



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 699, s. 2026

JUL 08 2026

**IMPLEMENTATION OF THE DEPED COMPUTERIZATION PROGRAM (DCP)
TRACKING, REPORTING, ACCEPTANCE, COMPLIANCE, AND EVALUATION
SYSTEM (TRACES)**

To: Schools Division Superintendents
Division Information Technology Officers
Regional/Division Supply Officers
All Others Concerned

- 1) Attached is Memorandum ICTS-OD-MEM-070626-T3-1 from Engr. Franz Joseph D. Libao, PECE, Director V, dated 06 July 2026, titled Implementation of the DepEd Computerization Program (DCP) Tracking, Reporting, Acceptance, Compliance, and Evaluation System (TRACES).
- 2) The DCP TRACES aims to establish a centralized platform for monitoring ICT equipment and related project implementation activities. This system provides real-time visibility into equipment status, deployment schedules, delivery progress, and supporting documentation. It is initially being implemented as a pilot testing platform during the delivery of Lapel Voice Amplifiers for Classrooms, with plans for continuous utilization in future DCP packages.
- 3) Attention is particularly invited to Section 4.1.3 of the attached Memorandum, which details the crucial Role-Based Functions of the Division Information Technology Officers (ITOs) and Supply Officers (SOs):
 - a) The ITO shall review and approve Delivery Events (DEs) and confirm the successful completion of deliveries in the system upon verification.
 - b) The ITO and Supply Officer shall jointly receive and verify the delivered equipment to ensure quantity, specifications, and conditions conform to the approved delivery documents.
 - c) The Supply Officer shall generate and issue the Inspection and Acceptance Report (IAR) and Certificate of Completion and Delivery (CCD)



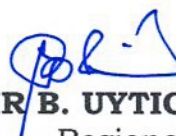
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to the supplier and shall upload all required Means of Verification (MOVs) to the system.

- 4) To ensure effective monitoring, access levels have been established. Division ITOs and SOs shall have access to all Delivery Orders (DOs) and DEs within their respective divisions, while School Heads and School Property Custodians shall have access only to those pertaining to their respective schools.
- 5) For more questions and clarifications, contact Mr. Nathaniel E. Lajot Jr., IT Officer I, Office of the Regional Director-ICT Unit at mobile number 09275366081.
- 6) Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As stated
Incl: Memorandum dated 05 June 2026
To be indicated in the Perpetual Index
under the following subjects:

ICT DEPED COMPUTERIZATION PROGRAM REPORT TRACES

NLJ/ORD-ICT-RM/ Accomplishment Of The DepEd ICT, Cybersecurity, Data Privacy, and Capability Development Baseline
Assessment for Regional and Division Offices
____/July 8, 2026



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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

MEMORANDUM

ICTS-OD-MEM-070626-T3-1

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL/DIVISION INFORMATION TECHNOLOGY OFFICERS
REGIONAL/DIVISION SUPPLY OFFICERS
ALL OTHER CONCERNED**

FROM : **ENGR. FRANZ JOSEPH D. LIBAO, PECE**
Director IV

SUBJECT : **IMPLEMENTATION OF THE DEPED COMPUTERIZATION
PROGRAM (DCP) TRACKING, REPORTING, ACCEPTANCE,
COMPLIANCE, AND EVALUATION SYSTEM (TRACES)**

DATE : 06 July 2026

1. The DepEd Computerization Program (DCP) Tracking, Reporting, Acceptance, Compliance, and Evaluation System (TRACES) shall initially be implemented as a pilot testing platform during the delivery of the Lapel Voice Amplifiers for Classroom. The pilot implementation aims to evaluate the system's functionality, identify areas for improvement, and gather feedback from participating stakeholders to ensure its effectiveness and reliability.
2. Results and observations gathered during the pilot testing phase shall be used to enhance and refine the system prior to its full-scale implementation. Upon successful completion of the pilot testing, the DCP TRACES shall be continuously utilized and expanded to cover the delivery, monitoring, acceptance, compliance, and reporting requirements of future DCP packages.
3. The DCP TRACES aims to establish a centralized platform for monitoring ICT equipment and related project implementation activities across all ICT units, providing real-time visibility into equipment status, deployment schedules, delivery progress, acknowledgments, and supporting documentation. The system is designed to expedite the processing of billing documents by ensuring the accuracy and completeness of submitted Means of Verification (MOVs) through the early review and validation of soft-copy submissions. Furthermore, it seeks to enhance transparency, accountability, and operational efficiency by standardizing monitoring processes, improving coordination among stakeholders, and enabling timely, accurate, and data-driven decision-making throughout the implementation and delivery lifecycle.
4. Role-Based Functions

- 4.1. The system adopts a role-based approach to ensure that all stakeholders perform their designated responsibilities throughout the delivery monitoring and validation process. Each user role is assigned specific functions and permissions that correspond to their responsibilities within the implementation of the DepEd Computerization Program (DCP) and other ICT-related deployment projects.

