DIVISION MEMORANDUM
No. _____272_____ , s. 2019

To: **Assistant Schools Division Superintendent**
        Chief Education Supervisors, CID and SGOD
        Public Secondary School Heads
        All Others Concerned

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

Date: August 19, 2019

Subject: **DEPLOYMENT / DELIVERY OF IT PACKAGES (E-TEXTBOOKS) AND IT**
         EQUIPMENT FOR SENIOR HIGH SCHOOLS WITH ICT TRACK FOR
         DEPED COMPUTERIZATION PROGRAM (DCP) FY 2018

1.   Pursuant to Unnumbered DepED Memorandum re: *Guidelines for the Deployment/Delivery of IT Packages (E-Textbooks) and IT Equipment for Senior High Schools (SHS) with ICT Track for DCP FY 2018*, all recipient schools are advised to strictly observe the DCP deployment processes and prepare all school counterpart requirements before the delivery of the DCP Packages.

2.   Enclosed are the Guidelines for the Deployment of DCP Packages, List of Recipient Schools, School Readiness Checklist and Inspection and Acceptance Report for reference.

3.   Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated
Copy Furnished:
        Records Unit

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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

MEMORANDUM

18 July 2019

For: **Regional Directors**
Schools Division Superintendents
District Supervisors
Principals and School Heads
Regional and Division Supply Officers
Regional and Division IT Officers
School Property Custodians
School ICT Coordinators

Subject: **GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF IT PACKAGES (E-TEXTBOOKS) AND IT EQUIPMENT FOR SENIOR HIGH SCHOOLS WITH ICT TRACK FOR DCP FY2018**

The following guidelines are hereby issued for the effective and efficient deployment/delivery of IT Package (E-Textbooks) and IT Equipment for Senior High Schools (SHS) offering ICT Track Under FY2018 DepEd Computerization Program (DCP).

A. DCP DEPLOYMENT:

1. The Goods and Services shall be delivered to the Project sites / recipient schools, within two hundred ten (210) days from issuance of the Notice to Proceed.

2. The Asset Management Division / Supply Office will inform the Division Supply Officers of the deliveries to be made by the suppliers and provide them a copy of the distribution list and schedule of deliveries.

3. The DCP Package can only be unloaded when authorized School Personnel like School Property Custodian and the School Inspectorate Team are present. If the School Property Custodian is not present nor available during the arrival of the DCP package at the school, the School Head/ Principal should appoint an alternate School Property Custodian that will handle the delivery for this project.

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4. Only the Supply Officer / Property Custodian shall receive the deliveries whether the school is ready or not.

5. Deliveries after 5pm, holidays including Saturdays and Sundays can be accommodated on a case to case basis and with prior coordination with the School Property Custodian and IT Officers.

6. However, during the actual delivery of DCP packages, if the Supplier found that the recipient school is closed or un-energized or have no available Classroom/ makeshift structures, the Supplier shall deliver the packages to the Division or District Office. The Supply Officer shall perform an initial checking of the delivered DCP package as to physical conditions of the boxes, quantity and if accordance to the items specified in the Inspection and Acceptance Report (IAR).

7. In case the Supplier/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier should replace the missing/damaged items or opt to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier and the recipient. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.

B. **UPON DELIVERY OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:**

1. The supplier/forwarder shall bring the following documents to recipient schools and turned over to the **School Property Custodian or designated alternate:**
   1.1 Delivery Receipt;
   1.2 Property Transfer Report (PTR);
   1.3 Inspection and Acceptance Report (IAR); and
   1.4 Training Checklist

2. **The School Property Custodian (or designated alternate) shall perform an initial checking for the delivered DCP package** as to physical conditions of the boxes, quantity and if conforms to the items specified in the Inspection and Acceptance Report (IAR) **prior to signing of Delivery Receipt.**

C. **SIGNING OF INSPECTION AND ACCEPTANCE REPORT (IAR) AND PROPERTY TRANSFER REPORT (PTR)**

1. An inspection will be made on the delivered items by the School Inspectorate Team. The School Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected. The School Inspectorate Team shall see to it that the following requirements are complied with:

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D. AFTER THE DELIVERIES OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:

1. The supplier shall bring the following documents back to DepEd - ICTS – TID:
   1.1 Signed Delivery Receipts
   1.2 Signed Inspection and Acceptance Report (IAR)
   1.3 Signed Property Transfer Report (PTR)

2. The School Property Custodian shall keep the school copy of the above documents.

E. AFTERSALES SUPPORT:

1. A three (3)-year comprehensive and onsite warranty for the whole IT Equipment package including networking peripherals and for operation and maintenance of all licensed software products will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance).

2. For the following consumable items, a standard/base warranty or minimum of one (1) year warranty shall be applied:

   2.1 Laptop and Tablet Batteries
   2.2 Headsets
   2.3 External Portable Optical Drives
   2.4 Optical Mouse for Laptops

3. Upon receipt by the Supplier of the Procuring Entity's notice of any claims arising under this warranty, the Supplier shall immediately act upon to repair or replace the defective Goods or parts thereof. The period for correction of defects in the warranty period is within seven (7) calendar days from receipt of such notice.

4. For defects arising from within the first-half of the warranty period, as applicable, DepEd may opt to demand for recall and replacement of the defective items.

