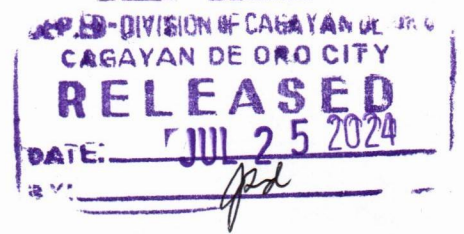




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 July 2024

DIVISION MEMORANDUM

No. 527, s. 2024

**GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP PACKAGE
2023 & 2024**

To: Assistant Schools Division Superintendent
Chiefs, CTD and SGOD
Curriculum and Teaching Division Personnel
Schools Governance and Operations Division Personnel
Concerned Elementary and Secondary School Heads
This Division

1. The field is hereby informed of the attached DepEd Memorandum No. ICTS-OD-MM-2024-0315, regarding the Delivery and Distribution of DCP Package 2023 & 2024.
2. Package 1 – e-Learning Cart, Package 2 – Smart TV and Package 4 - Laptop for Teaching will be delivered to the recipient schools by the respective suppliers, while Package 3 – Laptop for Non-Teaching are now available and will be collected in person by the designated recipient, Administrative Officer II, from the Division Office Supply Officer. Laptops designated for teachers must be exclusively provided to teachers. Similarly, laptops designated for non-teaching staff should be allocated to Administrative Officer II.
3. Recipient schools are required to submit photocopies of pertinent documents to the Division Supply Office for documentation purposes.
4. For further inquiries and clarifications, please contact James Roberto Z. Sijo, IT Officer I, thru email james.sijo@deped.gov.ph.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
6. This Office directs widest dissemination and strict compliance to this Memorandum.

JRS/ITO

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: 088 855 0044 (PLDT) | 088 855 0047 (PLDT)
Email Address: cagayandeoro.city@deped.gov.ph

Package 1 e-LC (46 Laptops, 1 Smart TV, 2 Charging/Storage Carts, 2 Wireless Routers, 1 External Drive)

DCP 2023 eLearning Cart-Allocation List

Cagayan de Oro City East I Dis	1	304108	Bulua National High School - Patag Extension	Melecio L. Tuba	9164136974
Cagayan de Oro City East II Dis	1	315402	Puerto NHS - SHS	Roel R. Lamberte	9560192864
Cagayan de Oro City North I D	1	304124	Puntod NHS	Emily A. Tabamo	9260362397
Cagayan de Oro City North II D	1	315411	Kauswagan NHS	Marvin Anthony A. Ramos	9754956008
Cagayan de Oro City South Dis	1	304116	Indahag National High School	Maurita M. Donasco	9171262302
Cagayan de Oro City Southwes	1	304119	Lumbia NHS	Alfredo D. Tongco Jr.	9171864527
Cagayan de Oro City Southwes	1	502017	Iba IS	Darlene D. Daliva	9264134823
Cagayan de Oro City West I Di	1	304112	Carmen National High School	Brenda P. Galarpe	9055067235
Cagayan de Oro City West II D	1	305879	Pagatpat NHS - SHS	Lerio A. Del Puerto	9176717918
Cagayan de Oro City Southwes	1	502003	Magayad Integrated School	Rey Misael S. Da-abay	9368492920

DCP 2024 eLearning Cart -Allocation List

Cagayan de Oro City East I District	1	304114	Gusa Regional Science High School-X	Elizer O. Teruel	0975-3043516
Cagayan de Oro City East II District	1	304107	Bugo National High School	Ferdinand L. Vinco Jr.	0965-8311383
Cagayan de Oro City North I District	1	304124	Puntod National High School	Emily A. Tabamo	0926-0362397
Cagayan de Oro City North II District	1	315412	Bonbon National High School	ESTILLORE, NINIA MARIE AÑASCO	9175523521
Cagayan de Oro City South District	1	304111	CAGAYAN DE ORO NATIONAL HIGH SCHOOL - SHS	Jerson B. Herrero	0917-7739344
Cagayan de Oro City Southwest District II	1	304122	Bayanga National High School	Sola Violeta L. Mendoza	0950-7592336
Cagayan de Oro City West II District	1	306042	Baikingon National High School	Rowena A. Taboclaon	0977-1547671
Cagayan de Oro City East I District	1	304118	Lapasan National High School	MAMA, MACAPANGCAT UGMAD	09354745896

