



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
City Hall Compound, Dagupan Centro, Tabuk City



Division Memorandum No. 245 s. 2019

TO : Public Elementary School Heads
Public Secondary School Heads
School ICT Coordinators
School Property Custodians

FROM : IRENE S. ANGWAY
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE : November 19, 2019

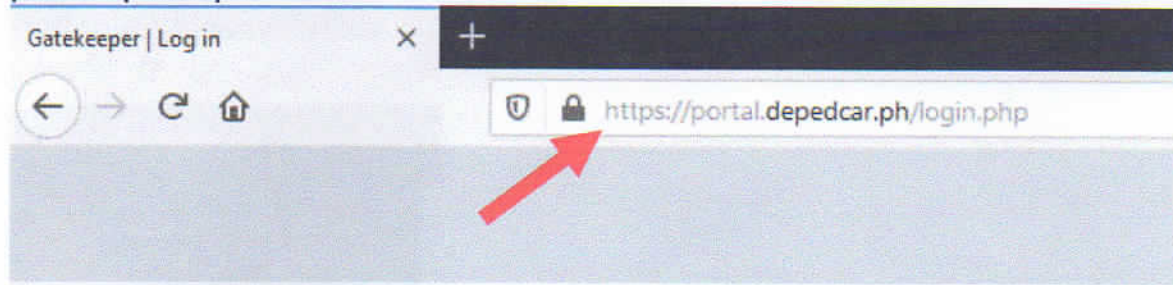
SUBJECT : DCP Monitoring System Updating

1. As agreed during the activity conducted November 8, 2019, schools are mandated to complete the uploading of all documents of all the DCP packages in the DCP Monitoring System on or before December 15, 2019.
2. Attached herewith is a guide/manual for your reference.
3. For inquiries please approach the IT Officer, Allan S. Dumalsin.

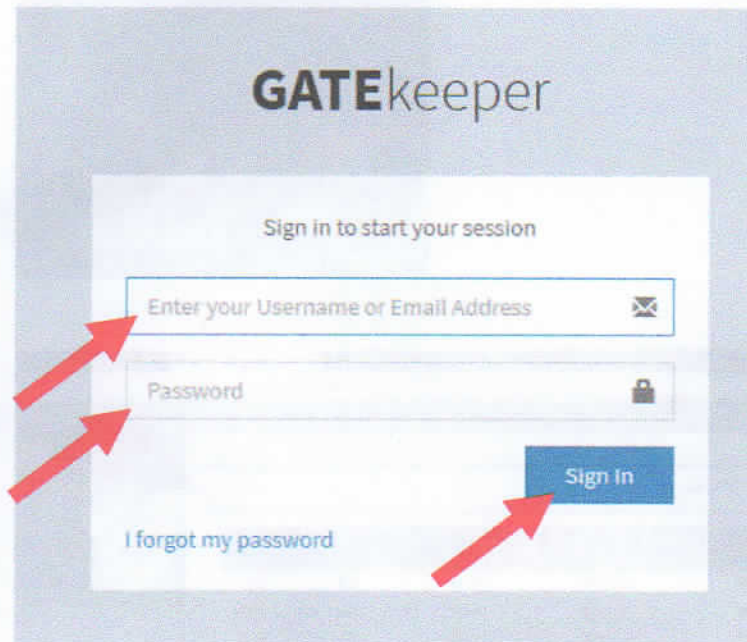
For information and compliance.