5. On the other hand, defects arising from the onset until the expiry of the warranty period, DepEd may ask for repairs of the defective items.

6. The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd. DepEd shall deduct the liquidated damages from any money due or which may become due to the Supplier or collect from any of the

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1.1   <u>Inspection of DCP Packages:</u>

      1.1.1   Verify that what was stated in the IAR conforms to actual equipment delivered (technical specifications including the product description, model, brand, and product / serial numbers).

      1.1.2   Verify the quantity stated in the IAR against the actual quantity delivered.

      1.1.3   Inspect for damage.

1.2   Check for Operability / Functionality

      1.2.1   IT Package (E-Textbooks)
           a.   50 ETablets PCs can access files from Host Laptop (Host) using Wireless Router
           b.   Set-up Printer on laptop
           c.   Set-up Charging/Storage Cart and Check if ETablets PC are charging.

      1.2.2   IT Equipment for Senior High Schools (SHS) offering ICT Track
           a.   All computer packages shall be installed._Layout should adopt to the Multimedia Classroom and will depend on your teaching style of the teachers.
           b.   40 Standalone PCs can access files from Host PC using Wireless Router
           c.   Set-up AVR and connect Standalone PCs
           d.   Set-up Printer on laptop
           e.   Set-up Smart Television, check if working

1.3   Training Requirements

      1.3.1   Training stated above shall be provided for at least two (2) teachers from each recipient school. Attendees must include the school's designated ICT Coordinator, Division IT Officer or ICT Coordinator.

      1.3.2   Training manuals in hardcopies and soft copies (in DVD) shall be provided per recipient school.

      1.3.3   Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.

      1.3.4   Training manuals shall be signed by the participants after completing the required hours of training and certified by the supplier and the ICT Coordinator.

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securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, DepEd may rescind the Contract, without prejudice to other courses of action and remedies open to it.

F.   Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines On Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.

G.   **For clarifications or more information on these matters, please direct concerns to:**

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ENGR. OFELIA L. ALGO
Information Technology Officer III
Chief, Technology Infrastructure Division
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Email: ofelia.algo@deped.gov.ph

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For reference and strict compliance.

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ALAIN DEL
Undersecretary

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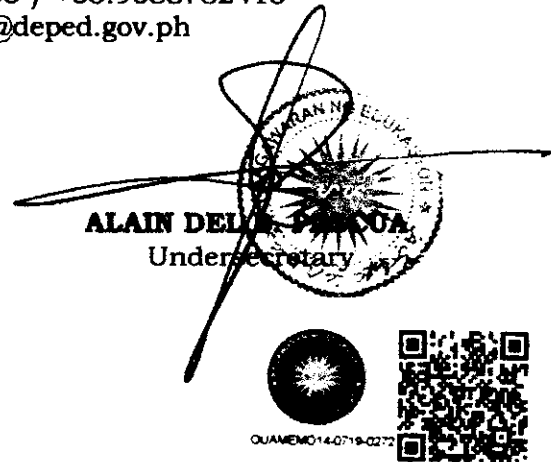
Project Name: Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training and Maintenance of IT Equipment for SHS offering ICT Track

Source of Fund: F.Y. 2018

Region	Division	Sch ID	School	Municipality	Barangay	Address	SHS Packages
Region X	Bukidnon	314912	Quezon National High School	Quezon		Mibando	1
Region X	Cagayan de Oro City	304108	Bulua National High School	Cagayan De Oro City (Capital)	Bulua	Zone 7 Bulua	1
Region X	Camiguin	303994	Mambajao NHS	Mambajao (Capital)		Balintawak St. Poblacion, Mambajao, Camiguin	1
Region X	El Salvador	315305	Molugan National High School	City of El Salvador		Molugan, El Salvador, Mis.Or.	1
Region X	Gingoog City	304130	Gingoog City CNHS	Gingoog City	Barangay 23 (Pob.)	National Highway # 23	1
Region X	Iligan City	304146	Iligan City East National HS. (Sta. Filomena)	Iligan City	Santa Filomena	Sta. Filomena	1
Region X	Lanao del Norte	304003	Kapatagan NHS	Kapatagan	Poblacion	Abragan St., Poblacion, Kapatagan, Lanao del Norte	1
Region X	Lanao del Norte	304004	Lala NHS	Lala	Maranding	Lala, Lanao del Norte Maranding	1
Region X	Malaybalay City	303950	Bukidnon NHS	City Malaybalay (Capital)	Barangay 3 (Pob.)	Fortich St., Barangay 3, Malaybalay City	1
Region X	Malaybalay City	314904	Malaybalay City National Science Hs	City Malaybalay (Capital)	Aglayan	Purok 1, Aglayan, Malaybalay City	1
Region X	Misamis Occidental	304024	Aloran Trade Hs	Aloran		Aloran, Misamis Occidental Labo	1
Region X	Misamis Oriental	304059	Alubijid NCHS	Alubijid	Poblacion	Bonifacio St., Poblacion	1
Region X	Oroquieta City	304044	Misamis Occidental Science & Tech. Hs	Oroquieta City (Capital)	Pines	Coronel St.	1
Region X	Ozamis City	304162	Tabid National High School	Ozamis City	Tabid	Purok 4 Tabid	1
Region X	Tangub City	304171	Tangub City Nhs	Tangub City	Mantic	Mantic, Tangub City	1
Region X	Valencia City	303970	Lurugan National High School	City Of Valencia		Lurugan, Valencia City, Bukidnon Lurugan	1
Region X	Valencia City	303988	Valencia NHS	City Of Valencia	Poblacion	Lapulapu St. Poblacion	1

