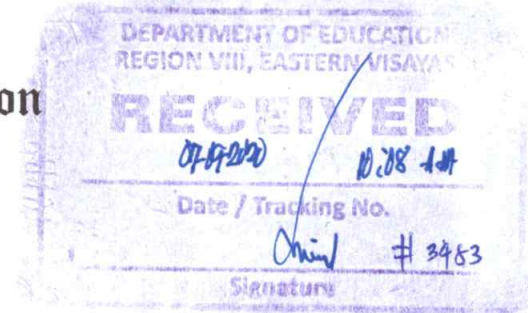




Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-0720-0019
MEMORANDUM
 01 July 2020

**For: Regional Directors and BARMM Education Minister
 Schools Division / City Superintendents
 Regional and Division IT Officers
 Regional and Division Supply Officers
 All Others Concerned**

**Subject: IMPLEMENTATION OF DEPARTMENT OF EDUCATION
 RESOURCE PLANNING SYSTEM (DERPS) PHASE 2**

In line with the implementation of DERPS 2 Project as stated in OUA Memo 00-0420-0080 dated 29 April 2020, the Office of the Undersecretary for Administration (OUA) hereby informs all the conduct of the following activities:

ACTIVITIES	OBJECTIVE/S	DATE/TIME	PARTICIPANTS
a. DERPS Overview Presentation	The purpose of the presentation is to introduce DERPS 2 activities related to the DERPS 1 Modules (Fixed Asset, Inventory, Project Monitoring and Procurement), information gathering as to the users of the system and distribution of surveys/forms.	Wednesday (15 July 2020) 9:00 a.m. – 10:45 a.m. Wednesday (15 July 2020) 1:00 p.m. – 2:45 p.m. Wednesday (15 July 2020) 3:00 p.m. – 4:45 p.m.	Refer to Annex A for the list of Regions & Divisions Luzon Regions I, II, III, IV-A, IV-B, CAR, & NCR Visayas Regions VI, VII, VIII Mindanao Region IX, X, XI, XII, CARAGA, & BARMM <ul style="list-style-type: none"> Regional Directors and BARMM Education Minister Schools Division City Superintendents



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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ORD email
 7/9/2020



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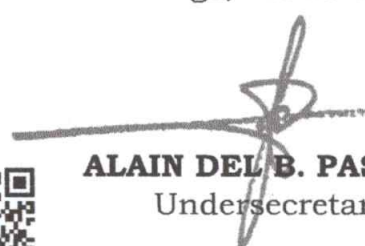
			<ul style="list-style-type: none"> • Offices handling Procurement, Fixed Assets, Inventory and Project Monitoring • Regional and Division IT Officers • Regional and Division Supply Officers • Central Office Process Owners (AMD, Procurement) • End-Users - ICTS (TID, SDD & USD) • All Others Concerned
b. Online Training	To equip the process owners with the necessary knowledge and skill to efficaciously use DERPS.	TBA	Process Owners <ul style="list-style-type: none"> • Supply Officers • Procurement IT Officers
c. Online Assessment Examination	To measure the effectiveness of trainings and the capability of the process owners to operate DERPS.	TBA	Process Owners <ul style="list-style-type: none"> • Supply Officers • Procurement IT Officers

We have prepared a short online questionnaire, attached as Annex B, to be used as a guide for configuration of users for each site and customization of applicable forms in conformance with the Government Accounting Manual (GAM) with the following objectives:

- to identify the initial process owners for each task that will be performed under each module;
- to assess user's awareness and understanding of DERPS Project, knowledge on the current processes and ability to learn different software;
- to assess user's computer literacy and internet knowledge; and
- to have better understanding on the current workflow process related to the four modules under each respective site and be able to simulate the process on the new software. This also includes scenarios that are unique to each site.

For inquiries, please email Engr. Ofelia Algo, ICTS-TID Chief, at ofelia.algo@deped.gov.ph.

For reference and appropriate action.


ALAIN DEL B. PASCUA
 Undersecretary



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SCHEDULE OF DERPS OVERVIEW PRESENTATION

Date	Time	DERPS II RECIPIENTS	
		Region	Division
Wednesday (15 July 2020)	9:00am – 10:45am	CAR	Apayao
			Benguet
			Mountain Province
		Region I	Ilocos Sur
			Pangasinan I
		Region II	Isabela
			Nueva Vizcaya
		Region III	Zambales
			Aurora
		Region IV – A	Lucena
			Quezon Province
		Region IV – B	Oriental Mindoro
			Palawan
		Region V	Masbate Province
Camarines Sur			
Wednesday (15 July 2020)	1:00pm – 2:45pm	Region VI	Guimaras
			Negros Occidental
		Region VII	Dumaguete
			Bohol
		Region VIII	Leyte ✓
			Northern Samar ✓
Wednesday (15 July 2020)	3:00pm – 4:45pm	Region IX	Zamboanga del Norte
			Zamboanga del Sur
		Region X	Bukidnon
			Lanao del Norte
		Region XI	Digos
			Compostella Valley
		Region XII	Kidapawan City
			Tacurong City
			South Cotabato
		Region XIII	Bislig
			Agusan del Sur
		BARMM	Basilan
			Marawi



LIST OF SURVEYS AND FORMS

Instructions:

- To access the following survey and forms, you should login to the links provided (please see table below) using your DepEd email (e.g., juan.delacruz@deped.gov.ph).
- Form no. 1 shows the role descriptions in the system. Enter the full name of the employee designated to a specific role for each site office.
- Forms no. 2 & 3 should be filled out by the power users of each site based on Form 1. These surveys will assess the readiness of the power users.
- Forms no. 4 to 7 are checklists that should be filled out by the identified power users to confirm the current process.
- Form no. 8 contains all known reports existing in the Central Office per Module. Power users need to attach a sample document from their respective site. These samples will be used as a guide for the localization or customization of reports.
- Due date for completing all surveys and forms is on July 24, 2020.

Form No.	Form Name	User short link	Objective
1	List of Power users for DERPS Modules	https://bit.ly/3cL8yoG	To identify the initial power user for each module.
2	User Readiness Assessment	http://tiny.cc/c55epz	To assess the user's awareness about the overall DERPS Project, current knowledge on processes and learning capability of using a different software.
3	User Readiness Survey	http://tiny.cc/v55epz	To assess the user's computer and internet literacy.
4	Procurement – Current Process Walk-through and Confirmation	http://tiny.cc/l333mz	To have a better understanding of the current process of the Procurement on the respective office.
5	Fixed Assets – Current Process	http://tiny.cc/a4yknz	To have a better understanding of



	Walk-through and Confirmation		the current process of the Fixed Assets on the respective office.
6	Inventory Management – Current Process Walk-through and Confirmation	http://tiny.cc/i4q4mz	To have a better understanding of the current process of the Inventory Management on the respective office.
7	Project Monitoring – Current Process Walk-through and Confirmation	http://tiny.cc/m533mz	To have a better understanding of the current process of the Project Monitoring on the respective office.
8	Forms and Reports Request	https://bit.ly/2Zl25gf	To gather sample forms that will be generated from the system and customized as per requirement of each office.