Uploading DCP Documents in the DCP Monitoring System

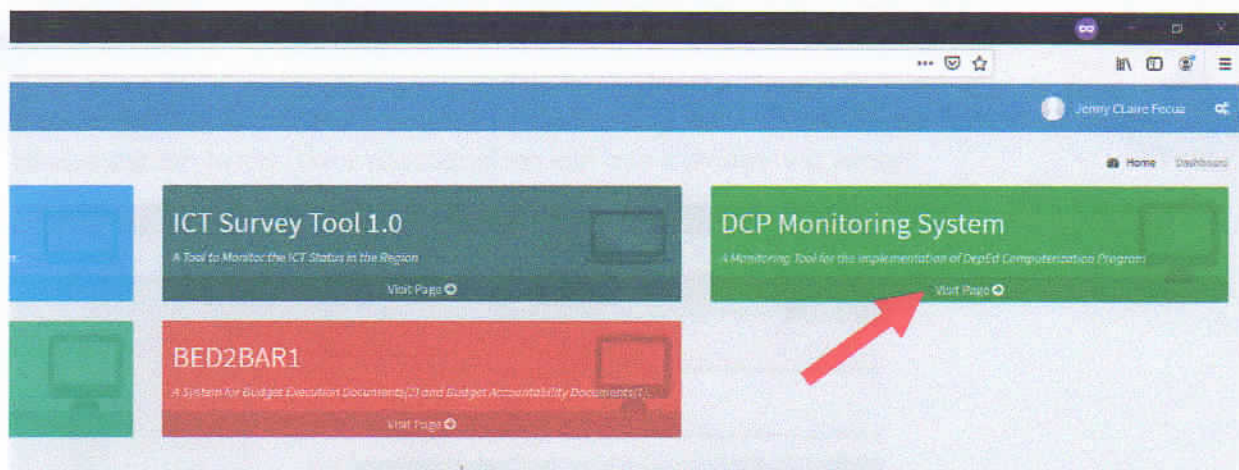
1. Open your browser (mozilla firefox or google chrome) then in the address bar input **portal.depedcar.ph**