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Prepared By:

ENGR. OFELIA L. ALGO
IT Officer III
Chief, Technology Infrastructure Division

Recommending Approval

ABRAM Y. C. ABANIL
Director IV, ICTS

Approved By

ALAIN DEL B. PASCUA
Undersecretary for Administration

RECIPIENT SCHOOLS

REGION	DIVISION	SCHID	SCHOOL NAME	MUNICIPALITY	BARANGAY	ADDRESS	E-TEXTBOOK PACKAGES
Region X	Bukidnon	303944	Alae NHS	Manolo Fortich	0	Alae, Manolo Fortich Bukidnon Alae	1
Region X	Bukidnon	126281	Anlugan ES	Cabanglasan	Anlugan, Cabanglasan Bukidnon Anlugan		1
Region X	Bukidnon	303945	Bacusanon National High School	Pangantucan	Bacusanon	Purok 1, Bacusanon	1
Region X	Bukidnon	303947	Baungon National High School	Baungon	0	Purok 3 Imbatug, Baungon Bukidnon	1
Region X	Bukidnon	314925	Baungon NHS - Danatag Annex	Baungon	0	Mapait Danatag, Baungon Bukidnon	1
Region X	Bukidnon	314927	Bocboc NHS (Kiara Annex)	Don Carlos	0	P 2, Kiara, Don Carlos, Bukidnon Kiara	1
Region X	Bukidnon	303949	Bugcaon NHS	Antapan	Bugcaon	Zone 2 Bugcaon Lantapan Bukidnon Bugcaon	1
Region X	Bukidnon	303951	Bukidnon NSHI	Maramag	North Poblacion	Purok 2 North Poblacion	2
Region X	Bukidnon	314911	Bukidnon NSHI - San Miguel Annex	Maramag	0	Purok 1 San Miguel	1
Region X	Bukidnon	303952	Cabulohan-Paradise NHS	Cabanglasan	0	Purok 3, Crossing Cabulohan	1
Region X	Bukidnon	314901	Dalirig NHS	Manolo Fortich	0	Poblacion Dalirig	1
Region X	Bukidnon	314910	Dangcagan National High School - Miaray Annex	Dangcagan	0	Tagongtong, Miaray, Dangcagan, Bukidnon	1
Region X	Bukidnon	303953	Dangcagan NHS	Dangcagan	0	P 1b, Pob, Dangcagan, Bukidnon	1
Region X	Bukidnon	314921	Dologon NHS - Kiharong Annex	Maramag	0	Kiharong, Maramag Bukidnon Kiharong	1
Region X	Bukidnon	314928	Dologon NHS (San Roque Annex)	Maramag	0	San Roque, Maramag Buk San Roque	1
Region X	Bukidnon	314913	Don Carlos NHS	Don Carlos	0	Purok 1 Sinangguyan	1
Region X	Bukidnon	303955	Halapitan National High School	San Fernando	0	Purok 6 Halapitan, San Fernando, Bukidnon	1
Region X	Bukidnon	500890	Iba Integrated School	Cabanglasan	Iba	Iba	1
Region X	Bukidnon	314923	Impasugong NHS-Kapitan Bayong Annex	Impasug-Ong	0	Capt Bayong	1
Region X	Bukidnon	303957	Kalabugao NHS	Impasug-Ong	0	Zone 7 Kalabugao	1
Region X	Bukidnon	303958	Kalilangan National High School	Kalilangan	0	Ninoy Aquino, Kalilangan Bukidnon	1
Region X	Bukidnon	303959	Kibalang National High School	Don Carlos	0	Kibalang, Don Carlos, Bukidnon	1
Region X	Bukidnon	303960	Kitawe NHS	Kitawe	0	Purok 1 Natulongan Kibawe, Bukidnon, Mind Natulongan	

