & acceptance shall be done not later than five (5) working days after every process has been completed respectively.
3. Enclosed is the DCP Monitoring System User's Manual for School Personnel.
4. For DCP issues and concerns, please contact immediately the Division IT Officer.

ORD/ICTU/jby



Users guide

DCP Monitoring Tool for school

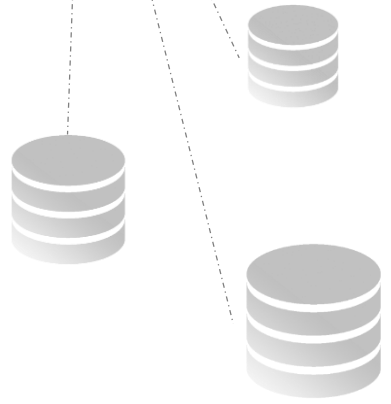
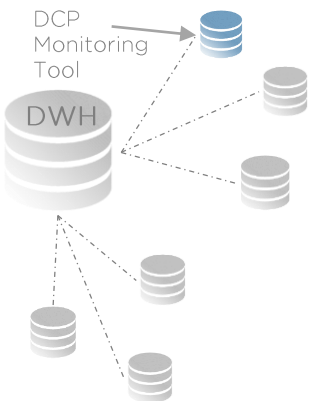


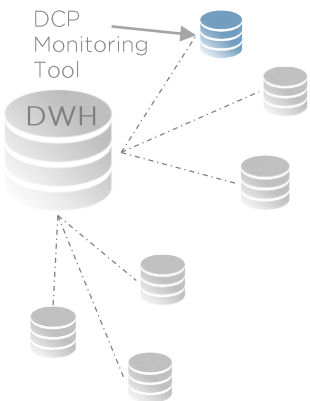
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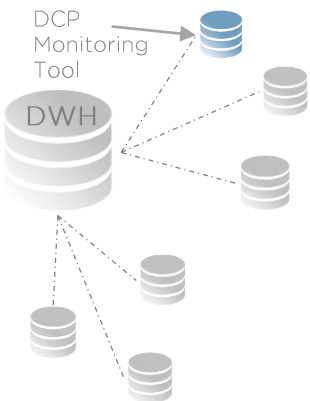
DCP Monitoring Tool Overview

- The DCP Monitoring tool is a subsystem of the Datawarehouse that monitors the status of DepEd Computerization Program (DCP) recipient schools' Readiness, Delivery, Inspection, Training, PTR, and PAR.



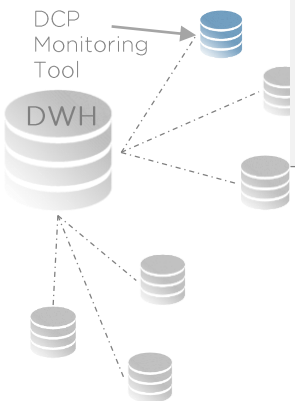
key features

- DCP Packages
 - Package Item Details
 - Deployment Process Monitoring, Tracking, and Updating
 - Monitoring Report
 - Monitoring Form
- DCP Contact Details
- Report Generation



primary users

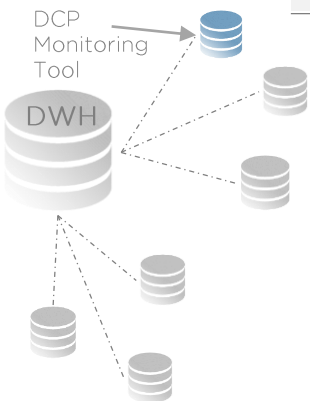
- School Head
- School Property Custodian
- School ICT Coordinator



roles and permissions

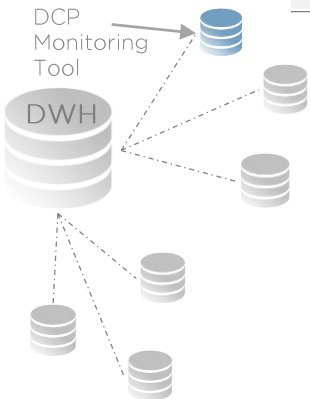
➤ School Head

- Monitors the DCP Deployment Process of All DCP Packages received by the school.
- Manages the uploading of School Readiness Report
- Generates report



roles and permissions

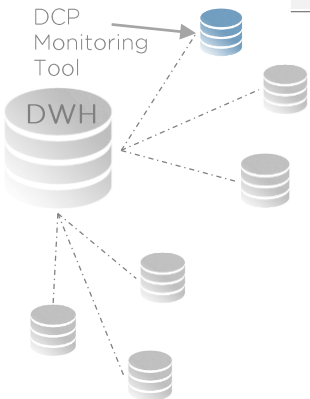
- School Property Custodian
 - Manages the status of Delivery and Inspection and Acceptance of DCP Packages in the school.
 - Generates report

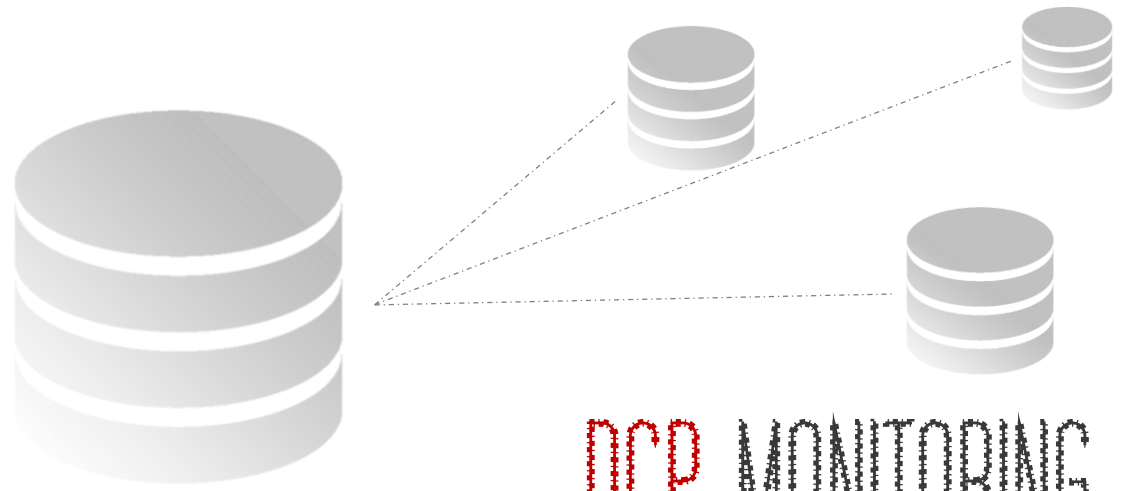


roles and permissions

➤ School ICT Coordinator

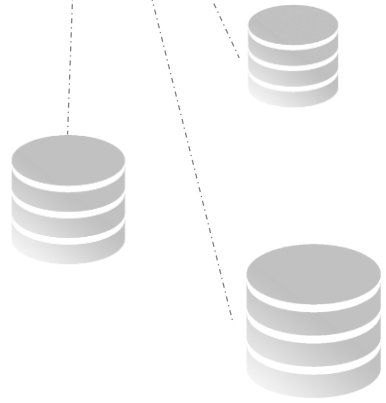
- Manages the status of Installation and Training of DCP Packages in the school and uploading of School Readiness Report
- Generates report

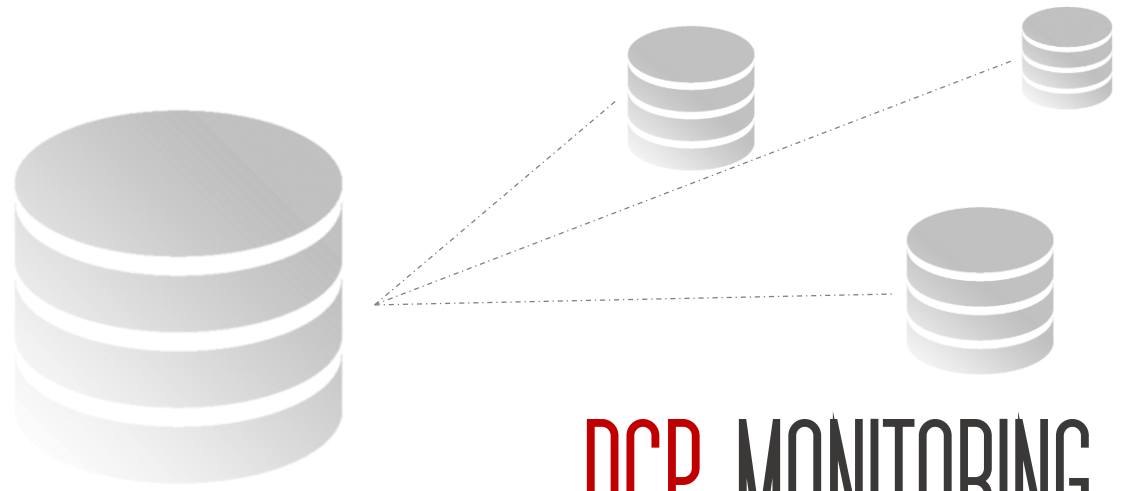




DCP MONITORING TOOL

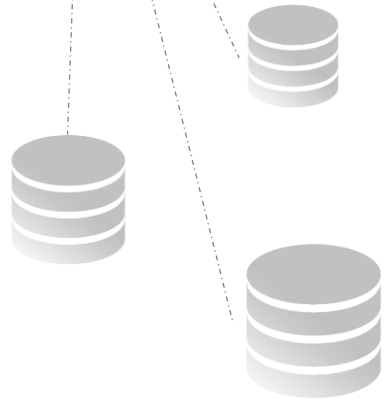
Getting Started





DCP MONITORING TOOL

Accessing & Parts



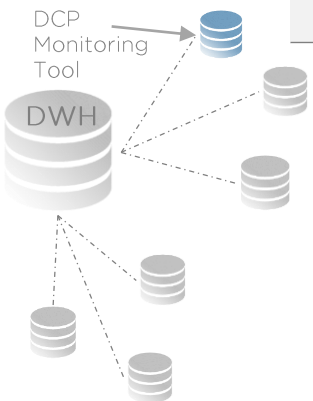
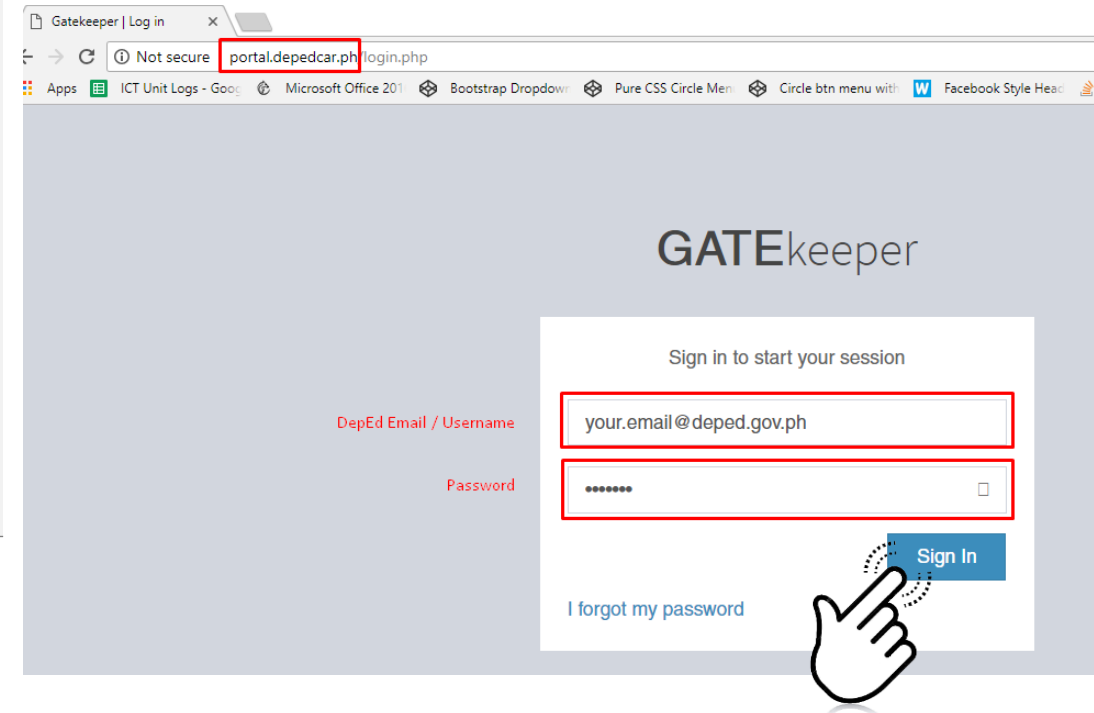
how to access the DCP Monitoring Tool?