Package 2 STV (5 Smart TVs, 5 External Drive)

DCP 2023 STV-Allocation List

Cagayan de Oro City Central	1	127955	Corrales ES	Relobe N. Zulita	9177010833
Cagayan de Oro City Central	1	127940	City Central School	Annabelle J. Lariba	9177173994
Cagayan de Oro City East I Di	1	127943	FS Catanico ES	Vaicar G. Mayake	9704434733
Cagayan de Oro City East I Di	1	127944	Gusa ES	Celso L. Pagulon	9178586883
Cagayan de Oro City East II D	1	127952	Puerto ES	Himaya Q. Cu	9171259879
Cagayan de Oro City North I	1	127962	Consolacion ES	Joel P. Lariba	9177173966
Cagayan de Oro City North I	1	127956	Macabalan ES	Naomi D. Tocmohan	9063492380
Cagayan de Oro City North II	1	127963	Kauswagan CS	Alma B. Penonia	9268891757
Cagayan de Oro City North II	1	127959	Bayabas ES	Tito P. Yongao	9606280066
Cagayan de Oro City South D	1	127966	Macasandig ES	Catalina Q. Oliveros	9171648045
Cagayan de Oro City South D	1	127964	Camaman-an ES	Arnold P. Tejero	9175429454
Cagayan de Oro City Southw	1	127977	Lumbia CS	Jinnefer D. Espina	9770611447
Cagayan de Oro City South District	1	127945	Kamakawan Elementary School	ABUEL, MA CENSUSA ROQUIÑO	09173284200
Cagayan de Oro City West I D	1	127991	Fr. William F. Masterson, SJ., ES	Marcelo Q. Mabalos	9175275969
Cagayan de Oro City West I D	1	127990	Balulang ES	Romualdo P. Bahala	9173182908
Cagayan de Oro City West II	1	128002	G. L. Reyes-Anhawon ES	Rudy P. Villalobos	9273066504
Cagayan de Oro City North I	1	127957	North City Central School	Duque A. Caguindangan	9178549211
Cagayan de Oro City Southw	1	127974	Dansolihon Elementary School	Rommelyn L. Gonzales	9916481705

Package 2 STV (5 Smart TVs, 5 External Drive)