Region	Division		Code	School Name	Municipality	Barangay	Address	Count
Region X	Lanao del Norte		304019	Pantar NHS	Pantar	Campong	Campong, Pantar, Lanao Del Norte	1
Region X	Lanao del Norte		127121	Pendolonan ES	Munai	Munai, Lanao Del Norte Pendolonan		1
Region X	Lanao del Norte		304008	Placida Mequiabas Mem NHS (Laping NHS)	Kapatagan	Laping	Laping, Kapatagan, Ldn Laping	1
Region X	Lanao del Norte		315104	Poonapiagapo NHS(Annex Matungao NHS)	Poona Piagapo	Pened	Poonapiagapo, Lanao Del Norte Pened	1
Region X	Lanao del Norte		127998	Robocon ES	Linamon	Robocon, Linamon, Ldn		1
Region X	Lanao del Norte		304023	Salvador NHS (Salvador Trade HS)	Salvador	0	Poblacion, Salvador, Lanao Del Norte	1
Region X	Lanao del Norte		315110	Sergio P. Cenzales, JR NHS	Magsaysay	Baguiguicon	Baguiguicon, Magsaysay Ldn	1
Region X	Lanao del Norte		500690	Sultan Ali Dimaporo Memorial IS	Sultan Naga Dimaporo (Karomatan)	Bauyan	Bauyan	1
Region X	Lanao del Norte		315106	Sultan Dimasangcay Mananggolo IS (Delabayan ES)	Kauswagan	Delabayan	Purok 5delabayan	
Region X	Lanao del Norte		500691	Sultan Naga Dimaporo CES	Sultan Naga Dimaporo (Karomatan)	Poblacion	Poblacion, Snd, Lanao Del Norte	
Region X	Lanao del Norte		304021	Tagoloan NHS	Tagoloan	Inagongan	Inagongan, Tagoloan, Lanao Del Norte	
Region X	Lanao del Norte		500431	Tambacon Integrated School	Magsaysay	0	Tambacon, Magsaysay Lanao Del Norte Tambacon	1
Region X	Lanao del Norte		315103	Tangcal NHS (Annex Magsaysay NHS)	Tangcal	Poblacion	Tangcal, Lanao Del Norte Poblacion	1
Region X	Lanao del Norte		304015	Teofita C. Quibranza NHS (New Pualas NHS)	Tubod (Capital)	Pualas	Pualas, Tubod, Lanao Del Norte	1
Region X	Malaybalay City		325505	Apo Macote NHS	City Malaybalay (Capital)	Apo Macote	Purok 2, Apo Macote	1
Region X	Malaybalay City		303946	Bangcud National High School	City Malaybalay (Capital)	Bangcud	Sayre Highwaybangcud	1
Region X	Malaybalay City		303950	Bukidnon NHS	City Malaybalay (Capital)	Barangay 3 (Pob)	Fortich St, Barangay 3 Malaybalay City	2
Region X	Malaybalay City		325504	Bukidnon NHS - Annex Dalwangan	City Malaybalay (Capital)	Dalwangan	Purok 1 Dalwangan	1
Region X	Malaybalay City		325503	Bukidnon NHS - Annex Imbayao	City Malaybalay (Capital)	Imbayao	Purok 2, Imbayao	1
Region X	Malaybalay City		500409	Busdi IS	City Malaybalay (Capital)	Busdi	P1a, Busdi, Malaybalay City	1
Region X	Malaybalay City		500245	Can-ayan IS	City Malaybalay (Capital)	Canayan	Azura	1
Region X	Malaybalay City		314914	Casisang NHS	City Malaybalay (Capital)	Casisang	P 13 Airport Village Casisang, Malaybalay City	1
Region X	Malaybalay City		314915	Kalasungay NHS	City Malaybalay (Capital)	Kalasungay	Zone 1 Kalasungay Malaybalay City	
Region X	Malaybalay City		303807	Luyongan High School	City Malaybalay (Capital)	Bangcud	Purok 1	1
Region X	Malaybalay City		314904	Malaybalay City National Science HS	City Malaybalay (Capital)	Aglayan	Purok 1, Aglayan, Malaybalay City	1
Region X	Malaybalay City		314916	Malaybalay City NHS	City Malaybalay (Capital)	San Jose	Purok 1 San Jose Malaybalay City	1
Region X	Malaybalay City		303913	Managok NHS	City Malaybalay (Capital)	Managok	Purok 2 Managok Malaybalay City	
Region X	Malaybalay City		325501	Managok NHS - Annex Lalawan	City Malaybalay (Capital)	Linabo	Purok 4 Lalawan, Linabo Malaybalay City	1