■ Step 1

- Visit portal.depedcar.ph.
*Preferably Google Chrome

■ Step 2

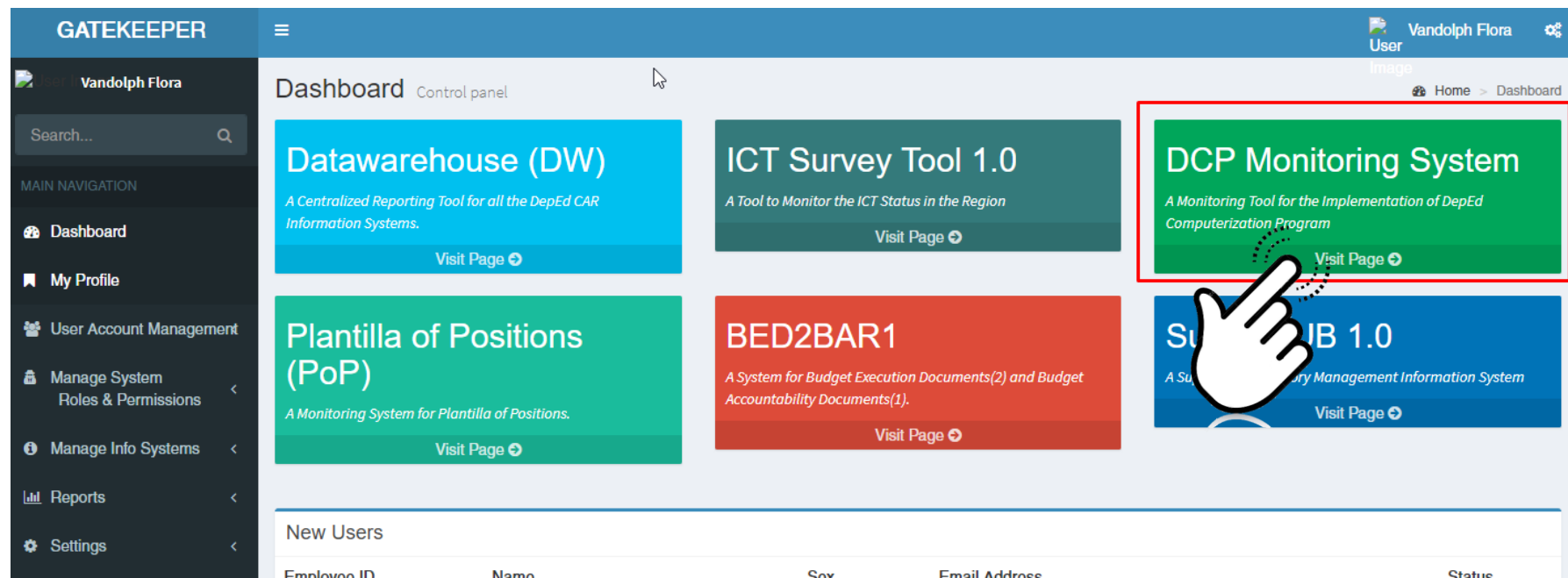
- Login using your account created via the GateKeeper.
- If no account yet, ask the system administrator (Division ICT Coordinator) to create an account.



how to access the DCP Monitoring Tool?

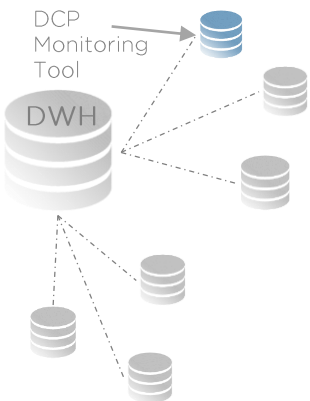
■ Step 3

- After logging in, the DepEd CAR Portal homepage is displayed.
- In the Dashboard, click on the **Visit Page** link under DCP Monitoring System.



The screenshot displays the GATEKEEPER dashboard interface. The top navigation bar includes the user name 'Vandolph Flora' and a search icon. The main navigation menu on the left lists 'Dashboard', 'My Profile', 'User Account Management', 'Manage System Roles & Permissions', 'Manage Info Systems', 'Reports', and 'Settings'. The dashboard content area features several tiles: 'Datawarehouse (DW)', 'ICT Survey Tool 1.0', 'DCP Monitoring System' (highlighted with a red box and a hand cursor), 'Plantilla of Positions (PoP)', 'BED2BAR1', and 'SIB 1.0'. Each tile includes a 'Visit Page' link. Below the tiles, there is a section for 'New Users' with a table structure.

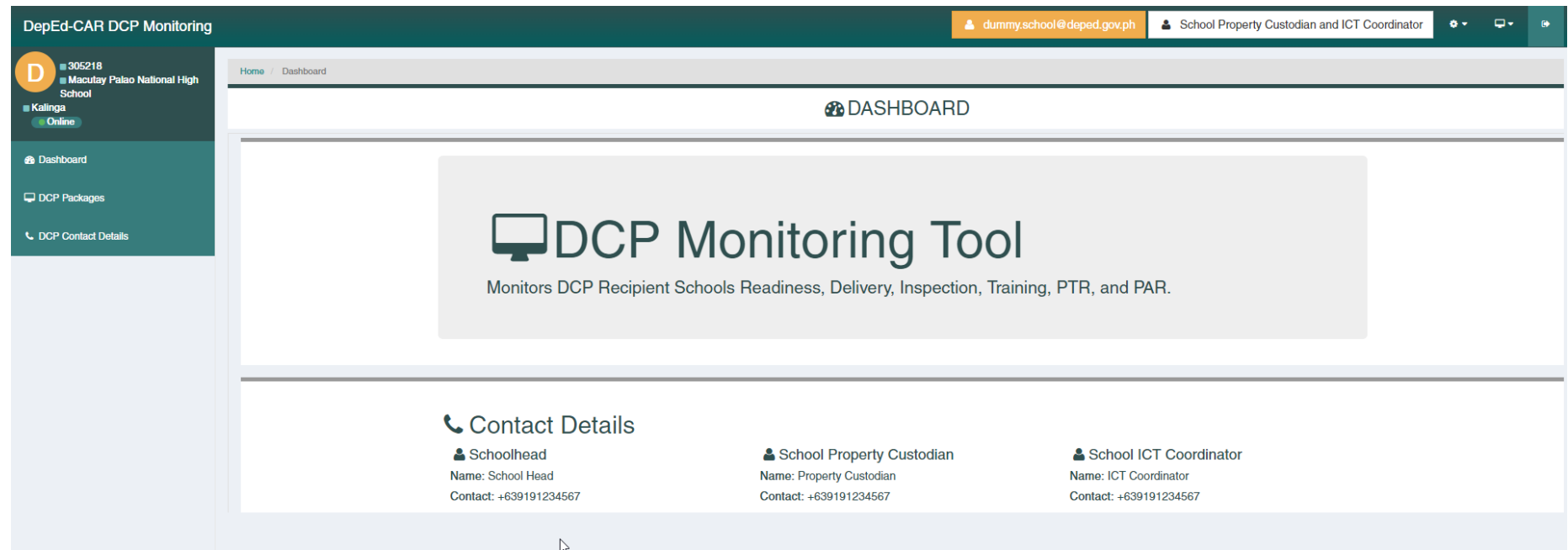
Employee ID	Name	Sex	Email Address	Status
-------------	------	-----	---------------	--------



how to access the DCP Monitoring Tool?

■ Step 4

- The DCP Monitoring Tool will be available in a new tab in your internet browser displaying the Dashboard page.



DepEd-CAR DCP Monitoring

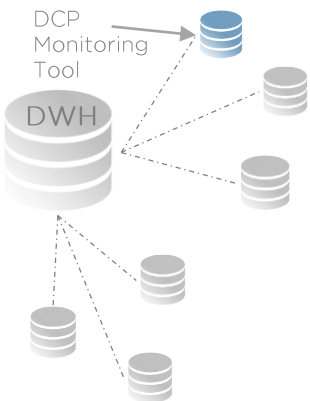
Home / Dashboard

DASHBOARD

Monitors DCP Recipient Schools Readiness, Delivery, Inspection, Training, PTR, and PAR.

Contact Details

Schoolhead Name: School Head Contact: +639191234567	School Property Custodian Name: Property Custodian Contact: +639191234567	School ICT Coordinator Name: ICT Coordinator Contact: +639191234567
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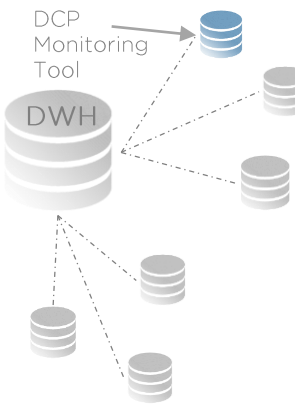


parts of the DCP Monitoring Tool?

Navigation Menu bar

Sidebar

Content



DepEd-CAR DCP Monitoring
dummy.school@deped.gov.ph
School ICT Coordinator

D 3xxx8
Dummy Elementary-Secondary School

Division
Online

- Dashboard
- DCP Packages
- DCP Contact Details

Home / Dashboard

DASHBOARD

DCP Monitoring Tool

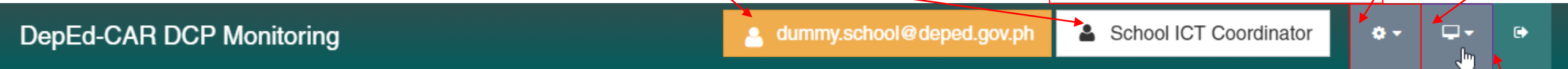
Monitors DCP Recipient Schools Readiness, Delivery, Inspection, Training, PTR, and PAR.

Contact Details [Edit](#)

<p>Schoolhead</p> <p>Name: Juan Dela Cruz</p> <p>Contact: 09901234567</p>	<p>School Property Custodian</p> <p>Name: Property Custodian</p> <p>Contact: 09901234567</p>	<p>School ICT Coordinator</p> <p>Name: School ICT Coordinator</p> <p>Contact: 09901234567</p>
--	---	--

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the navigation Menu Bar



User Icon



Gatekeeper
Accounts Management, Roles and Permissions, IS Management

Gear icon

History Logs

View activities and transactions done in the Information System.

