



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE

RECEIVED
 AUG 08 2024
 By: *Wdy* Time: *2:55*

Division Memorandum No. 298 s. 2024

To: **Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Non-Teaching Personnel
 Others Concerned**

Date: **AUGUST 8, 2024**

Subject: **DISTRIBUTION OF DCP PACKAGE 3 - LAPTOPS FOR NON-TEACHING PERSONNEL (L4NT)**

In reference to *Memorandum ICTS-OD-MM-2024-0315*, entitled *Guidelines on the Delivery and Distribution of DCP Packages 2023 & 2024*, the Information Communications Technology (ICT) Unit and the Supply Unit will distribute and perform initial set up to prepare the device for use, the recipients to the said allocated DCP units are listed below.

The said activity will be held on August 13, 2024, 9:00 AM – 11:00 AM at the Division Training Center, SDO Dagupan City.

1	Kimbery Ann Rosario	AO II	Lucao Elementary School
2	Rikki Mae Manongdo	AO II	Malued Elementary School
3	Kimberly Mamaril	AO II	West Central Elementary School I
4	Delaila Anselmo	AO II	West Central Elementary School II
5	Joanne P. Salayog	AO II	East Central Integrated School
6	Mary Jane Samson	AO II	East Central Integrated School
7	Yolanda Q. Prado	AO II	Bacayao Sur Elementary School
8	Valen Joy Decano	AO II	Pascuala G. Villamil Elementary School
9	Jose Feliciano A. Sabado	AO II	Pogo-Lasip Elementary School
10	Leroy V. Nabor	AO II	Lasip Grande Elementary School
11	Abigail M. De Vera	AO II	Mangin-Tebeng Elementary School
12	Rosette A. Ramos	AO II	Tebeng Elementary School
13	Nobi Den De Vera	AO II	Caranglaan Elementary School
14	Marla Grace M. Ober	AO II	Bonuan Boquig Elementary School
15	Michael U. Urbano	AO II	Leon-Francisco Maramba Elementary School
16	Janice R. Magno	AO II	Federico N. Ceralde Integrated School
17	Marlotte Paras	AO II	Sabangan Elementary School
18	Christine Grace Abayan	AO II	Gen. Gregorio Del Pilar Elementary School



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



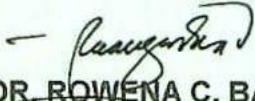

Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

19	Marion E. Solis	AO II	North Central Elementary School Mamalingling Elementary School
20	Ma. Paz A. Fernandez	AO II	
21	Darlita C. Palaganas	AO II	Bolosan Elementary School
22	Daryl Jane Tandoc	AO II	Salisay Elementary School
23	Millicent V. Antonio	AO II	Victoria Q. Zarate Elementary School
24	Clariena C. Mencias	AO II	Lomboy Elementary School
25	Mary Miel Y. Fortes	AO II	Pugaro Integrated School
26	Rosario Cason	AO II	Pantal Elementary School
27	Diana Sison	AO II	Salapingao Elementary School
28	Allison B. Caguioa	AO II	Juan P. Guadiz Elementary School
29	Efraim John T. Laynes	AO II	Calmay Elementary School
30	Adelina Fabroa	AO II	Carael Elementary School
31	Cresencio T. Caparas, Jr.	AO II	Bonuan Buquig NHS

Attached is Memorandum ICTS-OD-MM-2024-0315 for reference.

Immediate and widest dissemination of the contents of this memorandum is desired.


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent 



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republika ng Pilipinas

Department of Education


INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Office of the Director

MEMORANDUM

ICTS-OD-MM-2024-0315

TO : **REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
REGIONAL IT OFFICERS
DIVISION IT OFFICERS
PLANNING OFFICERS
SUPPLY OFFICERS
ALL OTHERS CONCERNED**

FROM : 
FERDINAND B. PITAGAN, PhD
Director IV
Information and Communications Technology Service

SUBJECT : **GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP
PACKAGES 2023 & 2024**

DATE : 22 July 2024

The Department of Education (DepEd) continuously develops, supports, and strengthens learning support systems to improve access to quality basic education by institutionalizing technology in learning, teaching, and services.

The distribution and deployment of the DepEd Computerization Program (DCP) Packages for FY 2023 and 2024 is in progress. The winning suppliers will be responsible for delivering and maintaining the packages to the DepEd sites (Schools Division Offices and Recipient Schools).

The following guidelines are hereby issued for the effective and efficient deployment/delivery of DepEd Computerization Program (DCP) Packages.

A. DCP DEPLOYMENT

The list of schools and their locations shall be based on the master list provided by the ICT Service.