2. Log-in your account (ICT Coordinator Account)



3. Once logged in, click "Visit Page" under DCP Monitoring System

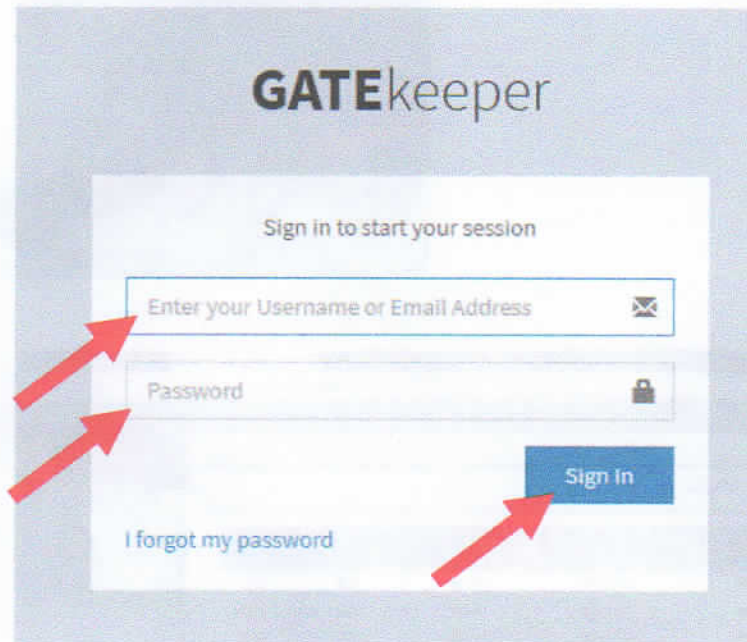


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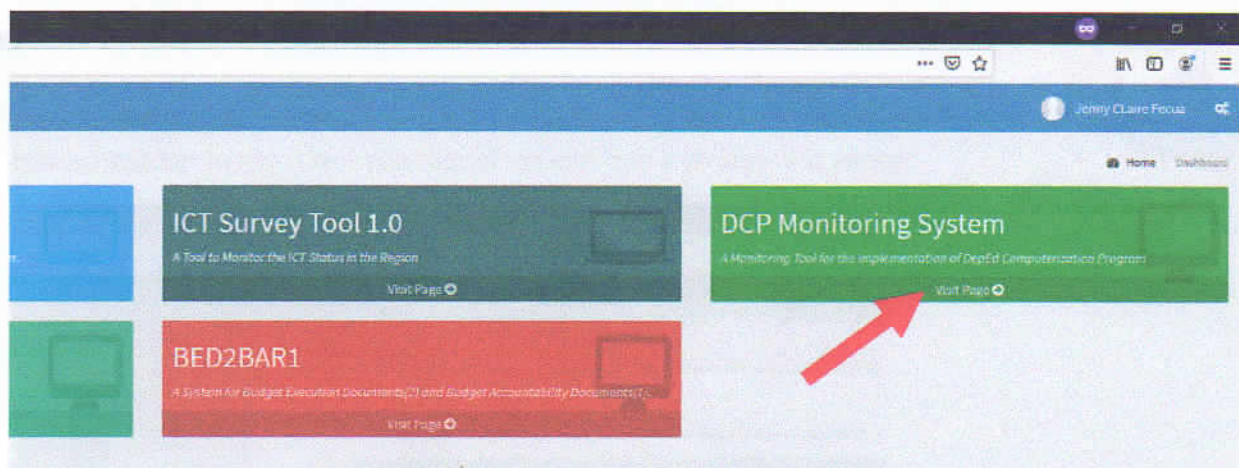
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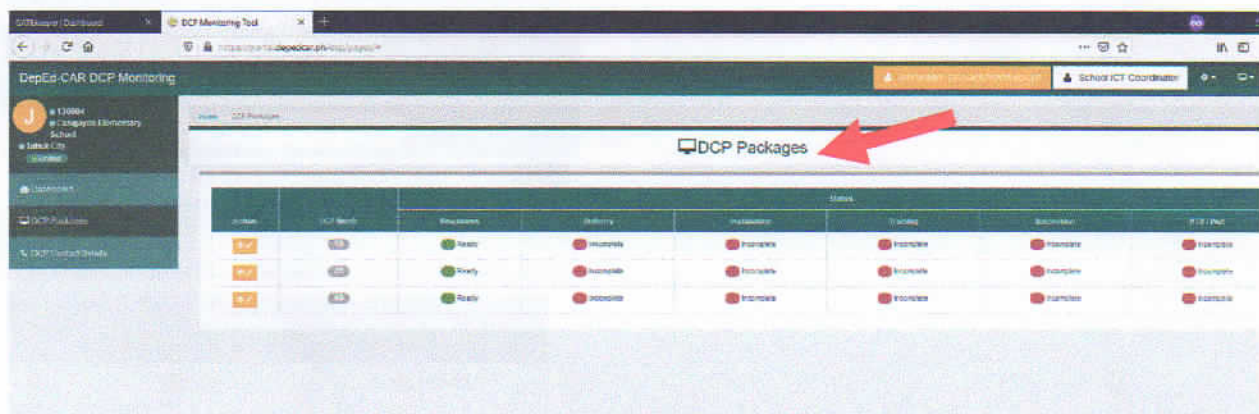
