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Republic of the Philippines  
**Department of Education**  
Region XI  
Schools Division of Panabo City

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**  
**SGOD-2025-0364**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
Public Elementary School Principal/School Heads  
Public Secondary School Principal/School Heads  
All Concern

Subject: **CONDUCT OF DCP MONITORING AND ON-SITE  
DELIVERY INSPECTION OF LAPTOPS FOR TEACHING  
AND SMART TV PACKAGE FOR SY 2025**

Date: July 21, 2025

Attached is Regional Memorandum ORD-2025-064 regarding the conduct of DCP Monitoring and On-Site Inspection of Laptops for Teaching and SMART TV Packages for SY 2025. The details of the memorandum are self-explanatory.

Travel and other incidental expenses relative to this activity shall be charged against Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**JUL 23 2025**

RECORDS SECTION-SDO PANABO CITY  
BY 

SGOD/aba/ktl



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**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all







Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

July 9, 2025

**REGIONAL MEMORANDUM**  
 ORD-2025-064

**CONDUCT OF DCP MONITORING AND ON-SITE DELIVERY INSPECTION OF  
 LAPTOPS FOR TEACHING AND SMART TV PACKAGE FOR SY 2025**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chief Education Supervisors, HRDD, QAD, PPRD, and CLMD  
 Chief Administrative Officers, AD and FD

1. Relative to the procurement of various DepEd Computerization Program (DCP) equipment by the Office, the ICTU and inspectorate team are advised to conduct monitoring and on-site delivery inspection of Laptops for Teaching and Smart TV Package on July 29-August 1, 2025 and August 5-8, 2025 in the recipient schools. List of schools is attached.

2. The personnel and schedules are the following:

Designation	Names	Office	Schedule & SDO
Team Leader	Isidra B. Despi	HRDD	<b>July 29-30, 2025</b> Davao Oriental & Mati City
Provisional Members/ End-Users	Mary Jeanne B. Aldeguer or Pedelina Huevos or Mary Jane M. Mejorada Pocholo C. Hernandez Jashua C. Wong or Marisol C. Presores	CLMD  ICTU ICTU	<b>July 31, 2025</b> Davao de Oro & Tagum City  <b>August 1, 2025</b> Davao del Norte & Panabo City
ICT Inspectorate	Justin Brylle C. Villarias	PAU	<b>August 5-6, 2025</b> Davao Occidental & Digos City
Property & Supply	Charles G. Saguibo	AD-AMS	<b>August 7, 2025</b> Davao del Sur
Accounting	Rachael C. Mondejar	FD	<b>August 8, 2025</b> IGACOS & Davao City

3. This Office directs the team to comply with the necessary documents for the inspection and submit a report for the continuous improvement of the transaction.

4. Board and lodging, travel, and incidental expenses shall be charged against DCP funds, subject to the usual government accounting and auditing rules and regulations.

5. For information and strict compliance.

Encl: As stated.  
 ORD/ICT2/jcw

RELEASED

ALLAN G. FARNAZO  
 Director IV



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**DCP 2025 L4T & SMART TV PACKAGE  
RECIPIENT SCHOOLS**

Name of School	SDO
1. Dapnan ES 2. Lambajon Central ES 3. San Victor ES 4. Baculin ES 5. Saoquigue ES 6. Our Lady Of Guadalupe NHS 7. Jovellar ES 8. Comara T. Manuel Central ES II 9. Comara T. Manuel Central ES SPED Center 10. San Isidro Central School SPED Center	Davao Oriental
1. BGR Executive ES 2. Cabubuanan ES	Mati City
1. Nabunturan NNCHS 2. Nabunturan Central ES 3. Manat Central ES 4. Sta. Maria ES 5. Magsaysay ES 6. Gabi ES 7. Compostela NHS 8. Babag ES 9. Monkayo NHS 10. Monkayo CES	Davao de Oro
1. Ignacio Xavier a. Tuason ES 2. San Isidro ES 3. Pipisan Maug NHS	Tagum City
1. Mabaus ES 2. East Cabay-angan ES 3. Guadalupe ES (Carmen) 4. San Isidro ES (Carmen) 5. Tubod ES 6. Tubod NHS	Davao del Norte
1. Salvacion ES 2. AO Floirendo ES II	Panabo City
1. Cadaatan ES 2. Malalag Tubig ES 3. Mamacao ES 4. San Pedro ES 5. Kilalag Es 6. Fishing Village ES 7. Tubalan ES 8. Jack Harvey ES 9. Bito ES	Davao Occidental