Region X	Malaybalay City	314920	Managok NHS - Miglamin Annex	City Malaybalay (Capital)	Miglamin	Purok 4, Miglamin, Malaybalay City	1
Region X	Malaybalay City	303982	San Martin Agro-Industrial NHS	City Malaybalay (Capital)	San Martin	Purok 7 San Martin	1
Region X	Malaybalay City	341061	SHS within Casisang CS	City Malaybalay (Capital)	Casisang	Purok 6, Casisang Malaybalay City	1
Region X	Malaybalay City	303984	Silae NHS	City Malaybalay (Capital)	Silae	Purok 3, Silae, Malaybalay City	1
Region X	Malaybalay City	314905	St. Peter NHS	City Malaybalay (Capital)	Saint Peter	Purok 3, St. Peter Malaybalay City	1
Region X	Misamis Occidental	304024	Aloran Trade HS	Aloran		Aloran, Misamis Occidental, Labo	2
Region X	Misamis Occidental	315208	Aquino IS	Plaridel		Unidos, Plaridel, Misamis Occ.	1
Region X	Misamis Occidental	304025	Baliangao SOF	Baliangao		Misom	1
Region X	Misamis Occidental	304028	Bonifacio NHS	Bonifacio		Liloan	1
Region X	Misamis Occidental	304030	Calamba CNHS	Calamba		Don Bernardo A. Neri	1
Region X	Misamis Occidental	315203	Carmen IS	Jimenez		Carmen, Jimenez, Misamis Occidental, Carmen	1
Region X	Misamis Occidental	304031	Clarin NHS	Clarin		Poblacion 3	2
Region X	Misamis Occidental	304039	Colambutan Bajo NHS	Tudela		Purok 3, Colambutan Bajo, Tudela	1
Region X	Misamis Occidental	304033	Concepcion NHS	Concepcion		Purok 1 Poblacion	1
Region X	Misamis Occidental	304034	Diwai National High School	Bonifacio		Barangay Tusik, Bonifacio Mis. Occ	1
Region X	Misamis Occidental	304035	Don Victoriano NHS	Don Victoriano Chiongbian		Latud	1
Region X	Misamis Occidental	304036	Guinabot NHS	Sapang Dalaga	0	Purok 2 Guinabot, Sapang Dalaga Mis. C	1
Region X	Misamis Occidental	315204	Ignacio Tan MIS	Bonifacio		Bagumbang, Bonifacio, Mis. Occ. Bagumbang	1
Region X	Misamis Occidental	304037	Jimenez NCHS	Jimenez		Corrales	1
Region X	Misamis Occidental	304038	Katipunan NHS	Sinacaban	Katipunan	Katipunan, Sinacaban, Mis. Occ	1
Region X	Misamis Occidental	315211	Lampasan Integrated School	Don Victoriano Chiongbian		Purok 5 Lampasan	1
Region X	Misamis Occidental	304040	Looc National High School	Plaridel		Lao Proper	1
Region X	Misamis Occidental	304043	Macalibre Alto NHS	Lopez Jaena		P2 Macalibre Alto	1
Region X	Misamis Occidental	127571	Maikay ES	Tudela	Maikay, Tudela, Mis. Occ		1
Region X	Misamis Occidental	304046	Nueva Vista National High School	Don Victoriano Chiongbian		Purok 5 Nueva Vista, Don Victoriano	1
Region X	Misamis Occidental	304048	Panaon NHS	Panaon		Magsaysay	1
Region X	Misamis Occidental	304042	Roque L. SU MNHS (Mabini NHS)	Baliangao		Mabini	1
Region X	Misamis Occidental	304051	Sapang Dalaga National High School	Sapang Dalaga		Purok Jasmine	1
Region X	Misamis Occidental	315207	Sibugon IS	Lopez Jaena		Sibugon, Lopez Jaena, Mis. Occ. Sibugon	1
Region X	Misamis Occidental	304055	Sinonoc NHS	Sinacaban		Sinonoc, Sinacaban, Mis. Occ. Sinonoc	1
Region X	Misamis Occidental	315210	Tabo-o Integrated School	Jimenez		Tabo-O, Jimenez, Mis. Occ	
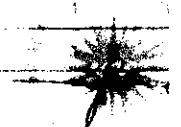
Region X	Valencia City	323802	Catumbalan National High School	City Of Valencia	Catumbalan	Catumbalan Valencia City Catumbalan	
Region X	Valencia City	323803	Concepcion National High School	City Of Valencia	Concepcion	Concepcion Valencia City Concepcion	1
Region X	Valencia City	500703	Dagat-Kidavao ES	City Of Valencia	Dagat-Kidavao	Purok Pag Asa, Dagat Kidavao, Valencia City	1
Region X	Valencia City	314906	Lilingayon National High School	City Of Valencia	Lilingayon	Purok 2 Upper Lilingayon Valencia City	1
Region X	Valencia City	500704	Lourdes ES	City Of Valencia	Lourdes	Purok Lower Lourdes Valencia City Lourdes	1
Region X	Valencia City	303970	Lurugan National High School	City Of Valencia	0	Lurugan Valencia City, Bukidnon Lurugan	1
Region X	Valencia City	126878	Sinabuagan ES	City Of Valencia	Sinabuagan Valencia City Sinabuagan		1
Region X	Valencia City	323801	Tongantongan National High School	City Of Valencia	0	Purok 8 Tongantongan	1
Region X	Valencia City	303968	Valencia NHS	City Of Valencia	Poblacion	Lapulapu St Poblacion	2
REGIONAL OFFICE							3

Prepared By.

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IT Officer III
Chief, Technology Infrastructure Division

Recommending Approval

ABRAM Y. C. ABANIL
Director IV ICTS

Approved By

ALAIN DEL B. PASCUA
Undersecretary for Administration

Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Pasig City, Philippines

SCHOOL ID: _____ **NAME OF SCHOOL:** _____

Classification *(if recipient pls. check):*

☐ Main   ☐ Annex   ☐ Annex A   ☐ Annex B

☐ Campus A   ☐ Campus B   ☐ Campus C

Region: __X__ Province: __Bukidnon__ District: __2__ City/Municipality: __Malaybalay City__

Division: __Malaybalay City__ Superintendent: __Rebonfamil R. Baguio__

Principal/School Head: _____

Contact No./Cellphone No.: _____ E-mail: _____

School Property Custodian: _____ Contact No: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.

	Criteria	Yes	No	Remarks
1.	Multi-media Classroom	☐	☐	_____
2.	Computer Tables	☐	☐	_____
3.	Windows and Doors with grills	☐	☐	_____
4.	Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	☐	☐	_____
5.	Provision of adequate security mechanisms	☐	☐	_____
6.	School Inspectorate team were organized	☐	☐	_____
7.	50 pieces (HS)/ 40 pieces (ES) mono chairs	☐	☐	_____
8.	At least 2 units of stand fan	☐	☐	_____
9.	Sufficient electrical lighting	☐	☐	_____

Based on the assessment above, the school is:

Ready	☐	All criteria (1-9) were satisfactorily met
Partially Ready	☐	Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
Not Ready	☐	At least one of critical 1-6 is not met

RECOMMENDATIONS:

ASSESSED BY: **CONCURRED BY:**

_____   _____

(Name and signature of Division IT Officer)   *(Name and signature of School Head)*

INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____   Fund Cluster : _____

Supplier : REDDOT IMAGING PHILIPPINES INC. ivw TECHGURU INCORPORATED	IAR No. : _____
PO No./Date : 2018-10-ICTS3(009&010)-BII-CB030-C054/ LOT 7 (Region 10 & Region 11)	Date : _____
Requisitioning Office/Dept : Information and Communications Technology Service (ICTS).	Invoice No. : _____
School ID :	Date : _____
School Name:	

Stock/ Property No.	Description	Unit	Quantity
	2018-02: IT Equipment for Senior High School (SHS) offering ICT Track Under FY2018 DepEd Computerization Program (DCP)		
Item No. 1	HOST PC (STANDALONE) : COBY DPC2180 (Php 44,687.70) unit cost	PCS	41
	Processor: AMD Ryzen 5 2400G, Base Speed: 3.6GHz, Turbo Speed: 3.9GHz, Number of Cores: 4, Number of Threads: 8, Total 6MB Cache, Memory: CPU: 2 x 4GB DDR4 *(expandable to 16GB)* , Monitor: COBY DPC1910: 21.5" LED backlit, Same Brand with the CPU, Resolution:1920 x 1080 *(Full HD)* , 1080p , Storage: 1TB HDD SATA 7200 rpm, Optical Drive: Built-in DVD -/+RW *(SATA)* , Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g /n/ac, Bluetooth, Ports: 8 x USB 3.0, 2 x USB 2.0, 1 x Combo Audio jack, 1 x HDMI, VGA Port, RJ45, Audio: COBY CS-2T3W, USB Powered Speakers, 3W *(1.5 per Speaker)* , Keyboard: COBY SK-606, US English Layout, Standard Size, Mouse: COBY SM-3001, Optical Mouse, USB, Headset: COBY CD-128, Over-the-Head, 3.5mm audio jack connection, Power: Input: 100-240V ~ 50-60Hz		
	SPECIAL SPECIFICATIONS: Operating System: Windows 10 Professional (*"Shape the Future"*) SKU with antivirus, Microsoft Office Pro Plus 2019 *(installer and licensed key provided by DepEd)* , Other applications, Adobe flash player and PDF reader, VLC Player		
Item No. 2	WIRELESS ROUTER: LINKSYS EA7500 (Php3,126.30) unit cost	PCS	1
	Supports Network Standards: Supports 802.11b, 802.11a, 802.11n, 802.11ac, 802.11g, Wi-Fi Bands: 2.4 and 5 GHz (simultaneous dual band), Ports: 1x Gigabit WAN port; 4x Gigabit LAN ports; One (1) USB 3.0 port, One (1) USB 2.0 port, Power, Wireless Encryption: Up to 128-bit encryption, Operation Modes: At least as a Wireless Router, Access Point, Wired Bridge, Wireless Bridge, File System Support: FAT, NTFS, HFS+, Setup: Browser-based Setup, GUI, Operating Systems: MacOS (10.X or higher), Windows 7, Windows 8.1, Windows 10, Security Features: 64/128-bit WEP, WPA2-Personal, WPA2-Enterprise, Regulatory Compliance: FCC class B, Power: Input: 100-240V ~ 50-60Hz		
Item No. 3	AUTO-VOLTAGE REGULATOR (AVR): PIXPRO SVR-500W (Php459.75) unit cost	PCS	21
	500 Watts, 3 220v Outlets, Regulates Stable 220v ac		
Item No. 4	MULTIFUNCTION 3-IN-1 PRINTER: CANON PIXMA TS5170 (Php9,654.75) unit cost	PCS	1
	FUNCTIONS: Printing, Copying , Scanning, PRINT FUNCTION: Printing Resolution 4800 x 1200, Printing Speed ISO/IEC 24734 - *Summary Report on Canon Pixma Model TS5170 based on ISO/IEC 24734 is provided* , Colours: Black: (PG-740, PG-740XL) Cyan. Yellow, Magenta: (CL-741, CL-741XL), COPY FUNCTION: ISO 29183, A4 Flatbed (Black/Colour) Compliant , SCAN FUNCTION: Scan speed black A4 300 dpi 1.5 msec/line, Scan speed colour A4 300 dpi 3.5 msec/line, Scanning Resolution 1,200 dpi x 2,400 dpi (Horizontal x Vertical), Output Formats: PDF, JPEG,TIFF, CONNECTIVITY: Wi-Fi, USB, WLAN Security WEP 64 Bit, WEP 128 Bit, WPA PSK (TKIP), WPA PSK (AES), PAPER TRAY: Number of paper trays 1, Paper Formats A4 Duplex Manual, Output Tray Capacity 30 Sheets, CLOUD SOLUTIONS: Support cloud printing, SUPPORTED OS: Windows 7/8/8.1/10 , ELECTRICAL SPECIFICATION: Rated Voltage: AC 100 – 240 V or AC 220 – 240 V, Rated Frequency: 50 – 60 Hz, Power Supply: 220V, USER'S MANUAL: English		
Item No. 5	SMART TV: COBY STV5578 (Php 30,343.50) unit cost	PCS	1
	Smart Television, Resolution: 4K, Type: LED, Size: Min. 55", 1 USB ver. 2.0, 3 HDMI, Ethernet, Bluetooth, Wi-Fi Support, Component and Composite Video, Ethernet, Bluetooth, Wi-Fi, Technology agnostic operating system, Auto Volt / Auto Sensing Frequency, All Deliveries must come with: Owner's Manual, Remote Control with Battery/s, Wall Mounting Kit, Meter HDMI Cable.		
	****************************Nothing Follows***************************		