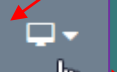


Monitor icon

DepEd-CAR DCP Monitoring

dummy.school@deped.gov.ph

School ICT Coordinator



Logout

User Icon

- Displays the email address and role of the user

Gear Icon Menu



- Opens a submenu to access the Gatekeeper and History logs

Monitor Icon Menu



- Opens a submenu to access the other subsystems of the Datawarehouse, such as: ICT Survey, Plantilla of Positions, BED2BAR1, and Datawarehouse

Logout Icon

- Allows you to end your access to the DCP Monitoring Tool and displays the Login Page

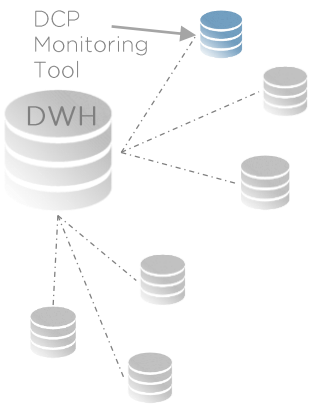
ICT Survey Tool
Basic ICT School Profile, ICT Strategy, Infrastructure, Trainings, Expenditures, and ICT Self Assessment

DCP Monitoring Tool
Monitors DCP Recipient Schools Readiness, Delivery, Inspection, Training, PTR, and PAR

Plantilla of Personnel
Monitors Filled and Unfilled Positions in the Regional Office, Schools Division Offices, and Schools

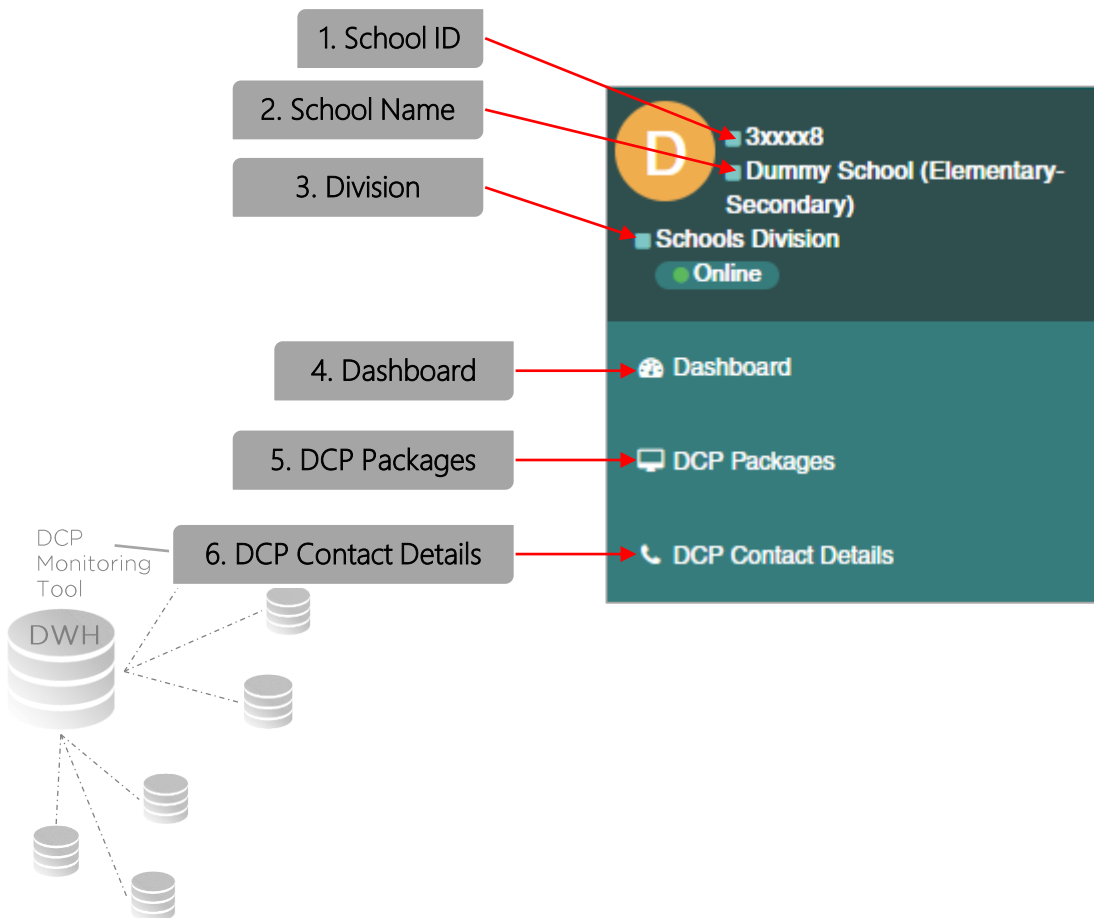
BED2 and BAR1
Data Entry and Reporting Tool for Budget Execution Documents 2 (BED 2) and Budget Accountability Report 1 (BAR 1)

Datawarehouse
Centralized reporting tool for all Sub-Systems



the sidebar

- For School Level: School Head, ICT Coordinator and Property Custodian



1. School ID

- Display the School ID of the user

2. School Name

- Display the School Name of the user

3. Division

- Display the Schools Division of the school

4. Dashboard

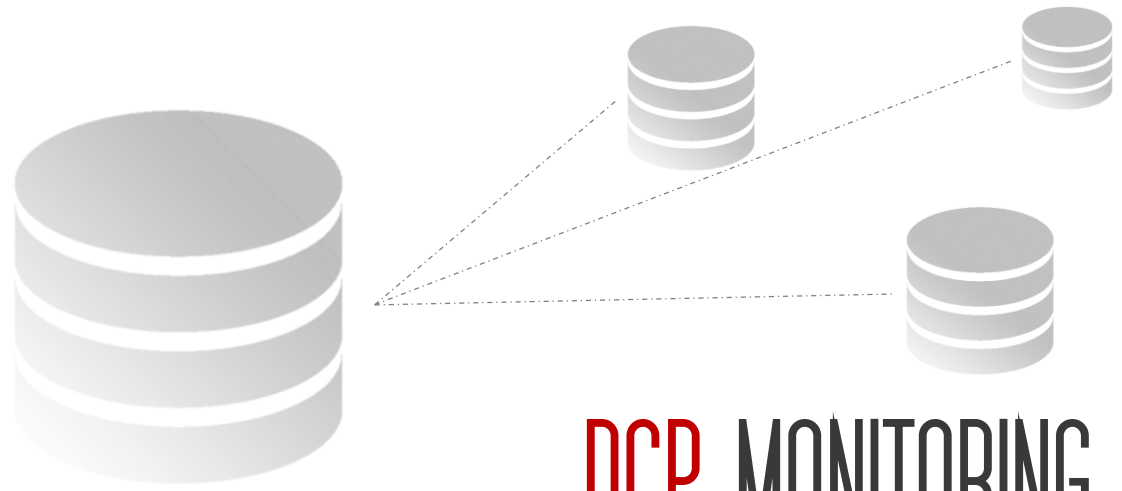
- Display an information about the subsystem and contact details of the school

5. DCP Packages

- Monitor and Manage the DCP Packages received by the school. It allows the user to monitor and manage the stages of DCP (Readiness, Delivery, Inspection, Training, PTR/PAR) as well as DCP Monitoring Report and DCP Monitoring Form.

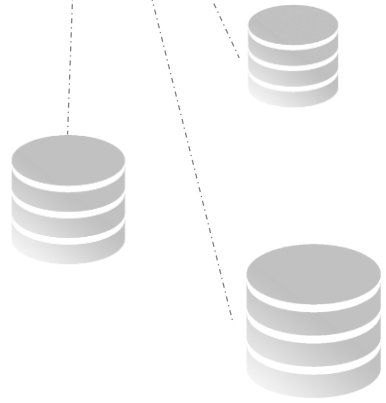
5. DCP Contact Details

- Update the contact details of School Head, School Property Custodian, and School ICT Coordinator.



DCP MONITORING TOOL

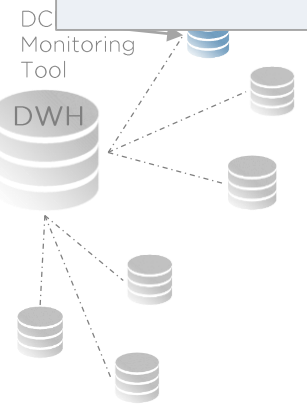
School DCP Packages



List of DCP Packages

The screenshot shows the 'DCP Packages' page in the monitoring tool. The sidebar on the left contains a navigation menu with the following items: 'Dashboard', 'DCP Packages' (highlighted with a hand cursor), and 'DCP Contact Details'. The main content area displays a table with the following data:

Action	DCP Batch	Status					
		Readiness	Delivery	Installation	Training	Inspection	PTR / PAR
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete
	44	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete



Step 1

- From the sidebar, click on the DCP Packages menu.

Step 2

- The DCP Packages Table is displayed which allows the user to:
 - View and monitor the status of all DCP packages received by the school; and
 - View/Edit a DCP Package.

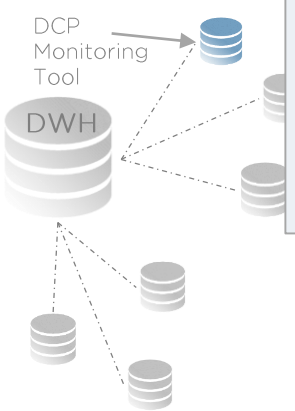
Manage DCP Package

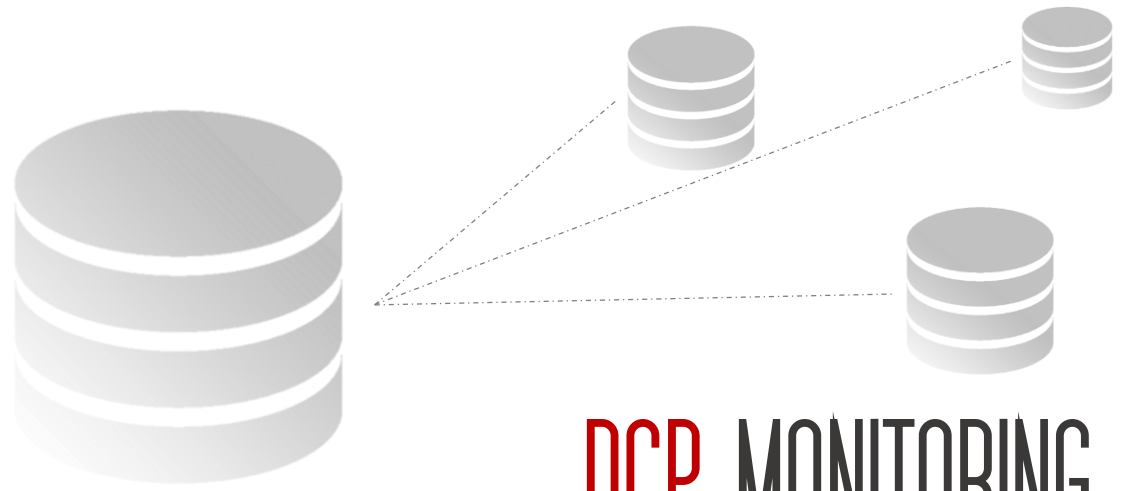
- From the DCP Packages Table, click on the Manage DCP Package Button to manage and view the DCP Package.