DCP 2024 STV-Allocation List

Cagayan de Oro City East II District	1	127953	Suntingon Elementary School	URA-URA, RONNIE PADING	9770054759
Cagayan de Oro City East I District	1	137075	Camansi ES	Amelito D. Bucod	0916-8873343
Cagayan de Oro City East I District	1	127946	Malasag ES	Florence L. Galindo	0917-3087997
Cagayan de Oro City East II District	1	127949	Bugo CS	Rosemarie H. Dullente	0905-1567712
Cagayan de Oro City East II District	1	127950	Linangohan ES	Elena T. Galarrita	0967-2268295
Cagayan de Oro City East II District	1	127948	Balubal Elementary School	MENDOZA, VIRGINIA DELGADO	0953-358-7370
Cagayan de Oro City North II District	1	127960	Bonbon Elementary School	VERDAD, KAREN CABAUG	9171168592
Cagayan de Oro City North I District	1	127958	St. John ES	Elena B. Pacamo	0917-7775908
Cagayan de Oro City North II District	1	137216	City Engineers ES	Norma C. Ucab	0977-8051312
Cagayan de Oro City North II District	1	127961	Bongbongon ES	Andy P. Ligsanan	0917-6209351
Cagayan de Oro City South District	1	127967	South City Central	Adelina F. Encabo	0917-3329013
Cagayan de Oro City South District	1	127968	Taguanao ES	Agnes G. Smith	0927-5889974
Cagayan de Oro City Southwest District I	1	127989	Tumpagon Elementary School	RECANA, ANNA LOU BARRIENTOS	09354501432
Cagayan de Oro City Southwest District I	1	127976	Kiam-is ES	TOLENTINO, ROSEMARIE GAVIOLA	09560639921
Cagayan de Oro City Southwest District I	1	127982	Pagalungan ES	Phoebe W. Taruc	0935-2695795
Cagayan de Oro City Southwest District I	1	127983	Pigsag-an Elementary School	LADARAN, IVY BACAL	9533849578
Cagayan de Oro City Southwest District II	1	127972	Bayanga ES	Rico I. Cagape	0917-3076313
Cagayan de Oro City Southwest District II	1	127980	Man-ai ES	ESPINOSA, KRIZADA ALLEYA ACURIO	09972662622
Cagayan de Oro City Southwest District II	1	127987	Upper Tignapoloan ES	Norman A. Felisilda	0975-3815586
Cagayan de Oro City West I District	1	127995	West City Central	Jerry P. Taruc	0977-8011455
Cagayan de Oro City West II District	1	128003	Iponan Elementary School	OMANDAM, MELBA SEBOLINO	09369877701
Cagayan de Oro City West I District	1	127993	Sacred Heart Village ES	Merlyn S. Bahian	0927-7782644
Cagayan de Oro City West II District	1	127998	Bulua CS	Edgardo O. Yañez	0977-8440557
Cagayan de Oro City West II District	1	127999	Pedro "Oloy" N. Roa, Sr. Elementary School	QUILIT, CANDOLYN LABIANO	0935-4124488
Cagayan de Oro City West II District	1	127997	Bulao ES	Joel C. Granada	0929-7199481

Package 3 Laptop for Non-Teaching (1 Laptop per AO-2)

DCP 2023 Laptop for Non Teaching (L4NT) – 24 Laptops

DCP 2024 Laptop for Non Teaching (L4NT) – 36 Laptops

ADMINISTRATIVE OFFICER II

NO	NAME	REMARKS
1	Abejuela, Jocelyn Romulo	
2	Acenas, Gemrie Mhae Rodriguez	
3	Agpangan, Al-Ridzki Salopaso	
4	Alguso, John Rey Jumawan	SHS
5	Alilin, Beatriz Gaylo	SHS
6	Amigo, Pio Jaime Antiga	
7	Anero, Maria Rufel Auman	
8	Badal, Annabelle Bastismo	
9	Bahian, Ryam Fil Tagaan	
10	Balahay, Andy Magna	
11	Borja, Mary Jane Cuizon	
12	Bucad, Donna Dumaog	
13	Budiongan, Roche Undag	ON LEAVE
14	Cagaanan, Rowel Macas	
15	Canios, Edwin Carl Napone	
16	Chatto, Ma. Jo-lan Rose Palarca	
17	Cirujales, Maria Zenia Tacujan	
18	Dalauta, Lorena Lauron	
19	Dela Cruz, Mark John Gamos	
20	Duetes, Mitos Tessa	
21	Dupit, Mil Bernard Zaballero	
22	Espiritu, Maricel Beduya	
23	Factura, Jackelou Coronel	
24	Facun, Efren Bendiola	SHS
25	Figueroa, Aileen Jean Lagusay	
26	Gabo, Sonny Boy Obsioma	
27	Gocela, Julie Ann Bruzon	
28	Gorre, Zeth Karol P.	
29	Lanzaderas, Josette Balgos	
30	Largo, Nanneth Azaron	
31	Lozada, Evangeline Bernales	SHS
32	Macabale, Corina Gatia	
33	Macalla, La-Arni Sanchez	
34	Macalos, Claudine Alilin	
35	Madela, Joanne Ruth Salasalan	SHS
36	Manaug, Chitto Gleven	