INSPECTION	ACCEPTANCE
Date Inspected : _____	Date Received : _____
☐ Inspected, verified and found in order as to quantity and specifications	☐ Complete
	☐ Partial (pls. specify quantity)
_____ Inspection Officer/Inspection Committee	
_____ Inspection Officer/Inspection Committee	
	_____ Supply and/or Property Custodian
_____ Inspection Officer/Inspection Committee	

INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____   Fund Cluster : _____

Supplier : **REDDOT IMAGING PHILIPPINES INC. ivw TECHGURU INCORPORATED**	IAR No. : _____
PO No./Date : **2018-10-ICTS3(009&010)-BII-CB030-C054/ LOT 7 (Region 10 & Region 11)**	Date : _____
Requisitioning Office/Dept : **Information and Communications Technology Service (ICTS).**	Invoice No. : _____
School ID : _____	Date : _____
School Name: _____	

Stock/ Property No.	Description	Unit	Quantity
2018-01: (E-Textbooks) Under FY2018 DepEd Computerization Program (DCP)			
Item No. 1	**2-IN-1 TABLET PC: COBY NBPC1068 (Php13,843.62) unit cost**	PCS	50
	Type: Detachable Keyboard, Processor: Intel Atom® x5-Z8350, 1.44GHz Base Clock Speed, 1.92GHz Turbo Speed, Number of Core: 4 (Quad-Core), Memory: 4GB DDR3 Display: Screen Size: 10.1", Resolution: 1920 x 1080 (Full HD), IPS Technology, Storage: Internal: 64GB , External: Support SDHC/SDXC (up to 128GB) Audio: 6Ω/1W Speaker x 2 Built-in Speakers. ∮ 3.5mm standard headphone jack, Camera: Built-in, Rear and Front, Connectivity: Wireless LAN 802.11 b/g /n/ac , Bluetooth Ports: 1 x USB 3.1 Type C, 1 x USB 2.0, 1 x micro SD, 1 x micro HDMI, 1 x Combo Audio Jack Keyboard: US English Layout, Standard Size, Mouse: COBY SM-364AG : Optical, Wireless, Headset: COBY CD-128, Over-the-Head, 3.5mm audio jack connection, Touchpad: Multi-touch, Power Adapter: Type-C Adapter, SPECIAL SPECIFICATIONS: Windows 10 Professional ("Shape the Future") SKU with antivirus , Microsoft Office Pro Plus 2019 *(installer and licensed key provided by DepEd)* , Adobe flash player and PDF reader, VLC Player		
Item No. 2	**CHARGING/STORAGE CART: PIXPRO (Php26,904.99) unit cost**	PCS	2
	Type: Branded and brand new Cart: Can store at least 25 devices (Tablets), Multiple level shelves/compartment storage, Removable slots separator, Steel door , Body frame: made of steel, With security bracket *("enable to lock or mount cart to floor or wall with chain)* , 4 high wheels, With Power cord wrap bracket at the back for safety and convenience. Designed with ventilation holes, At least 1 handle Charging/ Electrical Requirements: Can charge at least 25 tablets simultaneously with one power cord to the wall socket, Power distribution unit (PDU), Insulated shell for electrical shock protection, Voltage rating: 220-230V, Frequency Rating: 50Hz / 60Hz, Maximum current: 10A, Port output current: 2.1A, Port output voltage: 5V, Circuit breaker for overload protection, Master power on/off switch, Built-in surge suppressor, USB cable/port/plug or equivalent ready for charging *(must be compatible with the offered Tablet*), Master power cord length: at least 3 meters' long Additional Requirements: Master key and duplicates. Operation manual		
Item No. 3	**WIRELESS ROUTER: LINKSYS EA7500 (Php 2,509.45) unit cost**	PCS	1
	Supports Network Standards: Supports 802.11b, 802.11a, 802.11n, 802.11ac, 802.11g, Wi-Fi Bands: 2.4 and 5 GHz (simultaneous dual band), Ports: 1x Gigabit WAN port; 4x Gigabit LAN ports; One (1) USB 3.0 port, One (1) USB 2.0 port, Power, Wireless Encryption: Up to 128-bit encryption, Operation Modes: At least as a Wireless Router, Access Point, Wired Bridge, Wireless Bridge, File System Support: FAT, NTFS, HFS+, Setup: Browser-based Setup, GUI, Operating Systems: MacOS (10.X or higher), Windows 7, Windows 8.1, Windows 10, Security Features: 64/128-bit WEP, WPA2-Personal, WPA2-Enterprise, Regulatory Compliance: FCC class B, Power: Input: 100-240V ~ 50-60Hz		
Item No. 4	**LAPTOP : COBY NBPC1758 (Php 33,024.76) unit cost**	PCS	1
	Processor: Intel® Core™ i5-8250U, Based Speed: 1.60GHz, Turbo Speed: 3.40GHz, Number of Cores: 4, Number of Threads: 8, Cache: 6MB, Memory: 2 x 4GB DDR4 *(expandable to 16GB)* , Display: Screen Size: 13.3", Resolution: Min 1920 x 1080 *(Full HD)* , 1080p, IPS Technology, Storage: 2TB HDD SATA 5400 rpm, Optical Drive: COBY MAGNETO RWOD-8X, External DVD -/+RW, Audio: 6Ω/1W Speaker x 2 Built-in Speakers, ∮ 3.5mm standard headphone jack Camera: Built-in, Connectivity: Gigabit Ethernet 10/100/1000, Wireless LAN 802.11 b/g /n/ac, Bluetooth, Ports: 1 x USB 3.0 ~ Type C, 2 x USB 3.0, 1 x SD , 1 x Combo Audio jack, 1 x HDMI, RJ 45, Keyboard: US English Layout, Standard Size, Mouse: COBY SM-364AG: Optical, Wireless, Headset: COBY CD-128: Over-the-Head, 3.5mm audio jack connection, Touchpad: Multi-touch, Power Adapter: Standard AC/DC Adapter, SPECIAL SPECIFICATIONS: Windows 10 Professional ("Shape the Future") SKU with antivirus , Microsoft Office Pro Plus 2019 (installer and licensed key provided by DepEd), LRMDS, Other Applications, Adobe flash player and PDF reader, VLC Player.		
Nothing Follows			