Home / DCP Packages

DCP Packages

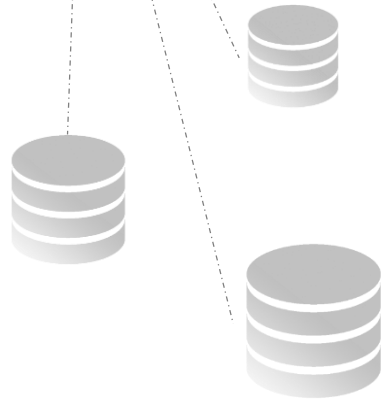
Action	DCP Batch	Status					
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	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
Manage DCP Package 	42	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete
	44	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete





DCP MONITORING TOOL

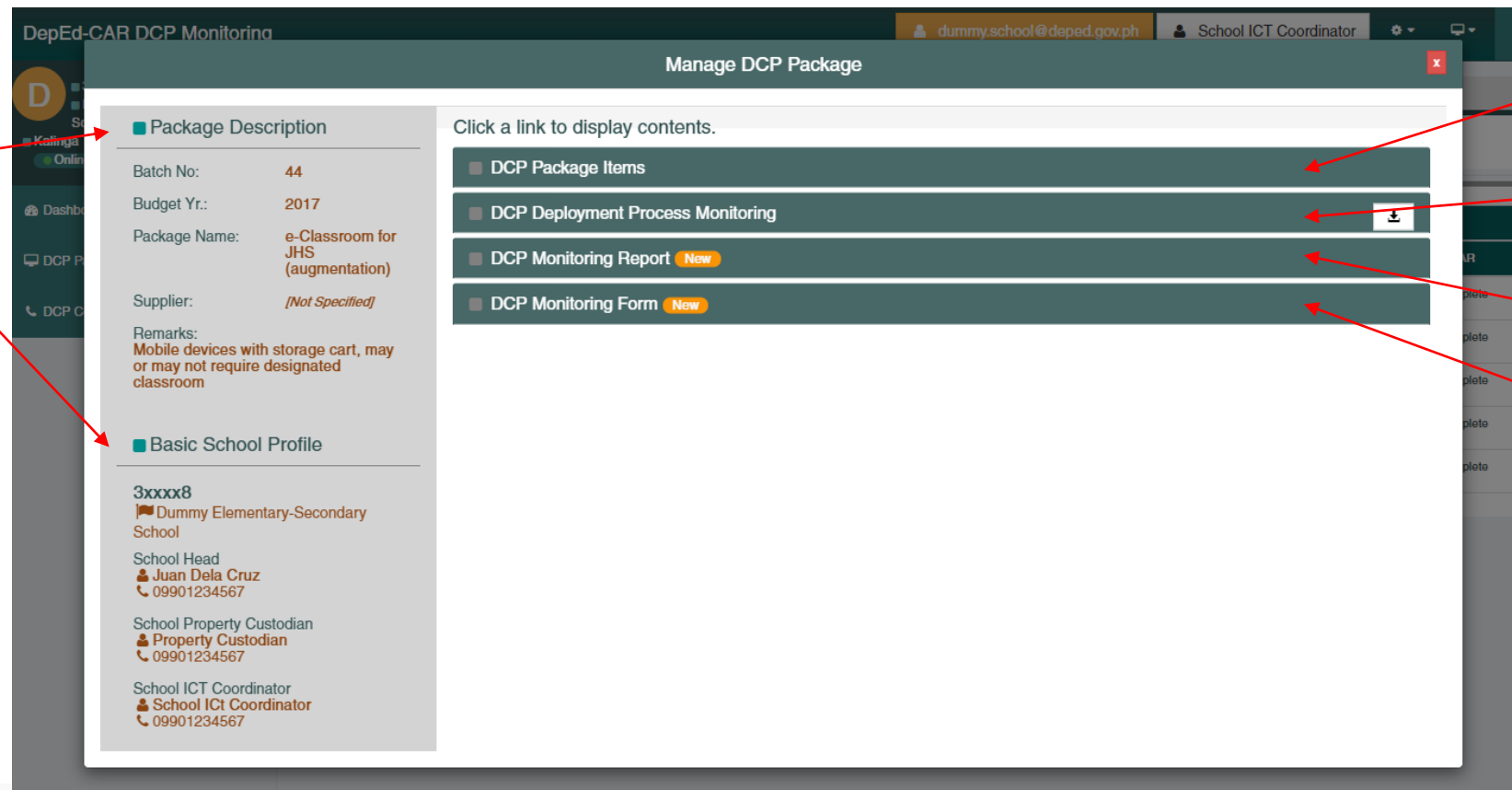
Manage DCP Packages



Manage DCP Package Modal Form

The form contains details on:

- a) DCP Package Description
- b) Basic School Profile
- c) DCP Package Items
- d) DCP Deployment Processes Monitoring
- e) DCP Monitoring Report
- f) DCP Monitoring Form



a) Package Description

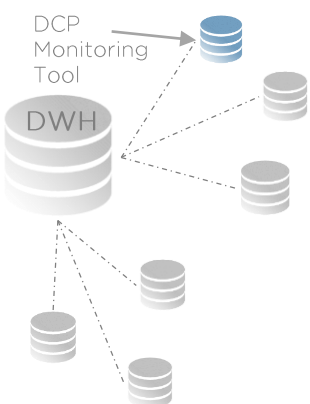
b) Basic School Profile

c) DCP Package Items

d) DCP Deployment Process Monitoring

e) DCP Monitoring Report

e) DCP Monitoring Form



DCP Package Description and Basic School Profile

a. DCP Package Description

- Display the general information of a DCP Package such as Batch Number, Budget Year, Package Name, Supplier, and Remarks

b. Basic School Profile

- Display the School ID and School Name as well as name and contact details of School Head, School Property Custodian, and School ICT Coordinator.

a) Package Description

b) Basic School Profile

DCP Monitoring Tool

Package Description

Batch No: **44**

Budget Yr.: **2017**

Package Name: **e-Classroom for JHS (augmentation)**

Supplier: **[Not Specified]**

Remarks: **Mobile devices with storage cart, may or may not require designated classroom**

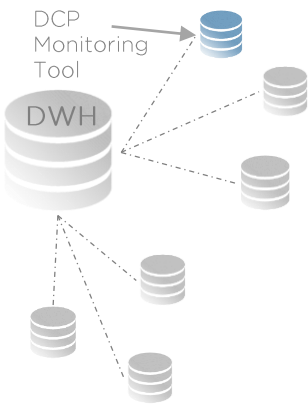
Basic School Profile

3xxxx8
Dummy Elementary-Secondary School

School Head
Juan Dela Cruz
 09901234567

School Property Custodian
Property Custodian
 09901234567

School ICT Coordinator
School ICT Coordinator
 09901234567



DCP Package Items

- To View and Manage the items of a DCP Package:
 - Step 1**
 - Click on the **DCP Package Items** menu from the Manage DCP Package Modal Form.
 - This shows the list and required quantity of all ICT equipment under a certain DCP Package.
 - Note:** *The School Property Custodian and School ICT Coordinator must see to it that the name and quantity required of the equipment are correct.*

Click a link to display contents.

DCP Package Items

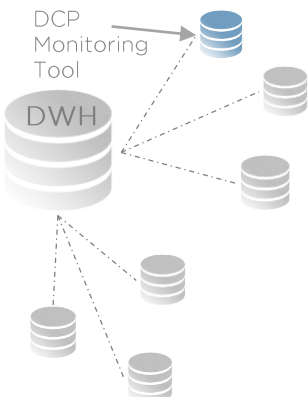
Equipment List	Quantity Required	Quantity Received	Remarks
2-in-1 Tablet PC	50	50	
Charging and Storage cart	2	2	
Wifi Router	1	1	

Report Non-functional and Non-serviceable items? Proceed to [DCP Monitoring Report](#) section. (Click link to proceed)

Save

DCP Deployment Process Monitoring

DCP Monitoring Report **New**



DCP Package Items

Step 2

- Indicate the actual number of quantity received and some remarks, if necessary.
 - The Quantity Required must be the same as the Quantity Received.

Manage DCP Package

Click a link to display contents.

DCP Package Items

DCP Package Items

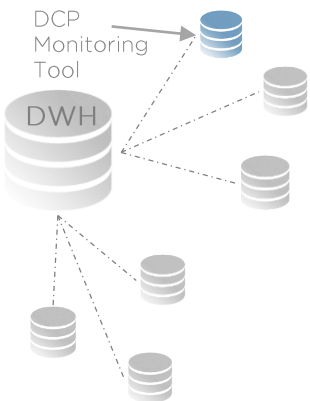
Equipment List	Quantity Required	Quantity Received	Remarks
2-in-1 Tablet PC	50	50	
Charging and Storage cart	2	0	
Wifi Router	1	0	

Report Non-functional and Non-serviceable items? Proceed to [DCP Monitoring Report](#) section. (Click link to proceed)

Save

DCP Deployment Process Monitoring

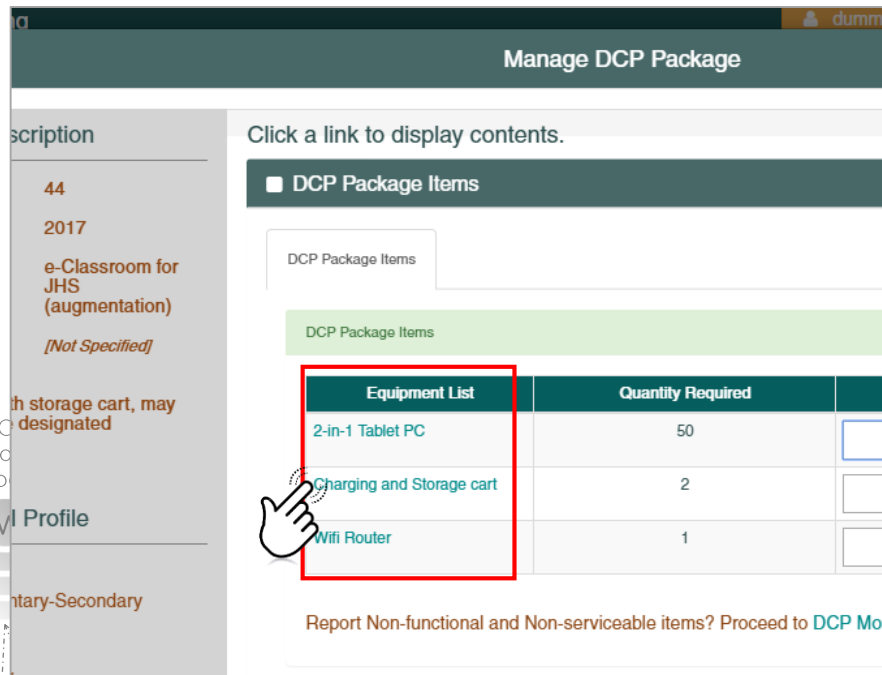
DCP Monitoring Report New



DCP Package Items

Step 3

- From the DCP Package Item lists, click any equipment.



Manage DCP Package

Click a link to display contents.