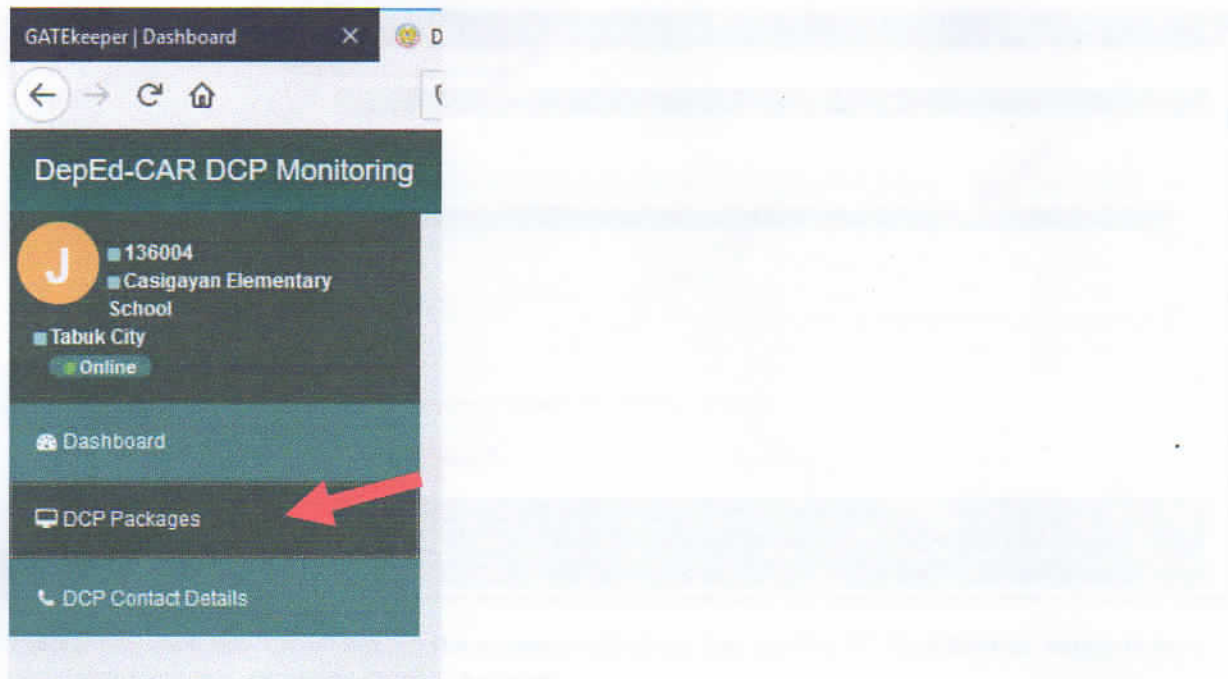
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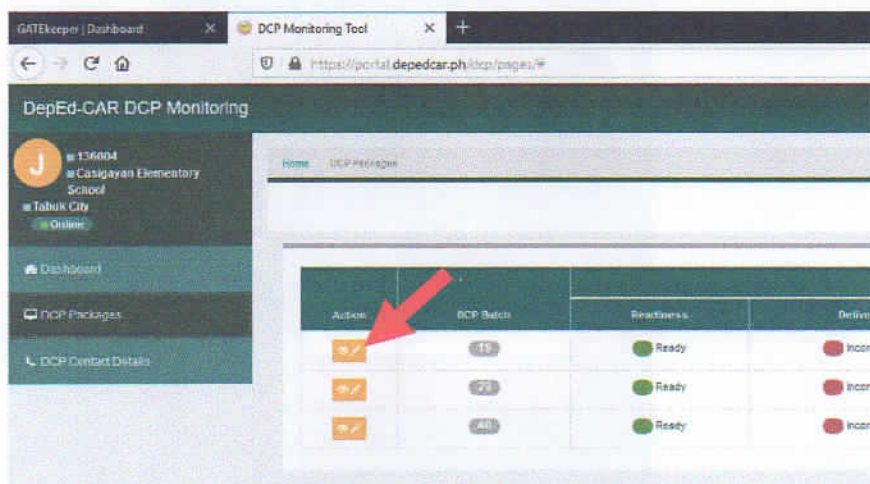
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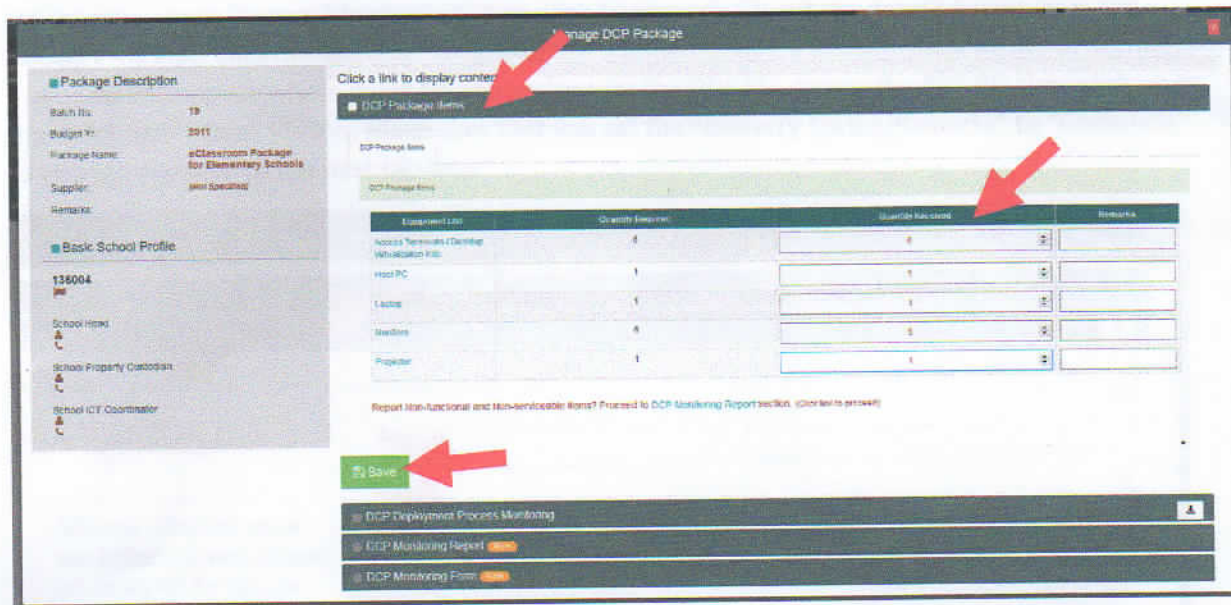
4. Click on "DCP Packages" located on the left side and it will display all the DCP packages received by your school