37	Mantuhac, Lelanie Wasil	
38	Mindoro, Joselyn Baclayo	
39	Palamine, Darlene Bagares	
40	Paler, Jessica Barrete	
41	Perdizo, Maria Alden Pingkian	
42	Piedad, Marridel Longaquit	
43	Ranulo, Karen Claire Lituañas	
44	Roa, Donna Mae Quinquino	
45	Rosabal, Auriz Pamela Maestrado	
46	Sijo, Chariza Mae Dalitunan	
47	Somosierra, Ellen Dablio	SHS
48	Sta. Maria, Florence May Pedrajas	
49	Tabuan, Percy Brian Tejada	
50	Tan, Karlo Kim Fabre	
51	Tancongco, April Ann Uy	
52	Toyhorada, Rhea Anne Tabla	ON LEAVE
53	Tuvilla, Leda Lozarito	
54	Unfilled Item (Neri Marvin)	
55	Unfilled Item (Pomida, Verginette)	
56	Villanueva, Karen Flores	

Package 4 Laptop for Teachers -L4T (5 Laptops per school)

DCP 2023 Laptop for Teachers (L4T)

127942	East City CS	Maria Del T. Magallano	9173254711
127950	Linangohan ES	Elena T. Galarrita	9672268295
127941	Cugman Elementary School	TEJERO, ARNOLD PITONG	0917-3254711
502035	Palalan IS - JHS	Mary Joy D. Padrequil	9670268335
127952	Puerto ES	Himaya Q. Cu	9171259879
127956	Macabalan ES	Naomi D. Tocmohan	9063492380
127962	Consolacion ES	Joel P. Lariba	9177173966
304124	Puntod NHS - JHS	Roel R. Lamberte	9560192864
304124	Puntod NHS - SHS	Roel R. Lamberte	9560192864
304113	Angeles Sisters NHS - JHS	Ronaldo D. Auman	9177738424
304113	Angeles Sisters NHS - SHS	Ronaldo D. Auman	9177738424
127947	Agusan Elementary School	OGA, LETECIA LOLO	9454582787
127963	Kauswagan CS	Alma B. Penonia	9268891757
304106	Bayabas NHS - JHS	Danny A. Labadan	9178892657
304106	Bayabas NHS - SHS	Danny A. Labadan	9178892657
315411	Kauswagan NHS - JHS	Marvin Anthony A. Ramos	9754956008
315411	Kauswagan NHS - SHS	Marvin Anthony A. Ramos	9754956008
127945	Kamakawan ES	Censusa R. Abuel	9173284200
127966	Macasandig ES	Catalina Q. Oliveros	9171648045
127968	Taguanao Elementary School	SMITH, AGNES G	9190041958
127967	South City Central	Adelina F. Encabo	9177125533
304116	Indahag National High School - JHS	Maurita M. Donasco	9171262302
304116	Indahag National High School - SHS	Maurita M. Donasco	9171262302
127970	Baluarte ES	Jessica Joy D. Hinacay	9177721548
127976	Kiam-Is ES	Rosemarie G. Tolentino	9560639921
305908	Pagalungan NHS - JHS	Kareen J. Agcopra	9328709138
305908	Pagalungan NHS - SHS	Kareen J. Agcopra	9328709138
306046	Pigsag-an NHS - JHS	Christian Gem C. Pimentel	9551869347
306046	Pigsag-an NHS - SHS	Christian Gem C. Pimentel	9551869347
502012	Balongkot IS	Cielito G. Estoque	9758441215
127974	Dansolihon ES	Rommelyn L. Gonzales	9916481705
502016	Dunggoan IS	John Paul F. Pasigay	9066019549
502003	Magayad IS	Rey Misael S. Da-abay	9368492920
502015	Cadayonan IS	Jay-ar C. Labajan	9772555746
127993	Sacred Heart Village ES	Merlyn S. Bahian	9277782644
127990	Balulang ES	Emerita G. Labis	9177143438
127991	Fr. William F. Masterson, SJ., ES	Marcelo Q. Mabalos	9175275969
304112	Carmen National High School - JHS	Brenda P. Galarpe	9055067235
304112	Carmen National High School - SHS	Brenda P. Galarpe	9055067235
127998	Bulua Central School	YANEZ, EDGARDO OBSIOMA	09778440557
306042	Baikingon NHS	Rowena A. Taboclaon	9606437407
127996	Baikingon ES	Elsa B. Tahud	9974139874
128003	Iponan ES	Melba S. Omandam	9369877701
128000	Camp Evangelista ES	Dante G. Sisto	9777154245
127997	Bulao ES	Joel C. Granada	9297199481
127999	Pedro "Oloy" N. Roa, Sr. Elementary School	QUILT, CANDOLYN LABIANO	0935-4124488
127940	City Central School	Annabelle J. Lariba	9177173994
127963	City Engineers Elementary School	Norma C. Ucab	9778051312
128004	Pagatpat Elementary School	Raul A. Dechosa	9176771873
305879	Pagatpat National High School	Lerio A. Del Puerto	9176717918
305879	Pagatpat National High School	Lerio A. Del Puerto	9176717918
127949	Bugo Central School	DULLENTE, ROSEMARIE HERMOSO	0915-333-0873
127983	Pigsag-an Elementary School	Ivy B. Ladaran	9533849578
127954	Tablon Elementary School	BARTOCES, CORAZON ZACAL	9273350238/09278160939
128006	San Simon Elementary School	Carol O. Lorono	9171246169
127953	Suntingon Elementary School - Annex	Virginia D. Mendoza	9533587370
127964	Camaman-an Elementary School - Macapaya Extension	Mary Glo B. Catarong	9177770162
137075	Camansi Elementary School	Amelito D. Bucod	9959449222
304108	Bulua National High School - Patag Extension	Melecio L. Tuba	9164136974
127995	West City Central School	Jerry P. Taruc	9778011455