DCP Package Items

DCP Package Items

Equipment List	Quantity Required
2-in-1 Tablet PC	50
Charging and Storage cart	2
Wifi Router	1

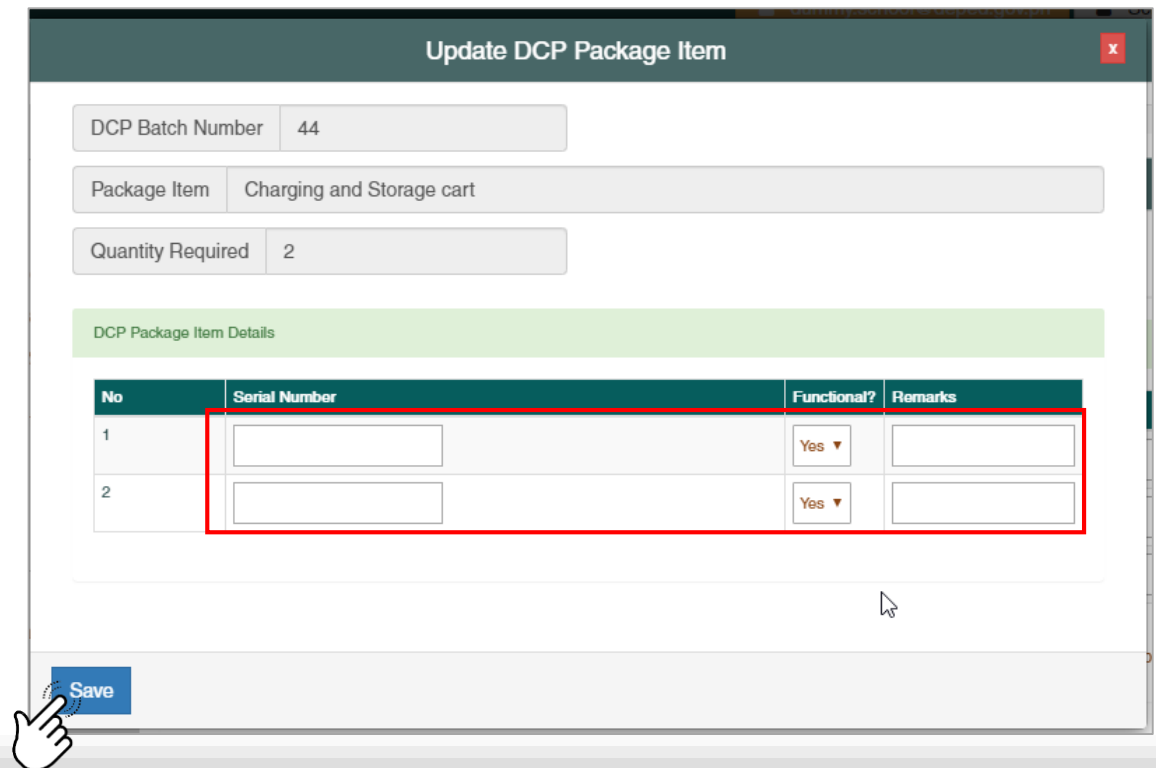
Report Non-functional and Non-serviceable items? Proceed to [DCP Mo](#)

Step 4

- The Update DCP Package Item Modal Form is displayed. Here, indicate the serial number for **each** item and whether the item is functional or not. Add some remarks if necessary.

Step 5

- Click the **Save** button for any changes made. 



Update DCP Package Item


DCP Batch Number 44

Package Item Charging and Storage cart

Quantity Required 2

DCP Package Item Details

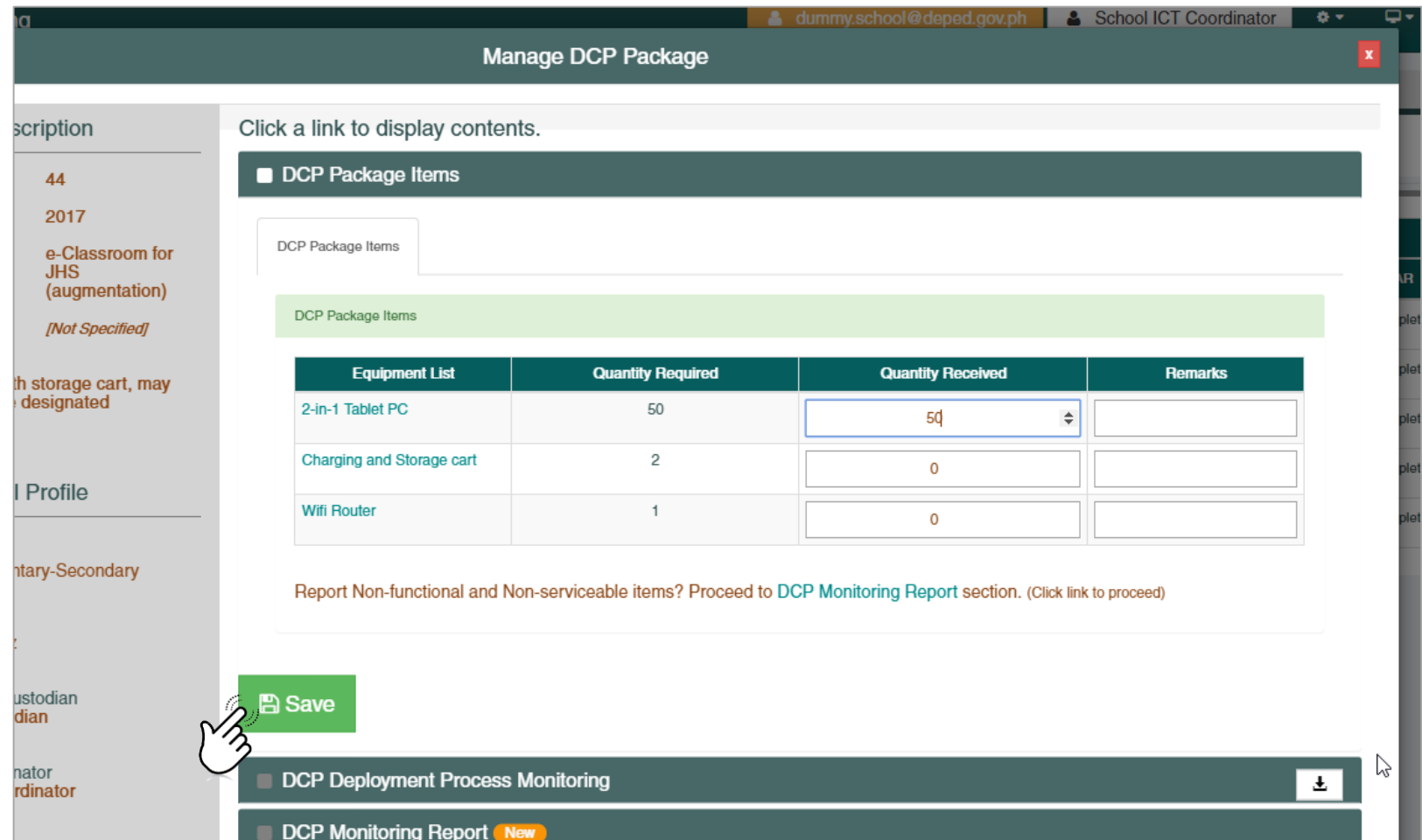
No	Serial Number	Functional?	Remarks
1	<input type="text"/>	Yes ▼	<input type="text"/>
2	<input type="text"/>	Yes ▼	<input type="text"/>



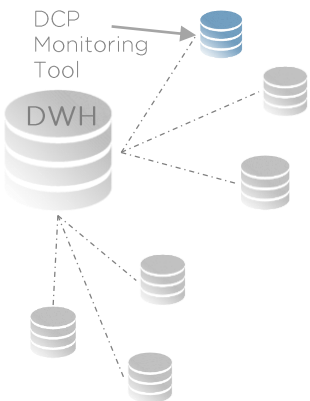
DCP Package Items

Step 6

- Click on the **Save**  button of the Manage DCP Package modal form for any changes made.

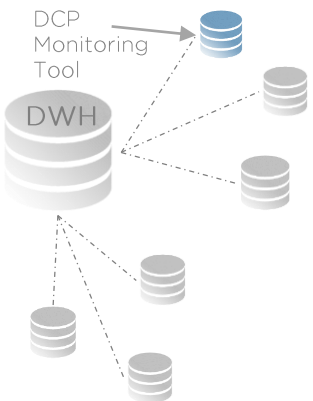


Equipment List	Quantity Required	Quantity Received	Remarks
2-in-1 Tablet PC	50	50	
Charging and Storage cart	2	0	
Wifi Router	1	0	



DCP Deployment Process

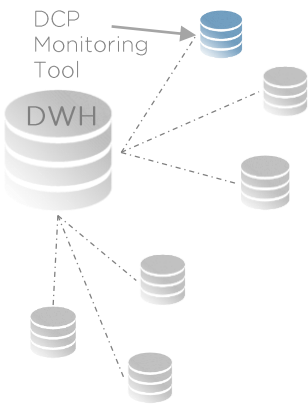
- To View and Manage the DCP Deployment Process of a DCP Package, click on the **DCP Deployment Process Monitoring** menu from the Manage DCP Package Modal Form.
 - This shows the details and statuses of the DCP Package from Readiness to Inspection and Acceptance as well as PTR and PAR.



DCP Deployment Process - Readiness

Step 1

- Using the School Head or School ICT Coordinator account, click on the Readiness tab.
 - All tabs are disabled except for the Readiness Tab.
 - **Note:**
 - Green (●) Bulleted Items are to be accomplished by Division ICT Coordinator
 - Orange (●) Bulleted items are to be accomplished by Schoolhead and/or School ICT Coordinator.
 - School Property Custodian account can only view the readiness tab.



DCP Deployment Process - Readiness

Step 2

- Upload School Readiness Report
 - Choose the School Readiness Report file to be uploaded by clicking on the **Choose File** button:

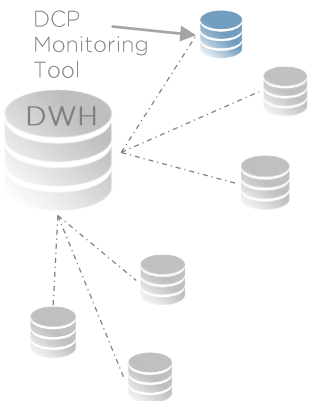


Note:

- Readiness Checklist form is available to be **downloaded** from the readiness tab.



- School Readiness Report should be .pdf format
- The report should contain readiness checklist form signed by the School Head with photos.




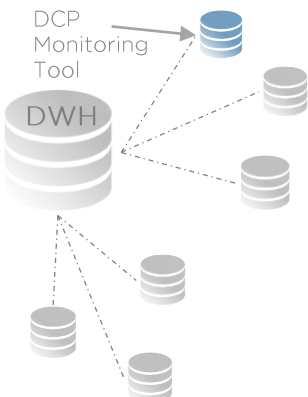
DCP Deployment Process - Readiness

Step 3

- Click the **Save** button 

Step 4

- Make sure that the uploaded school readiness report is reflected in the Uploaded Readiness Report Files section.
 - Note:**
 - Click on the link of the uploaded file to make sure that the file is correct.
 - Click on the **remove**  button in case you want to delete the uploaded file.
 - You cannot undo this operation.



DCP Deployment Process - Readiness

Step 5 (Task of the Division ICT Coordinator)

- Wait for the Division ICT Coordinator to **upload** the assessed School Readiness Report and set the Readiness status to **Ready** or **Partially Ready**

(After the task of the Division ICT Coordinator)

Step 6

- Make sure that the Readiness status is set to **Ready** on the DCP Package lists.

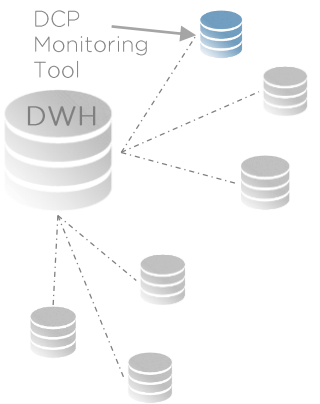
Step 7

- Click on the **Manage DCP Package** button.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status				
		Readiness	Delivery	Installation	Training	Inspection
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete
	44	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete

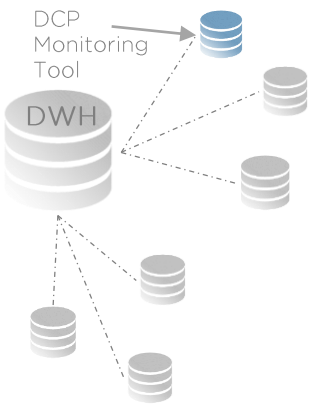


DCP Deployment Process - Readiness

Step 8

- Go to DCP Deployment Process Monitoring menu
 - Make sure that the **Delivery** tab is active.
 - The Readiness status is set to **Ready**; and
 - There is an uploaded School Readiness Assessment File.