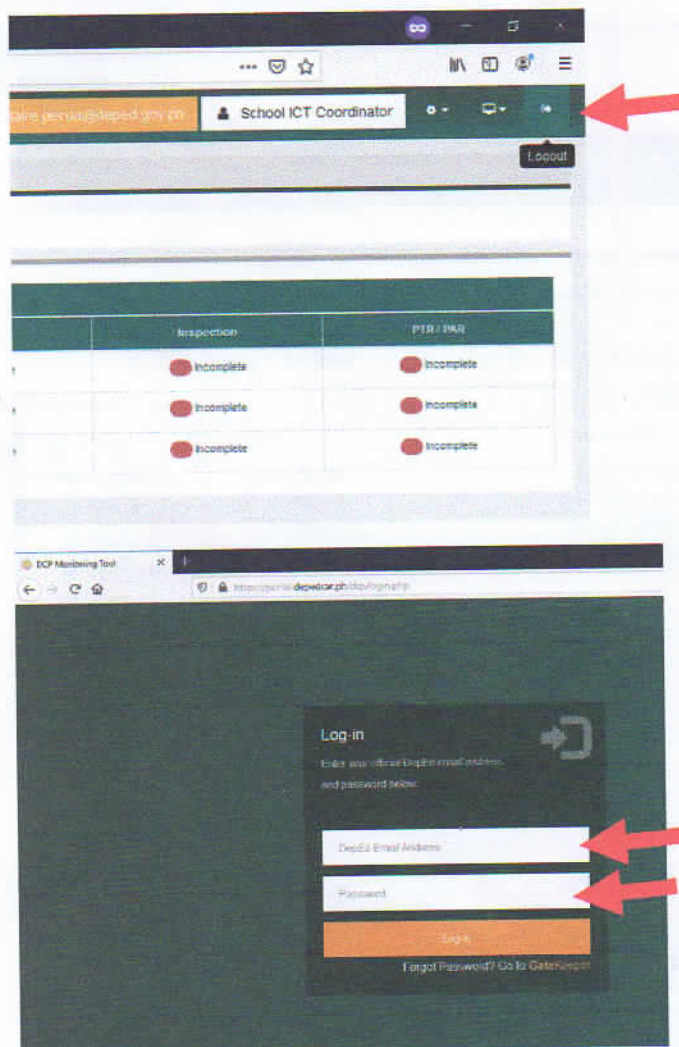
5. Click on a DCP Package you want to update by clicking the Manage DCP Package icon  under the column "Action", for this example I will be choosing Batch 19(not all schools have batch 19 so choose another batch). Once you clicked the edit icon a window will appear.



