



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 05, 2026

DIVISION MEMORANDUM

No. 02, s. 2026

REITERATION OF GUIDELINES ON THE PROPER UTILIZATION OF DCP E-LEARNING CART (eLC)

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Concerned Education Program Supervisors
Concerned Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Order No. 016, s. 2023** (*Revised Guidelines on the Implementation of the DepEd Computerization Program*) and **DepEd Memorandum ICTS-OD-MM-2024-0315** (*Guidelines on the Delivery and Distribution of DCP Packages 2023-2024*), this Office reiterates the guidelines for the proper use, maintenance, and accountability of the **DCP e-Learning Cart (eLC)** package.
2. Core Utilization Guidelines:
 - **Student-Centered Use:** The e-Learning Cart is primarily an instructional tool. As per the DCP package specifications, **forty-five (45) laptops** are strictly intended for **Learners' use** to support the K-12 Curriculum, while only **one (1) laptop** is allocated for the **Classroom Teacher**.
 - **Mobility and Access:** The e-Learning Cart must be utilized as a mobile laboratory. It should be moved between classrooms to ensure all learners have equitable access to ICT-integrated lessons.
 - **Prohibited Use:** Units must not be used for purely administrative office work or personal use. Installation of unlicensed software or unauthorized hardware modification is strictly forbidden.
3. Accountability and Maintenance:
 - All units must be kept in the provided **Charging/Storage Carts** when not in use.
 - The School ICT Coordinator and Property Custodian shall maintain a **Usage Logbook** to track the daily utilization of units by different classes.
4. Recall of Issued Units: To ensure that the school complies with the 45:1 student-to-teacher laptop ratio mandated by the DCP package, all eLC laptops currently issued to individual teachers for personal or exclusive classroom use must be



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RECALLED. All concerned teachers are directed to surrender the units to the **School Property Custodian/ICT Coordinator** for inventory and integration back into the e-Learning Cart.

5. Inventory and Inspection: The School ICT Coordinator will conduct a physical inspection of the recalled units to check for:
 - Physical condition and functionality.
 - Presence of official DepEd Property Stickers.
 - Completeness of accessories (chargers, mice, etc.).
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


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