The screenshot shows the 'Manage DCP Package' interface. The 'DCP Deployment Process Monitoring' section is active, with the 'Delivery' tab highlighted. The status is 'Ready'. Below this, there are sections for 'Upload School Readiness Report' and 'Uploaded Readiness Report Files'. The 'Uploaded School Readiness Assessment Files' section shows a file named '305218-Batch44-Readiness-2019-07-30 12-32-24.pdf'. A green 'Save' button is at the bottom.



DCP Deployment Process - Delivery

Step 1

- Using a School Property Custodian account, click on the **Delivery** tab from the DCP Deployment Process Monitoring Menu
 - All tabs are disabled except for the Readiness Tab and Delivery Tab

Note

- School Head and School ICT Coordinator accounts can only view the Delivery tab contents.

Manage DCP Package

Click a link to display contents.

DCP Package Items

DCP Deployment Process Monitoring

Readiness **Delivery** Installation Training Inspection & Acceptance PTR PAR

**To be accomplished by School Property Custodian.*

Actual Delivery Date: dd/mm/yyyy

Delivery Receipt Number: [Text Field]

Delivery Status/Remarks: Incomplete

Upload Supplier Delivery Receipt and Serial Number Forms

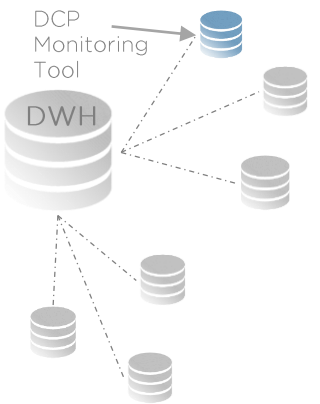
Select File: Choose File No file chosen

Uploaded File/s: No File Uploaded

Should be the same with signatory in the uploaded file.

Received By: Property Custodian
Supply Officer / Property Custodian

Save



DCP Deployment Process - Delivery

Step 2

- Accomplish the data elements in the Delivery Tab Section.
 - Actual Delivery Date
 - Delivery Receipt Number
 - Delivery Status (Complete / Incomplete)
 - Upload the Supplier Delivery Receipt and Serial Number Forms
 - Uploaded file/s should be in PDF Format.
 - Received By (Name of School Property Custodian)

Note

- The DCP deployment process monitoring will NOT proceed to the next step unless the Delivery Status is set to **Complete**.

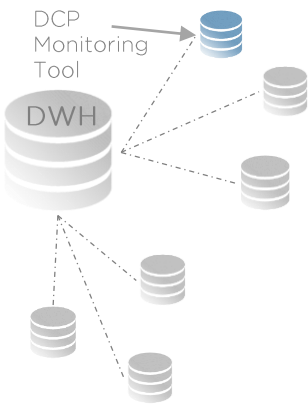
Step 3

- Click the **Save** button for any changes made.

The screenshot shows the 'Manage DCP Package' interface. At the top, there are tabs for 'DCP Package Items' and 'DCP Deployment Process Monitoring'. Below these are sub-tabs for 'Readiness', 'Delivery', 'Installation', 'Training', 'Inspection & Acceptance', 'PTR', and 'PAR'. The 'Delivery' tab is active. A red note states: '*To be accomplished by School Property Custodian.*' The form contains the following fields:

- Actual Delivery Date: 15/07/2019
- Delivery Receipt Number: 123-456-789
- Delivery Status/Remarks: Complete
- Upload Supplier Delivery Receipt and Serial Number Forms: Select File : Choose File om_no_056_s_2019.pdf
- Uploaded File/s: No File Uploaded
- Received By: Property Custodian (Supply Officer / Property Custodian)

A green 'Save' button is located at the bottom of the form, with a hand icon pointing to it.



DCP Deployment Process - Delivery

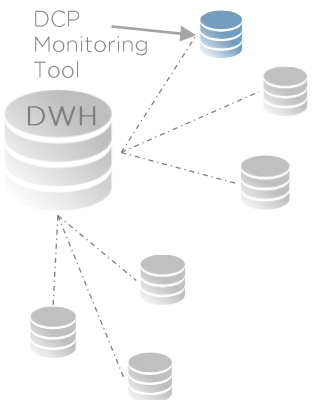
Step 4

- Make sure that the **Delivery** status is set to **Complete** on the DCP Package lists.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status				
		Readiness	Delivery	Installation	Training	Inspection
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete
	44	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete



DCP Deployment Process - Delivery

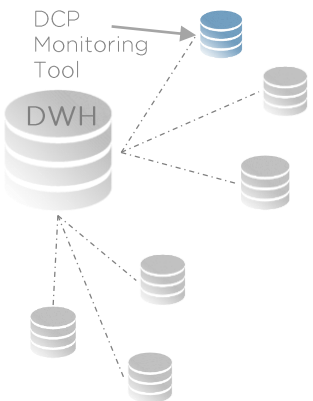
Step 5

- Click on the Manage DCP Package button.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status				
		Readiness	Delivery	Installation	Training	Inspection
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete
	44	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete



DCP Deployment Process - Delivery

Step 6

- Click on the **Delivery** tab under DCP Deployment Process Monitoring.
 - Make sure that the data entered are saved and correct.
 - Notice that the **Installation** tab is now active.

Manage DCP Package

Click a link to display contents.

DCP Package Items

DCP Deployment Process Monitoring

Readiness Delivery **Installation** Training Inspection & Acceptance PTR PAR

**To be accomplished by School Property Custodian.*

Actual Delivery Date: 15/07/2019

Delivery Receipt Number: 123-456-789

Delivery Status/Remarks: Complete

Upload Supplier Delivery Receipt and Serial Number Forms

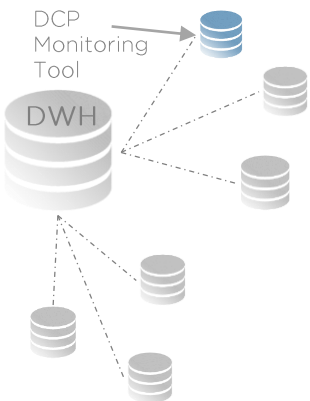
Select File : Choose File No file chosen

Uploaded File/s: 305218-Batch44-Delivery-2019-07-30 02-24-10.pdf

Should be the same with signatory in the uploaded file.

Received By: Property Custodian
Supply Officer / Property Custodian

Save



DCP Deployment Process - Installation

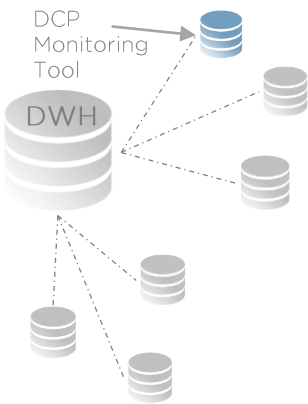
Step 1

- Using a School ICT Coordinator account, click on the Installation tab from the DCP Deployment Process Monitoring Menu
 - All tabs are disabled except for the Readiness, Delivery, and Installation Tabs.

Note

- School Head and School Property Custodian accounts can only view the Installation tab contents.

The screenshot shows the 'Manage DCP Package' interface. At the top, there's a navigation bar with 'DCP Package Items' and 'DCP Deployment Process Monitoring'. The 'DCP Deployment Process Monitoring' section has several tabs: 'Readiness', 'Delivery', 'Installation' (highlighted with a red box), 'Training', 'Inspection & Acceptance', 'PTR', and 'PAR'. Below the tabs, there's a red note: '*To be accomplished by School ICT Coordinator.*'. The form includes fields for 'Installation Schedule', 'Date Started' (with placeholder 'dd/mm/yyyy'), 'Date Completed' (with placeholder 'dd/mm/yyyy'), and a dropdown for 'Installation Status/Remarks' (currently set to 'Incomplete'). At the bottom, there's a text input for 'Name of Installer/s (Names Separated by Comma (,))' and a green 'Save' button.



DCP Deployment Process - Installation

Step 2

- Accomplish the data elements in the Installation Tab Section.
 - Installation Schedule
 - Date Started
 - Date Completed
 - Installation Status (Complete / Incomplete)
 - Name of Installers

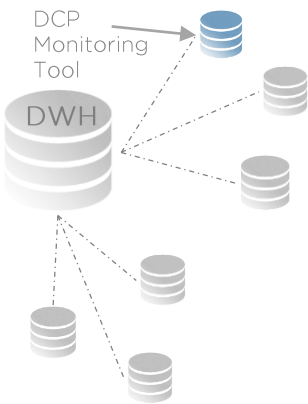
Note

- The DCP deployment process monitoring will NOT proceed to the next step unless the Installation Status is set to **Complete**.

Step 3

- Click the **Save** button for any changes made.

The screenshot shows the 'Manage DCP Package' interface. At the top, there are tabs for 'DCP Package Items' and 'DCP Deployment Process Monitoring'. Below these are sub-tabs for 'Readiness', 'Delivery', 'Installation', 'Training', 'Inspection & Acceptance', 'PTR', and 'PAR'. The 'Installation' tab is active. A red note states: '*To be accomplished by School ICT Coordinator.*' Below this, there are several input fields, each highlighted with a red box: 'Installation Schedule' (July 22 - 23, 2019), 'Date Started' (22/07/2019), 'Date Completed' (23/07/2019), 'Installation Status/Remarks' (Complete), and 'Name of Installer/s (Names Separated by Comma (,))' (Installer 1, Installer 2, etc.). A green 'Save' button is visible at the bottom left of the form area.



DCP Deployment Process - Installation

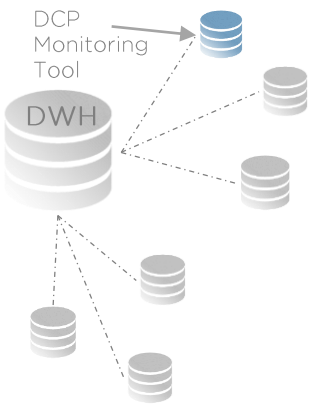
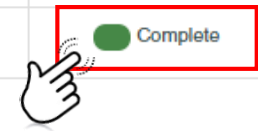
Step 4

- Make sure that the Installation status is set to Complete on the DCP Package lists.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status				
		Readiness	Delivery	Installation	Training	Inspection
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete
	44	● Ready	● Complete	● Complete	● Incomplete	● Incomplete



DCP Deployment Process - Installation

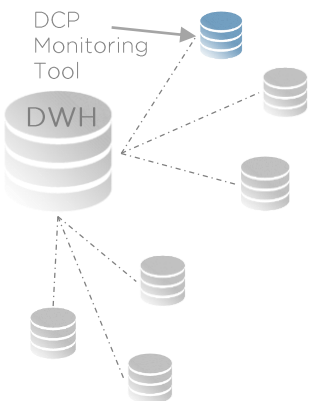
Step 5

- Click on the Manage DCP Package button.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status				
		Readiness	Delivery	Installation	Training	Inspection
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete
	44	● Ready	● Complete	● Complete	● Incomplete	● Incomplete



DCP Deployment Process - Installation

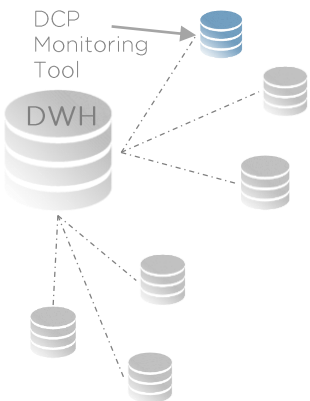
Step 6

- Click on the **Installation** tab under DCP Deployment Process Monitoring.
 - Make sure that the data entered are saved and correct.
 - Notice that the **Training** tab is now active.