Package 4 Laptop for Teachers -L4T (5 Laptops per school)

DCP 2024 Laptop for Teachers (L4T)

127972	Bayanga Elementary School	CAGAPE, RICO IDPALINA	9778228088
127973	Besigan Elementary School	ROTURAS, BAYANI ROSAS	09178047313/09297032835
127948	Balubal ES	MENDOZA, VIRGINIA DELGADO	0953-358-7370
127987	Upper Tignapoloan Elementary School	FELISILDA, NORMAN ALINGIG	9088879154
127958	St. John Elementary School	PACAMO, ELENA BACULIO	9177775908
305894	Man-ai National High School	SIANO, LORDSON QUIJADA	09171901811
127960	Bonbon Elementary School	VERDAD, KAREN CABAUG	9171168592
127961	Bongbongon Elementary School	LIGSANAN, ANDY PACULBA	9173279513
127979	Mambuaya Elementary School	GAYRAMARA, BASILISA GALPO	09177164416
127986	Tignapoloan Elementary School	PANCHO, ELMER NABUA	9163353067
127977	Lumbia Central School	ESPINA, JINNEFER DATAHAN	09770611447
127984	Taglimao ES	SINGH, ANNE FRANCIS TEJERO	9057770000
127982	Pagalungan Elementary School	TARUC, PHOEBE WAGA	09176263617
127985	Tagpangi Elementary School	OLARTE, ISAGANI DALING	9261163444, 09606426979
202002	Mangalay ES	HINACAY, JESSICA JOY DIOLANTO	09269651299
127988	Tuburan Elementary School	YANEZ, SHIELA DIALOGO	09534880976
127989	Tumpagon Elementary School	RECANA, ANNA LOU BARRIENTOS	09354501432
127994	Upper Carmen Elementary School	JORDAN, PEDRITA RANOA	9177265719
128001	Canitoan Elementary School	DAABAY, MARIA LODEL CABALLERO	0917 326 5879
127955	Corrales ES	ZULITA, RELOBE NULO	9177010833
128005	Pamalihi Elementary School	GALOLO, GLENERIO FELISILDA	9222156227
137181	Filipino-Chinese Friendship Elementary School	BASLAN, JOLITO GENABE	9778100939
127944	Gusa ES	LARIBA, ANNABELLE JAVIER	0917-7173994
127943	FS Catanico ES	MAYAKE, VAICAR GAMAY	9704434733
304118	Lapasan National High School - JHS	MAMA, MACAPANGCAT UGMAD	09354745896
304118	Lapasan National High School - JHS	MAMA, MACAPANGCAT UGMAD	09354745896
315402	Puerto NHS - JHS	LAMBERTE, ROEL RICABLANCA	9560192864
315402	Puerto NHS - SHS	LAMBERTE, ROEL RICABLANCA	9560192864