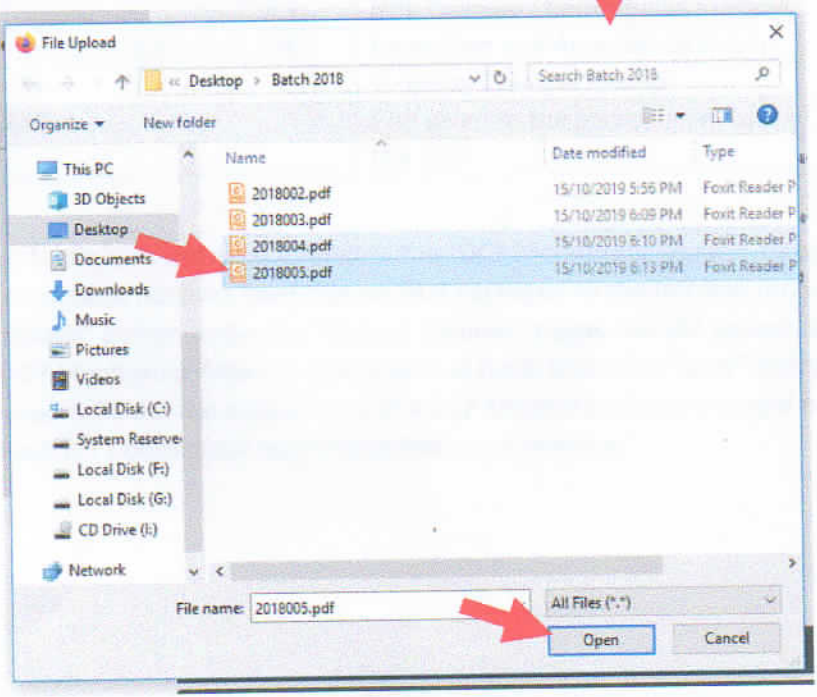
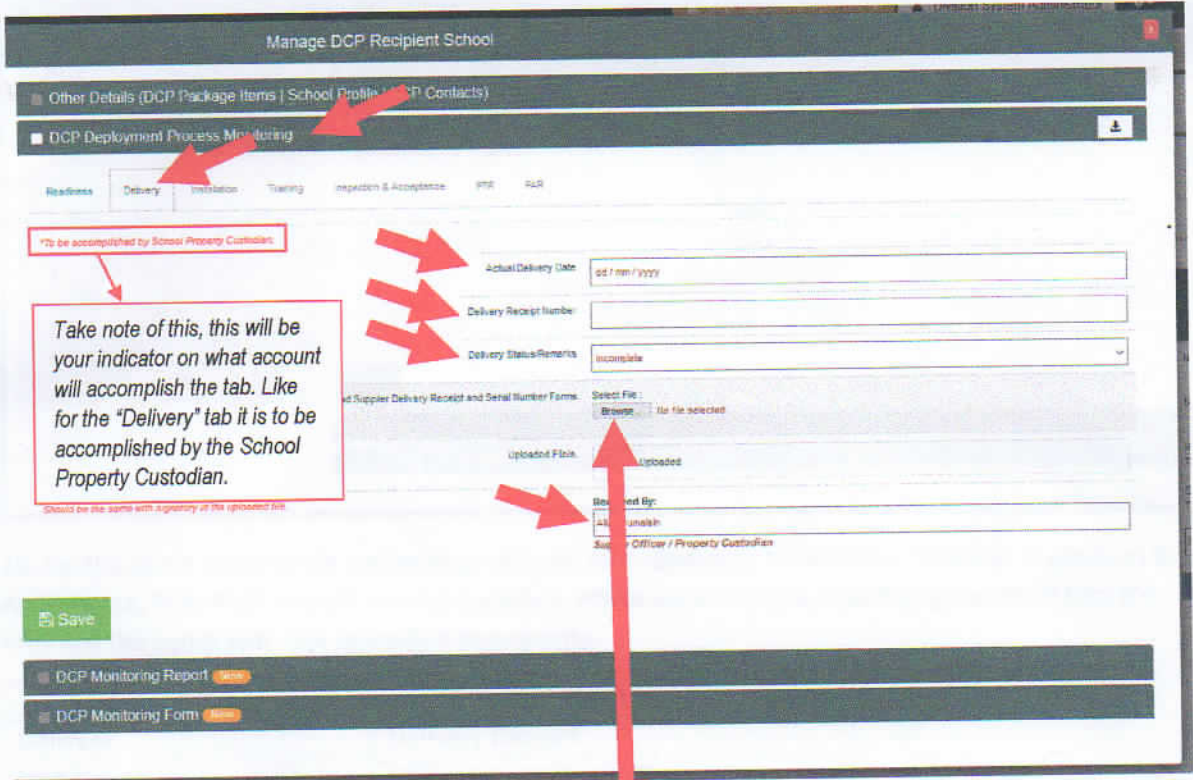
6. Click on "DCP Package Items" then basing from you have received accomplish the "Quantity Received" column. If you are done then click "Save" button