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10. Culaman ES	
1. Aplaya ES 2. Dulanga ES 3. Federico ES 4. J. Alberca ES 5. P. Basalan ES 6. Isaac Abalayan ES	Digos City
1. Bansalan Central ES 2. Kinuskusan ES 3. Dolo ES 4. Hagonoy Central ES 5. Hagonoy ES 6. Inawayan ES 7. Apolinar Franco Sr. ES 8. Tagabuli ES	Davao del Sur
1. Samal Senior High School 2. Catagman ES	IGACOS
1. Ula ES 2. Mintal Comprehensive HS 3. A. Mabini ES 4. Davao City Special NHS 5. Cabantian Stand Alone SHS 6. Teofilo V. Fernandez NHS	Davao City





Republika ng Pilipinas

## Department of Education

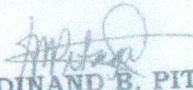
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

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.



- 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*

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

- 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.



#### 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_Allocation_List)  
[https://bit.ly/DCP2024\\_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_2023_Allocation)  
[https://bit.ly/DCP\\_L4NT\\_2024\\_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_2023_Allocation)  
[https://bit.ly/DCP\\_L4T\\_2024\\_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
<ul style="list-style-type: none"><li>• Schools Division Superintendent</li><li>• Inspectorate Team</li><li>• Supply Officer</li></ul>	<ul style="list-style-type: none"><li>• Head/Principal</li><li>• Inspectorate Team</li><li>• Property Custodian</li></ul>

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.



### C. DCP PACKAGES DEPLOYMENT FY 2023 and FY 2024

FY	PACKAGES	RECIPIENTS	CALENDAR DAYS
2023 and 2024	<b>Package 1 - e-Learning Cart (e-LC)</b> <ul style="list-style-type: none"> <li>• 46 Laptops</li> <li>• 1 Smart TV</li> <li>• 2 Charging / Storage Carts</li> <li>• 2 Wireless Routers</li> <li>• 1 External Hard Drive</li> </ul>	<ul style="list-style-type: none"> <li>• The e-LC packages will be delivered to recipient schools</li> <li>• 45 Laptops are intended for the Learners and 1 for the Classroom Teacher</li> </ul>	180
	<b>Package 2 - Smart TV Package (STV)</b> <ul style="list-style-type: none"> <li>• 5 Smart TVs</li> <li>• 5 External Hard Drive</li> </ul>	<ul style="list-style-type: none"> <li>• The STV packages will be delivered to the recipient schools</li> <li>• The principal will select five (5) classrooms for the installation of the Smart TV</li> </ul>	180
	<b>Package 3 - Laptop for Non-Teaching Personnel (L4NT)</b>	<ul style="list-style-type: none"> <li>• The L4NT packages will be delivered to the Schools Division Office</li> <li>• Laptops will be issued to the <b>Administrative Officers II</b> of the schools.</li> </ul>	90
	<b>Package 4 - Laptop for Teaching (L4T)</b> <ul style="list-style-type: none"> <li>• 5 laptops per school</li> </ul>	<ul style="list-style-type: none"> <li>• The L4T packages will be delivered to the recipient schools</li> <li>• Five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the principal which can be utilized by <b>All Teachers</b>.</li> </ul>	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](mailto:alvin.salcedo002@deped.gov.ph) / [danilo.ablay@deped.gov.ph](mailto:danilo.ablay@deped.gov.ph) / [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph) / [icts.od@deped.gov.ph](mailto:icts.od@deped.gov.ph)

For information and guidance. Thank you.