The screenshot shows the 'Manage DCP Package' interface. At the top, there are two tabs: 'DCP Package Items' and 'DCP Deployment Process Monitoring'. Below these, there are several sub-tabs: 'Readiness', 'Delivery', 'Installation', 'Training', 'Inspection & Acceptance', 'PTR', and 'PAR'. The 'Installation' tab is currently selected and highlighted with a red box, and a hand cursor is pointing at it. The 'Training' tab is also highlighted with a red box. Below the tabs, there is a red note: '*To be accomplished by School ICT Coordinator.' The form contains the following fields:

- Installation Schedule: July 22 - 23, 2019
- Date Started: 22/07/2019
- Date Completed: 23/07/2019
- Installation Status/Remarks: Complete
- Name of Installer/s (Names Separated by Comma (,)): Installer 1, Installer 2, etc.

A green 'Save' button is located at the bottom left of the form.



DCP Deployment Process - Training

Step 1

- Using a School ICT Coordinator account, click on the Training tab from the DCP Deployment Process Monitoring Menu
 - All tabs are disabled except for the Readiness, Delivery, Installation, and Training Tabs.

Note

- School Head and School Property Custodian accounts can only view the Installation tab contents.

Manage DCP Package ✕

Click a link to display contents.

DCP Package Items

DCP Deployment Process Monitoring ↓

Readiness
Delivery
Installation
Training
Inspection & Acceptance
PTR
PAR

**To be accomplished by School ICT Coordinator.*

Training Date/s

Actual Number of Training Hours

Number of Personnel/s Trained

Training Status

Incomplete
▼

Upload Training Check List Form

Select File :

Choose File

No file chosen

Uploaded File/s.

No File Uploaded

Should be the same with signatories in the uploaded file.

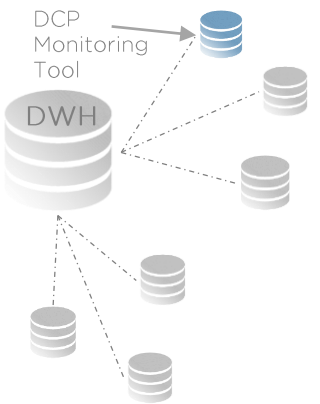
Trainer:

Name of Trainer

Certified Corrected By:

Name of School Head

Save



DCP Deployment Process - Training

Step 2

- Accomplish the data elements in the Installation Tab Section.
 - Training Date/s
 - Actual Number of Training Hours
 - Number of Personnel/s Trained
 - Training Status (Complete / Incomplete)
 - Upload the signed Training Checklist Form.
 - Uploaded file should be in **PDF Format**.
 - Name of Trainer/s
 - Name of School Head

Note

- The DCP deployment process monitoring will NOT proceed to the next step unless the Training Status is set to **Complete**.

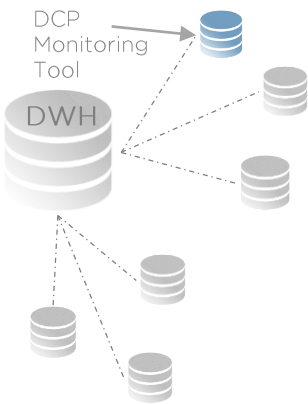
Step 3

- Click the **Save** button for any changes made.

The screenshot shows the 'Manage DCP Package' interface with the 'Training' tab selected. The form contains the following fields:

- Training Date/s:** July 23, 2019
- Actual Number of Training Hours:** 4
- Number of Personnel/s Trained:** 4
- Training Status:** Complete
- Upload Training Check List Form:** Select File : om_no_056_s_2019.pdf
- Uploaded File/s:** No File Uploaded
- Trainer:** Trainer 1, Trainer 2, etc.
- Certified Corrected By:** School Head

A green 'Save' button is located at the bottom center of the form, with a hand icon pointing to it.



DCP Deployment Process - Training

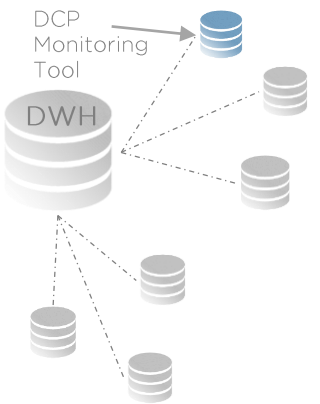
Step 4

- Make sure that the Training status is set to Complete on the DCP Package lists.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status				
		Readiness	Delivery	Installation	Training	Inspection
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete
	44	● Ready	● Complete	● Complete	● Complete	● Incomplete



DCP Deployment Process - Training

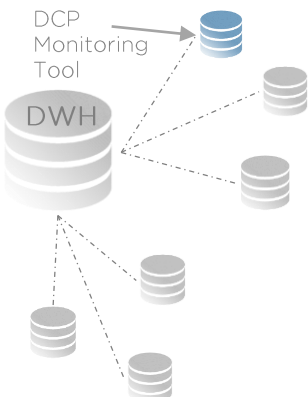
Step 5

- Click on the Manage DCP Package button.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status				
		Readiness	Delivery	Installation	Training	Inspection
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete
	44	● Ready	● Complete	● Complete	● Complete	● Incomplete



DCP Deployment Process - Training

Step 6

- Click on the **Training** tab under DCP Deployment Process Monitoring.
 - Make sure that the data entered are saved and correct.
 - Notice that the **Inspection and Acceptance** tab is now active.

Manage DCP Package ✕

Click a link to display contents.

■ DCP Package Items

■ DCP Deployment Process Monitoring ↓

Readiness
Delivery
Installation
Training

Inspection & Acceptance

PTR
PAR

*To be accomplished by School ICT Coordinator.

Training Date/s

Actual Number of Training Hours

Number of Personnel/s Trained

Training Status

Upload Training Check List Form Select File :
 No file chosen

Uploaded File/s.

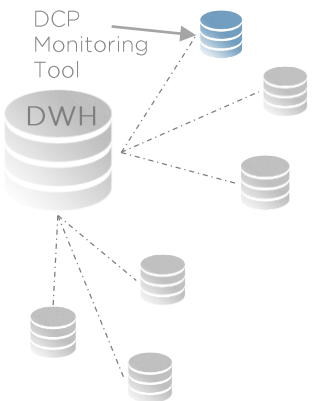
Should be the same with signatories in the uploaded file.

Trainer:

Name of Trainer

Certified Corrected By:

Name of School Head



DCP Deployment Process - Inspection and Acceptance

Step 1

- Using a School Property Custodian Coordinator account, click on the Inspection and Acceptance tab from the DCP Deployment Process Monitoring Menu
 - All tabs are active except for the PTR and PAR Tabs.

Note

- School Head and School ICT Coordinator accounts can only view the Inspection and Acceptance tab contents.

Manage DCP Package

Click a link to display contents.

DCP Package Items

DCP Deployment Process Monitoring

Readiness Delivery Installation Training **Inspection & Acceptance** PTR PAR

**To be accomplished by School Property Custodian.*

Actual Inspection Date: dd/mm/yyyy

Inspection and Acceptance Report Number (IAR #):

Inspection Status/Remarks: Incomplete

Uploaded Scanned Letter from Supplier: No File Uploaded

Upload Inspection Acceptance Report Form: Select File: Choose File No file chosen

Uploaded File/s.: No File Uploaded

Inspection Team

Should be the same with signatories in the uploaded file.

Inspected By:

Inspected By: Inspection Officer

Inspected By: Inspection Officer

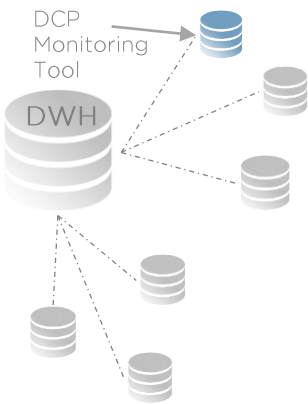
Inspected By: Inspection Officer

Acceptance

Accepted By: Property Custodian
Supply Officer / Property Custodian

Date Accepted: dd/mm/yyyy

Save



DCP Deployment Process - Inspection and Acceptance

Step 2

- Accomplish the data elements in the Inspection and Acceptance Tab Section.
 - Actual Inspection Date
 - IAR Number
 - Inspection and Acceptance Status (Complete / Incomplete / Partial)
 - Upload the signed Letter from Supplier (necessary if status is **Partial**).
 - Uploaded file should be in **PDF Format**.
 - Upload the signed IAR Report Form.
 - Uploaded file should be in **PDF Format**.
 - Inspection Team
 - Name of Property Custodian

Note

- The DCP deployment process monitoring will NOT proceed to the next step unless the Inspection and Acceptance Status is set to **Complete**.

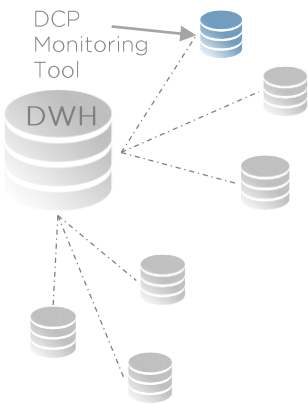
Step 3

- Click the **Save** button for any changes made.

The screenshot shows the 'Manage DCP Package' interface with the 'Inspection & Acceptance' tab selected. The form includes the following fields and values:

- Actual Inspection Date:** 24/07/2019
- Inspection and Acceptance Report Number (IAR #):** 123-456-789
- Inspection Status/Remarks:** Complete
- Upload Scanned Letter from Supplier:** No File Uploaded
- Upload Inspection Acceptance Report Form:** Select File: om_no_056_s_2019.pdf
- Uploaded File/s:** No File Uploaded
- Inspected By:** Inspector 1, Inspector 2, Inspector 3 (all listed as Inspection Officer)
- Accepted By:** Property Custodian, Supply Officer / Property Custodian
- Date Accepted:** 24/07/2019

A green 'Save' button is located at the bottom of the form, with a hand cursor pointing to it.



DCP Deployment Process - Inspection and Acceptance

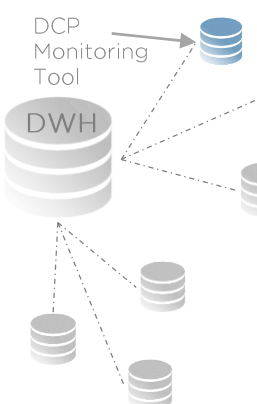
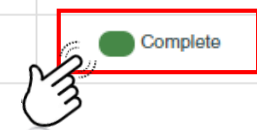
Step 4

- Make sure that the Inspection and Acceptance status is set to **Complete** on the DCP Package lists.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status					
		Readiness	Delivery	Installation	Training	Inspection	PTR / PAR
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete
	44	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete



DCP Deployment Process - Inspection and Acceptance

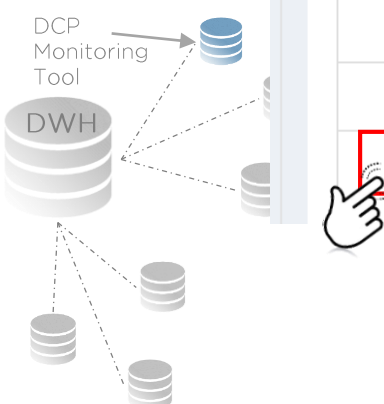
Step 5

- Click on the Manage DCP Package button.