Republika ng Pilipinas

Department of Education

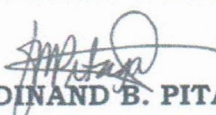
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

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/DCP2024_Allocation_List
- Laptop for Non-Teaching Personnel 2023 and 2024
https://bit.ly/DCP_L4NT_2023_Allocation
https://bit.ly/DCP_L4NT_2024_Allocation
- Laptop for Teaching 2023 and 2024
https://bit.ly/DCP_L4T_2023_Allocation
https://bit.ly/DCP_L4T_2024_Allocation

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
• Schools Division Superintendent • Inspectorate Team • Supply Officer	• 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) • 46 Laptops • 1 Smart TV • 2 Charging /Storage Carts • 2 Wireless Routers • 1 External Hard Drive	• 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) • 5 Smart TVs • 5 External Hard Drive	• 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)	• 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) • 5 laptops per school	• 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.



INSPECTION AND ACCEPTANCE REPORT

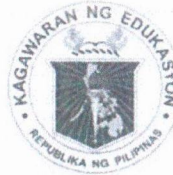
Entity Name :

Fund Cluster : Information and Communications
Technology Service

Supplier :		IAR No. :			
Contract No. :		Date :			
Requisitioning Office/Dept. :		Invoice No. :			
Responsibility Center Code :					
Stock/ Property No.	Description	Unit	Quantity	Cost	Total Amount
	BATCH 2023-02:				
	Item 1				
		Units	5	-	-
	Item 2				
		Units	5	-	-
	TOTAL AMOUNT				0.00

REMARKS (put n/a if not applicable) :

INSPECTION	ACCEPTANCE
Date Inspected : _____	Date Received : _____
☐ Inspected, verified and found in order as to quantity and specifications	☐ Complete ☐ Partial (pls. specify quantity)
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____
Mobile No.: _____	Mobile No.: _____
Email Address: _____	Email Address: _____
Signature: _____	
Printed Name: _____	
Designation: _____	
Date: _____	
Mobile No.: _____	
Email Address: _____	



Republic of the Philippines
Department of Education

**eLEARNING PACKAGE
TEST PARAMETER**

SUPPLIER:

PROJECT: Supply, Delivery, and Maintenance of DCP Packages 2023

CONTRACT NO:

DATE AND TIME TESTING:

I. INSTRUCTION TO INSPECTORATE TEAM

- The School Inspectorate Team must conduct the testing.
- The school inspectorate team will install Pass Mark Monitor Test and CPUID CPU-Z. Inspectorate team are expected to bring Bluetooth Speaker (for Bluetooth test connection), Laptops that have been fully charged for purposes of testing.