- e-Learning Cart and Smart TV 2023 and 2024 Packages
[https://bit.ly/DCP2023 Allocation List](https://bit.ly/DCP2023%20Allocation%20List)
[https://bit.ly/DCP2024 Allocation List](https://bit.ly/DCP2024%20Allocation%20List)
- Laptop for Non-Teaching Personnel 2023 and 2024
[https://bit.ly/DCP L4NT 2023 Allocation](https://bit.ly/DCP%20L4NT%202023%20Allocation)
[https://bit.ly/DCP L4NT 2024 Allocation](https://bit.ly/DCP%20L4NT%202024%20Allocation)
- Laptop for Teaching 2023 and 2024
[https://bit.ly/DCP L4T 2023 Allocation](https://bit.ly/DCP%20L4T%202023%20Allocation)
[https://bit.ly/DCP L4T 2024 Allocation](https://bit.ly/DCP%20L4T%202024%20Allocation)

B. DELIVERY DOCUMENTS

1. Prior to the scheduled delivery to the DepEd sites (Schools Division Offices and Schools), the supplier shall notify the DepEd's ICTS – Technology Infrastructure Division, Asset Management Division, Contract Management Division, and DepEd Division Supply Office on the schedule of delivery. Recipient SDOs/Schools must ensure that their authorized personnel are available during the delivery date as scheduled.

School Division Office	Recipient Schools
<ul style="list-style-type: none">• Schools Division Superintendent• Inspectorate Team• Supply Officer	<ul style="list-style-type: none">• Head/Principal• Inspectorate Team• Property Custodian

2. Upon delivery of goods to the DepEd sites:
 - The supplier shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.
 - The package can only be unloaded when authorized personnel (e.g. Supply Officer, Property Custodian, etc.) and the SDO/School Inspectorate Team are present.
 - If the Supply Officer or School Property Custodian and member/s of the Inspectorate Team of SDO or School is not present nor available during the arrival of the package at the DepEd site,
 - a. Division Office – **Schools Division Superintendent** to designate and authorize office personnel to receive, inspect and accept the DCP packages.

- b. School - **School Head/ Principal** to designate school plantilla personnel to receive, inspect and accept the DCP packages. **School Head/ Principal** is also authorized to receive the DCP packages.
- c. An original supporting document of designation must be provided to the supplier.
- The **Inspectorate Team** and **Supply Officer/Property Custodian** should check the delivered goods for:
 - ✓ **Quantity**
 - ✓ **Physical form**
 - ✓ **Condition**

If there are any defects, missing or broken parts, reject the items and return them to the supplier immediately. The supplier must replace them with their buffer stock or schedule separate deliveries.

- The **Inspection** portion of Inspection and Acceptance Report (IAR) (*Annex A - IAR Sample*) shall only be signed by the SDO/School Inspectorate Team if the delivery complies with the requirements. A test parameter (*Annex B - Test Parameter*) to guide the inspectorate team in checking the technical specifications.
- The **Acceptance** portion of the Inspection and Acceptance Report (IAR) and the **Received** portion of the Inventory Transfer Report (ITR) shall then be signed by the **Supply Officer/Property Custodian**.
- All pertinent documents should be accomplished by authorized signatories. Refer to Table below;

Table of Pertinent Documents and Signatories

<i>Document</i>	<i>SDO</i>	<i>School</i>
<i>Inspection and Acceptance Report (IAR)</i>	<i>Designated Inspectorate Team</i>	<i>Designated Inspectorate Team</i>
<i>Delivery Receipt (DR)</i>	<i>Supply Officer</i>	<i>Property Custodian/Designated</i>
<i>Certificate of Completion (COC)</i>	<i>SDS</i>	<i>School Head</i>
<i>Inventory Transfer Receipt (ITR)</i>	<i>Supply Officer</i>	<i>Property Custodian/Designated</i>

- The Certification of Completion (*Annex C - COC*) should be signed by Principal/School Head for school delivery and School Division Superintendent (SDS) for Division delivery.
- Ensure that the DCP packages are received, stored, and utilized properly.

C. DCP PACKAGES DEPLOYMENT FY 2023 and FY 2024

FY	PACKAGES	RECIPIENTS	CALENDAR DAYS
2023 and 2024	Package 1 - e-Learning Cart (e-LC) <ul style="list-style-type: none"> • 46 Laptops • 1 Smart TV • 2 Charging /Storage Carts • 2 Wireless Routers • 1 External Hard Drive 	<ul style="list-style-type: none"> • The e-LC packages will be delivered to recipient schools • 45 Laptops are intended for the Learners and 1 for the Classroom Teacher 	180
	Package 2 - Smart TV Package (STV) <ul style="list-style-type: none"> • 5 Smart TVs • 5 External Hard Drive 	<ul style="list-style-type: none"> • The STV packages will be delivered to the recipient schools • The principal will select five (5) classrooms for the installation of the Smart TV 	180
	Package 3 - Laptop for Non-Teaching Personnel (L4NT)	<ul style="list-style-type: none"> • The L4NT packages will be delivered to the Schools Division Office • Laptops will be issued to the Administrative Officers II of the schools. 	90
	Package 4 - Laptop for Teaching (L4T) <ul style="list-style-type: none"> • 5 laptops per school 	<ul style="list-style-type: none"> • The L4T packages will be delivered to the recipient schools • Five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the principal which can be utilized by All Teachers. 	180

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Alvin Salcedo** Information Technology Officer I and **Danilo Ablay II** through telephone numbers **8631-9636** and e-mail address at alvin.salcedo002@deped.gov.ph / danilo.ablay@deped.gov.ph / icts.tid@deped.gov.ph / icts.od@deped.gov.ph

For information and guidance. Thank you.