



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City
Telefax: (088)314-0094



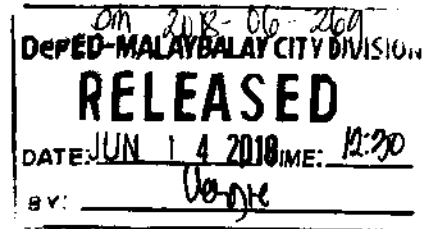
website: www.depedmalaybalay.net email: depedmalaybalay@gmail.com

DIVISION MEMORANDUM

NO. 269 S., 2018

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

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent



Date: June 14, 2018

Subject: **REQUESTING ASSISTANCE FOR THE RETRIEVAL OF DOCUMENTS
RELATED TO THE PROCUREMENT OF VARIOUS EQUIPMENT UNDER
DEPED COMPUTERIZATION PROGRAM (DCP)**

1. Pursuant to the herein DepED Unnumbered Memorandum dated June 6, 2018 re: *Requesting Assistance for the Retrieval of Documents Related to the Procurement of Various Equipment Under Deped Computerization Program (DCP)*, this Office hereby requests all school recipients of DCP package from 2004 to 2015 to submit the following documents:

- a. Delivery Receipts;
- b. Property Transfer Reports (PTR) if available; and
- c. Inspection and Acceptance Reports (IAR)

2. Photocopy of the documents shall be submitted to this Office **Attention: ICT Unit** on or before June 20, 2018.

3. For compliance.

Encl: As Stated

Copy Furnished:
Records Unit
ICT Unit

TO BE POSTED IN THE WEBSITE



Republika ng Pilipinas

Kagawaran ng Edukasyon

Information and Communications Technology Service

MEMORANDUM

06 June 2018

For : Regional Directors
Schools Division Superintendents

Attention:

Regional and Division Supply Officers
Regional and Division IT Officers
Principals and School Heads

From : 
ABRAM Y. C. ABANIL
Director IV

Subject : Requesting Assistance for the Retrieval of Documents related to the Procurement of Various Equipment Under DepEd Computerization Program (DCP)

The DepEd Central Office is in the process of reconciling the procured ICT equipment thru DBM-PS due to the Audit Observation Memorandum (AOM) dated May 15, 2018 that some ICT equipment procured made thru DBM-PS in 2004 – 2015 are not recorded in the DepEd Book of Accounts.

In this regard, the ICTS would like to request the assistance of IT Officers to retrieve all documents related to the procurement of various equipment under DepEd Computerization Program (DCP) as follows:

- a. Delivery Receipts;
- b. Property Transfer Reports (PTR) if available; and
- c. Inspection and Acceptance Reports (IAR)

Please submit the necessary documents on or before June 15, 2018.

- A. For more information on these matter, please direct concerns to:

ENGR. OFELIA L. ALGO

Supervising Administrative Officer
Officer-In-Charge, Technology Infrastructure Division
Information and Communications Technology Service
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Email: dcp.recipients@deped.gov.ph

Office of the Director

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