4.1.1. Central Office Administration Functions (ICTS-TID)

- 4.1.1.1. The ICTS–Technology Infrastructure Division (ICTS-TID), serving as the Central Office Administrator, is responsible for the overall administration and management of the system. Its functions include the creation and maintenance of Equipment, Package, Lot, and Contract records that serve as the foundation of all deployment activities. The ICTS-TID is likewise responsible for issuing Delivery Orders (DOs) to suppliers, conducting the initial review and approval of Delivery Events (DEs), and reviewing and approving the MOVs submitted by suppliers to ensure completeness, accuracy, and compliance with contractual and documentary requirements before deliveries proceed to the receiving offices.

4.1.2. Supplier Functions

- 4.1.2.1. Suppliers are responsible for managing and updating all delivery-related information within the system. They shall create the DEs, provide accurate delivery schedules, designated contact persons, and logistics information, and upload the corresponding equipment serial number lists prior to deployment. Suppliers shall ensure the timely delivery of equipment to recipient offices and schools and shall submit all required delivery documents, including Delivery Receipts (DRs) and Inspection Transfer Reports (ITRs). In addition, suppliers are required to upload all prescribed MOVs to facilitate validation, monitoring, and documentary compliance throughout the delivery process.

4.1.3. Information Technology Officer (ITO) and Supply Officer (SO)

- 4.1.3.1. The ITO shall review and approve DEs and confirm the successful completion of deliveries by marking them as complete in the system upon verification.
- 4.1.3.2. The ITO and Supply Officer shall jointly receive and verify the delivered equipment to ensure that the quantity, specifications, and condition of the items conform to the approved delivery documents.
- 4.1.3.3. The SO shall generate and issue the Inspection and Acceptance Report (IAR) and Certificate of Completion and Delivery (CCD) to the supplier and shall upload all required MOVs to the system to complete the documentation and acceptance process.

End-to-End Process Flow

Activity	Function Owner
Issuance of Delivery Order (D.O.)	TID Admin
Creation of Delivery Event (D.E.)	Supplier
Initial Review of Proposed Delivery Event	TID Admin
Approval of Proposed Delivery Event	School Head (School Head) / Division (ITO)
Receipt and Acceptance of Delivery, Processing of Required Documents (IAR, CCD, DR, ITR)	Supply Officer
Marking of Complete Delivery	IT Officer
Uploading of MOVs	Supply Officer
Review or Rejection of Uploaded MOVs	TID Admin
Closure of Delivery Order upon Approval of MOVs	TID Admin

5. Monitoring and Access

- 5.1. To ensure effective monitoring and oversight, the following access levels shall be implemented within the system:
 - 5.1.1. Central Office Administrators shall have visibility of all DOs and DEs nationwide;
 - 5.1.2. Regional Information Technology Officers and Regional Supply Officers shall have access to all DOs and DEs within their respective regions;
 - 5.1.3. Division Information Technology Officers and Division Supply Officers shall have access to all DOs and DEs within their respective divisions; and
 - 5.1.4. School Heads and School Property Custodians shall have access only to DOs and DEs pertaining to their respective schools.
- 5.2. All concerned personnel are directed to ensure the timely submission, validation, monitoring, and approval of ICT Equipment-related transactions and documentary requirements through the DCP TRACES platform. They shall maintain the accuracy, completeness, and integrity of all information and documents uploaded to the system.

6. Pilot Testing and Initial Implementation

- 6.1. To validate the functionality, usability, and operational effectiveness of the DCP TRACES, an ongoing pilot implementation is being conducted prior to its nationwide rollout. The pilot testing aims to evaluate the system's end-to-end business processes, identify operational and technical issues, validate user workflows, and gather feedback from key stakeholders to support system refinement and continuous improvement.
 - 6.2. The pilot implementation involves selected Regional Offices and their corresponding Schools Division Offices, specifically Region IX (Zamboanga Peninsula), Region X (Northern Mindanao), Region XI (Davao Region), Region XII (SOCCSKSARGEN), and Region XIII (Caraga). Participating Information Technology Officers (ITOs), Supply Officers, and other authorized users are tasked with utilizing the DCP TRACES in actual delivery monitoring activities, including the creation and approval of delivery events, verification of deliveries, submission of MOVs, and completion of delivery documentation.
 - 6.3. Feedback, observations, and recommendations generated during the pilot testing shall be documented and evaluated by the ICTS-TID. Necessary enhancements, system optimizations, and process improvements shall be implemented based on the results of the pilot to ensure that the DCP TRACES is reliable, efficient, and fully aligned with the operational requirements of the Department prior to its phased nationwide implementation.
7. For questions, clarifications, and other concerns regarding the DCP TRACES, you may contact Mr. Pius Jerome Tuazon of the ICTS-TID through email at icts.tid@deped.gov.ph, with a copy furnished to piusjerome.tuazon@deped.gov.ph.
 8. Thank you.