Home / DCP Packages

DCP Packages

Action	DCP Batch	Status					
		Readiness	Delivery	Installation	Training	Inspection	PTR / PAR
	2018-01	● Not Yet Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	27	● Ready	● Complete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	38	● Ready	● Incomplete	● Incomplete	● Incomplete	● Incomplete	● Incomplete
	42	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete
	44	● Ready	● Complete	● Complete	● Complete	● Complete	● Incomplete



DCP Deployment Process - Inspection and Acceptance

Step 6

- Click on the **Inspection and Acceptance** tab under DCP Deployment Process Monitoring.
 - Make sure that the data entered are saved and correct.
 - Notice that the **PTR** and **PAR** tabs are now active.

Manage DCP Package

Click a link to display contents.

DCP Package Items

DCP Deployment Process Monitoring

Readiness Delivery Installation Training Inspection & Acceptance PTR PAR

**To be accomplished by School Property Custodian.*

Actual Inspection Date: 24/07/2019

Inspection and Acceptance Report Number (IAR #): 123-456-789

Inspection Status/Remarks: Complete

Upload Inspection Acceptance Report Form: Choose File

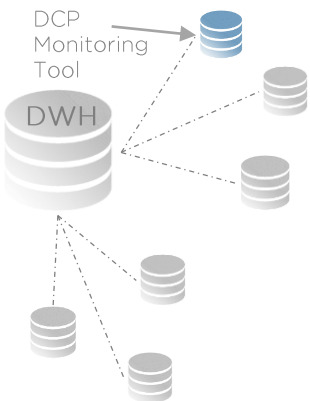
Uploaded File/s: 305218-Batch44-Inspection-2019-07-30 04-25-53.pdf

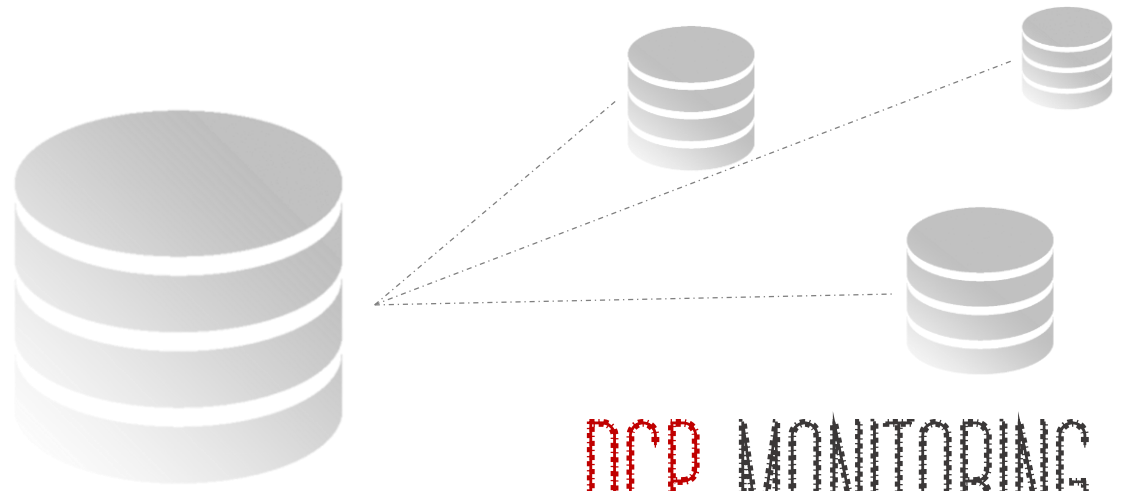
Inspection Team

Accepted By: Property Custodian

Date Accepted: 24/07/2019

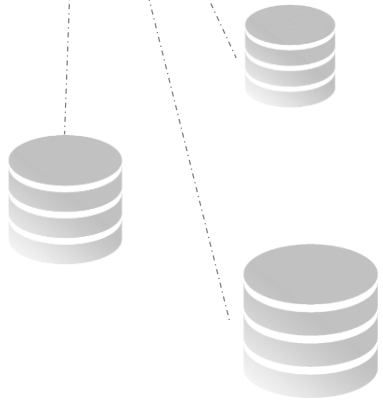
Save





DCP MONITORING TOOL

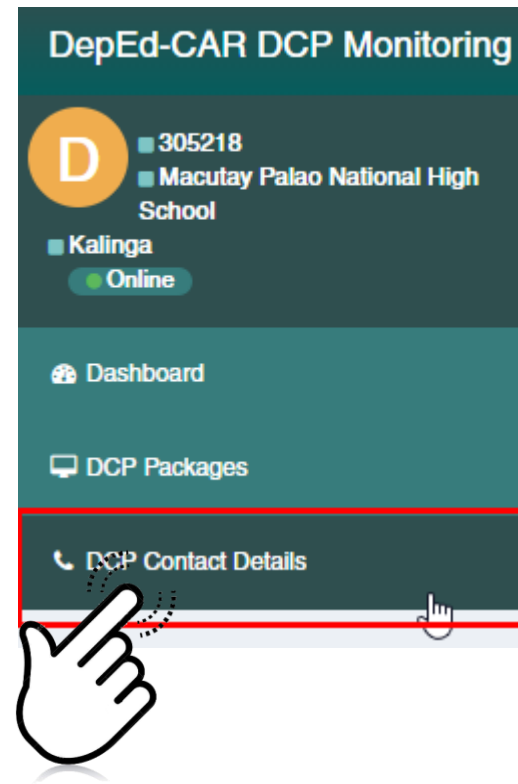
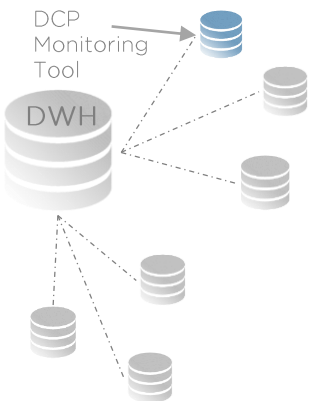
Update DCP Contacts



how to Update the DCP Contacts?


■ Step 1

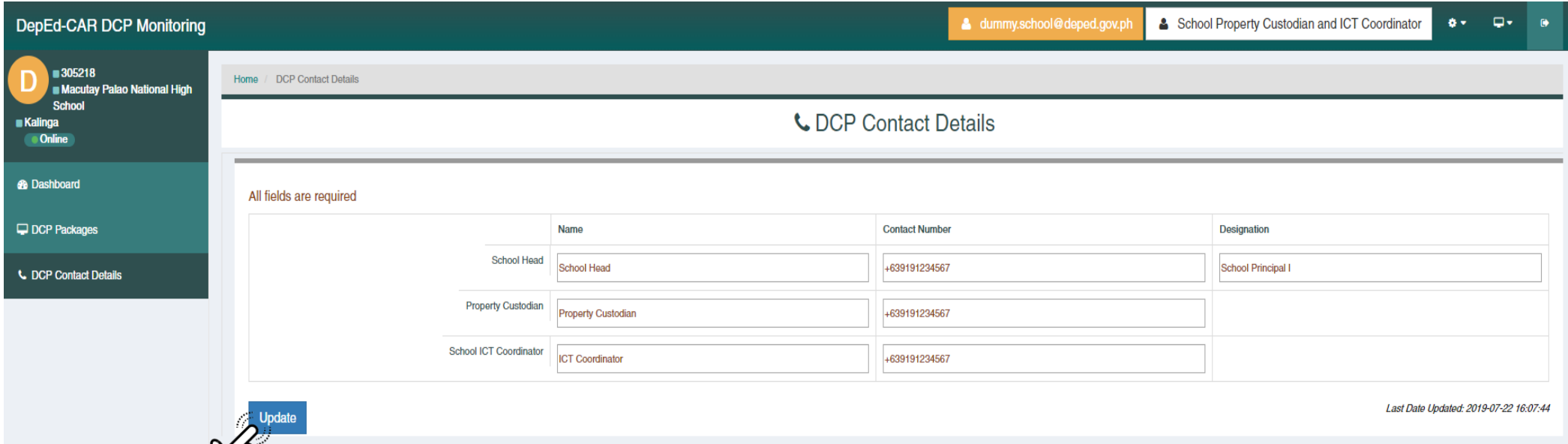
- Click the [DCP Contact Details](#) on the sidebar menu.



how to Update the DCP Contacts?

■ Step 2

- Complete the contact details form and click on the update button  .



DepEd-CAR DCP Monitoring

dummy.school@deped.gov.ph School Property Custodian and ICT Coordinator

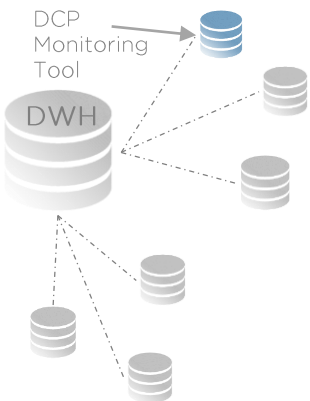
Home / DCP Contact Details

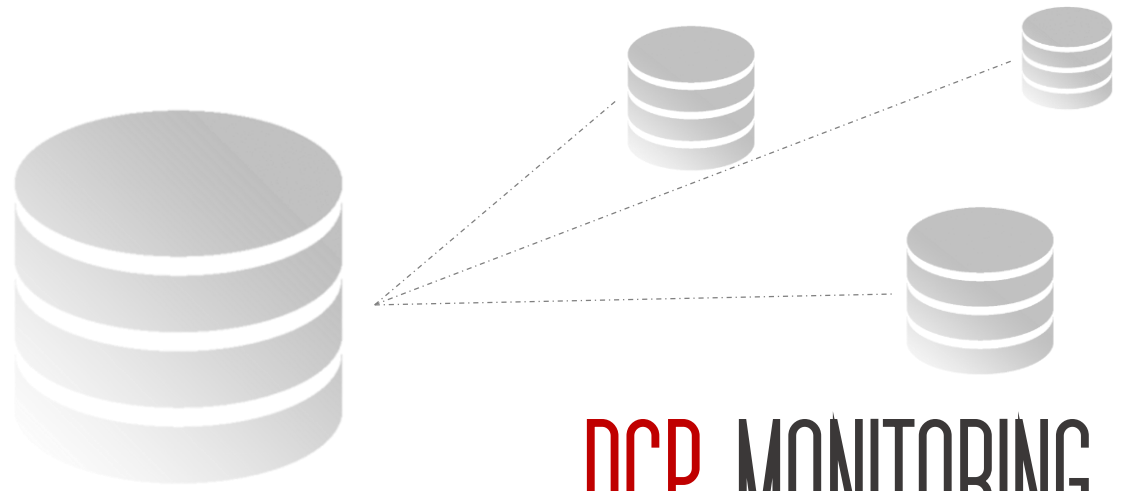
DCP Contact Details

All fields are required

	Name	Contact Number	Designation
School Head	<input type="text" value="School Head"/>	<input type="text" value="+639191234567"/>	<input type="text" value="School Principal I"/>
Property Custodian	<input type="text" value="Property Custodian"/>	<input type="text" value="+639191234567"/>	
School ICT Coordinator	<input type="text" value="ICT Coordinator"/>	<input type="text" value="+639191234567"/>	

Last Date Updated: 2019-07-22 16:07:44





DCP MONITORING TOOL

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