



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0101

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors
School Heads
School Property Custodians
School ICT Coordinators
All Others Concerned

Subject: **CONDUCT OF DCP MONITORING AND ON-SITE DELIVERY
INSPECTION OF LAPTOPS FOR TEACHING AND SMART TV
PACKAGE AT SALVACION ES AND AO FLOIRENDO ES II**

Date: July 29, 2025

Pursuant to **Regional Memorandum ORD-2025-064**, the Department of Education – Davao Region has scheduled the **monitoring and on-site delivery inspection** of DepEd Computerization Program (DCP) packages, specifically **Laptops for Teaching** and **Smart TV Packages**, for School Year 2025.

The inspection for Panabo City is scheduled on **August 1, 2025**. The following schools are identified as recipients:

- a. **Salvacion Elementary School**
- b. **AO Floirendo Elementary School II**

The inspection shall be conducted by the Regional ICTU and Inspectorate Team in coordination with the Division Office. The designated personnel from the Division shall assist and ensure the presence of School Head or designated representative, Property Custodian and School ICT Coordinator.

Ensure that authorized personnel are present during the delivery and inspection. Verify the quantity, physical condition, and specifications of the delivered items. Accomplish and sign the required documents:

- c. **Inspection and Acceptance Report (IAR)**



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- d. Certificate of Completion (COC)
- e. Inventory Transfer Receipt (ITR)
- f. Delivery Receipt (DR)

School Heads are directed to coordinate with the Division IT Officer for the preparation and facilitation of the inspection. Full cooperation is expected to ensure the smooth and successful implementation of the DCP.

For information and strict compliance.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JUL 30 2025

RECORDS SECTION SDO PANABO CITY

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