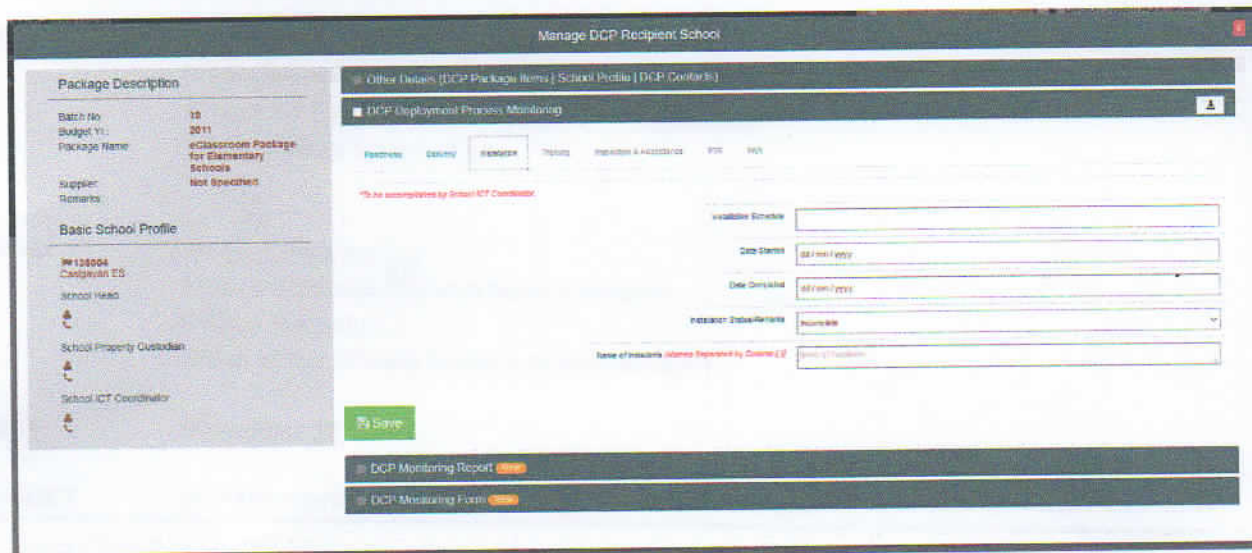
7. After you click the "Save" button the window will close. Log out the ICT Coordinator Account then Log in the School Property Custodian Account.



8. Click on the "DCP Packages" on the left side, again, click on the Manage DCP Package on the DCP you were editing earlier. A window will pop out, wait for it to load properly then this time select "DCP Deployment Process Monitoring" then click "Delivery". Fill out the details basing from the Delivery Receipt. Click on "Browse" to upload the scanned Delivery Receipt(must be in PDF format), a window will appear where it will let you browse for the PDF file, locate the PDF file then click on it then click the "Open" button. Make sure that you set the "Delivery Status/Remarks" to "Complete" so you can proceed to the next tab later"



9. Once you filled out all the details and selected the PDF file of the delivery receipt, click "Save" and then the window will close. Log out the School Property Custodian Account then log in the ICT Coordinator Account since the "Installation" tab is to be accomplished by the ICT Coordinator. Just like the previous tab, "Delivery", fill out the details being required basing the "Training Checklist". Make sure that the Field with a value of "Incomplete" be changed to "Complete" before clicking the "Save" button so you can proceed to the next tab.