II. TEST PROCEDURE

ITEM NO.	DEVICE INFORMATION	ITEMS	PROCEDURE	PARAMETER	
1	LAPTOP PC POWER	Battery	• Setup a laptop. • Turn off the screen saver and set brightness at middle level. • Remove the power cord from the laptop. • Leave for 30 minutes, take note of the time started.	Battery indicator	Battery indicator of Laptop should be at least 90% after 30 minutes.
2	LAPTOP BIOS	BIOS information	• Access the BIOS menus using the BIOS Key. • Enter BIOS using function Key. • Check CPU cores and frequency. • Check RAM size.	CPU & RAM	PROCESSOR CORE: 6-Core & 12- Thread 16MB cache RAM: Total of 8GB
3	LAPTOP HARDWARE	CPU Memory	• Check hardware Configuration. • Check CPU Frequency. • Check RAM size.	CPU & RAM	PROCESSOR CORE: 2.3Ghz Base Speed RAM: Min 8GB
4	LAPTOP STORAGE	Hard Disk Drive	• Open Operating System. • Go to disk management and check the size of the Hard disk drive. • Check the partition of the drive.	Hard Disk partition and capacity	Hard disk drive must have three (3) partitions for: 1. System (local C) and 2. recovery (local D) 3. data (Local E) The combined hard disk capacity of (local C), (local D) and (local E) should not be below 475GB.
5	LAPTOP MONITOR	LCD/LED	• Run Pass Mark Monitor Test	High Contrast Black	ON BLACK: There should be no. 1. Bright dot; 2. white dot; and 3. light leakage in the laptop

				High Contrast White	ON WHITE There should be no; 1. dark dot; 2. yellow mark; 3. ripple mark; 4. light leakage in the laptop
6	LAPTOP SCREEN RESOLUTION	Resolution	• Open Display Settings • Under Scale and Layout look for the display resolution drop-down. • Make note of the resolution listed.	Display Resolution	Resolution: Able to set screen resolution at 1920 x 1080 (Full HD)
7	EXTERNAL HARD DRIVE CONNECTION TEST AND STORAGE CAPACITY CHECK	External Hard drive and Cable connector	• Connect the device on a laptop/PC and check the storage capacity.	LED Light Indicator and Laptop Connection to HDD	A LED light indicator must turn in the device and a file folder must pop out in the laptop. The HDD capacity must be at least 4,540GB/4.54TB.
8	EXTERNAL HARD DRIVE PERFORMANCE TEST		• Save and retrieve file for its performance and functional test.	Video File and Text File Transferred	Successfully transferred the video file and text file to the laptop and hard drive and vice versa.
9	EXTERNAL HARD DRIVE EXTERIOR CHECK	External Hard drive	• Check the item for its physical and visual examination.	Physical features of the external hard drive	The hard disk must not have any deformation, dents and cracks and the completeness of the device.
10	CHARGING CART FUNCTIONALITY	Charging Cart	• Check the item for its physical and visual examination. • Switch power on/off. • Security lock	Physical features of Charging Cart	Please inspect based on the technical specification. Check for any deformation, dents, cracks, or displaced parts which shall be a ground for disqualification. Power should indicate on/off. Door keys should lock/unlock door

III. RESULT

A. LAPTOP

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; ✕ - FAILED						OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#1	#2	#3	#4	#5	#6		
1									
2									
3									
4									
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B. SMART TV

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED					OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#11	#22	#13	#14	#15		
1								

C. CHARGING CART

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED	OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#10		
1				
2				

D. EXTERNAL HARD DRIVE

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED			OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#7	#8	#9		
1						
2						

Conducted by:

Signature: _____
Printed Name: _____
Designation: _____
Date: _____
Mobile No.: _____
Email Address: _____

Signature: _____
Printed Name: _____
Designation: _____
Date: _____
Mobile No.: _____
Email Address: _____



Republic of the Philippines
Department of Education

CERTIFICATION OF COMPLETION

This certifies the satisfactory completion of the delivery, installation and commissioning of **[Project Name, Contract number]** received by **[school name, school ID]** in accordance with the Inspection and Acceptance Report No. **[IAR Number]**.

This certification is issued upon the request of **[Supplier]**.

Issued this _____ of _____ 2024.

Approved by:

(Signature over printed name)

Principal/School Head (School Delivery)
School Division Superintendent (SDO Delivery)

Date