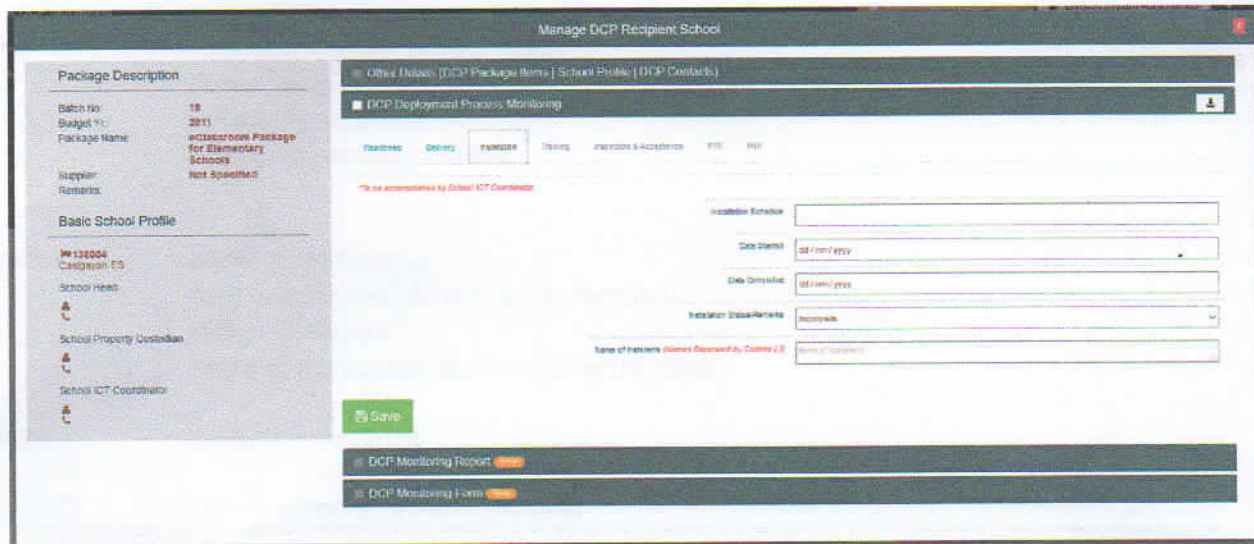


10. Do the same steps in the succeeding tabs. All tabs (Delivery, Installation, Training, Inspection & Acceptance, PTR, PAR) should be accomplished. Make sure that the data being inputted into the tabs are the same with the uploaded documents.

TAB	DOCUMENTS/ BASIS OF DATA
Delivery	Delivery Receipt
Installation	DCP Training Checklist
Training	DCP Training Checklist
Inspection & Acceptance	Inspection and Acceptance Report
PTR	Property Transfer Receipt
PAR	PAR given to the personnel in care of the DCP

11. Lastly, you will need to update the "DCP Monitoring Report", to go there, log in the ICT Coordinator Account then click on DCP Packages on the left side then click on the "Manage DCP Package" button under the "Action" column. A windows will appear, wait for it to load then select "DCP Monitoring Report", accomplish all fields then click "Save" button. Please read carefully and properly fill out the online form. The DCP Monitoring Report should be accomplished by the School Head, ICT Coordinator and School Property Custodian".

9. Once you filled out all the details and selected the PDF file of the delivery receipt, click “Save” and then the window will close. Log out the School Property Custodian Account then log in the ICT Coordinator Account since the “Installation” tab is to be accomplished by the ICT Coordinator. Just like the previous tab, “Delivery”, fill out the details being required basing the “Training Checklist”. Make sure that the Field with a value of “Incomplete” be changed to “Complete” before clicking the “Save” button so you can proceed to the next tab.



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