INSPECTION	ACCEPTANCE
Date Inspected : _____ ☐ Inspected, verified and found in order as to quantity and specifications _____ Inspection Officer/Inspection Committee _____ Inspection Officer/Inspection Committee _____ Inspection Officer/Inspection Committee	Date Received : _____ ☐ Complete ☐ Partial (pls. specify quantity) _____ Supply and/or Property Custodian

Republic of the Philippines
DEPARTMENT OF EDUCATION

Project: **Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training and Maintenance of IT Equipment for Senior High Schools (SHS) offering ICT Track Under FY2018 DepEd Computerization Program (DCP)**

TRAINING CHECKLIST

Name of School: _____ Date of Training: _____

Duration of Trainings: Four (4) hours

School ID   : _____ DCP FY : 2019

Instruction: Please check (✓) the appropriate box

1. Type of Training Conducted: Orientation Only ☐
   Computer Aided Instruction Only ☐
   Face to Face Lecture and Hands-on ☐

2. Participants:

User1: Teacher Name & Signature of (In Print)	User2: Teacher Name & Signature of (in Print)	User3: school's designated ICT Coordinator Name & Signature (in Print)

User4: Division IT Officer or ICT Coordinator
Name & Signature of (in Print)

3. IT Equipment Orientation
   Please check (✓) the appropriate box for topics taken and put(X) for topics not taken.

TOPICS		Put ✓or X
I. Equipment components and functionalities	Standalone PC	
	Wireless Router	
II. Proper installation and configuration of equipment	Setting up the Stand Alone Computer	
	• Basic Info	
	• Front Panel	
	• Rear Panel	
	• Mouse	
	• Storage Device	
	• Connecting Hardware	
	• Turning On/Off	
	Setting up wireless Router	
	Setting up the tablet to connect to the wireless Router	
	Setting up the Laptop to connect to the wireless Router	
	Setting up the Stand Alone PC to connect to the wireless Router	
	Setting up Printer	
	• Loading Paper	
	• Turning On/Off	
	AVR	
	• Installation, proper connection	

	• Maintenance, Troubleshooting & Importance	
III. Hands-on Troubleshooting & System Restoration/Backup	• How to install and set up Operating System (OS), software, Anti-Virus, and necessary drivers to run the PC	
	• How to format, backup and recover data in the hard disk using the recovery disk and one touch recovery function	
	• How to update Operating System (OS) and Antivirus software	
	• How to perform preventive maintenance	
	• How to upgrade and replace the hard disk, memory, CD-ROM and other computer peripherals	
	• Creation of administration user accounts per terminal	
IV.Equipment warranty and technical support procedures	• Kinds of Hardware and Software malfunctions	
	• Steps and procedures for hardware or software failure or malfunctions reporting using the helpdesk	
	• Orientation on the scope of warranties and procedures of the after sales support	

4. The training was conducted in 4 hours.
5. Training manuals in hardcopies and soft copies (in DVD) were provided by the Suppliers.

CERTIFICATION

This is to certify that *RedDot Imaging Philippines* has complied with the training requirement stated above.

Attested By:

_____
Signature over Printed Name of Trainer / Supplier
Date: _____

_____
Signature over Printed Name of School Head or School ICT Coordinator
Date: _____

Project: Supply and Delivery of IT Package (ETextbooks)
Under FY2018 DepEd Computerization Program (DCP)

TRAINING CHECKLIST

Name of School: _____   Date of Training: _____

School ID   : _____   Duration of Trainings: <u>Four (4) hours</u>
                                            DCP FY : <u>2019</u>

Instruction: Please check (✓) the appropriate box

1. Type of Training Conducted: Orientation Only   ☐
                                 Computer Aided Instruction Only   ☐
                                 Face to Face Lecture and Hands-on   ☐

2. Participants:

User1: Teacher	User2: Teacher	User3: school's designated ICT
Name & Signature of (in Print)	Name & Signature of (in Print)	Coordinator
		Name & Signature (in Print)

User4: Division IT Officer or ICT Coordinator
Name & Signature of (in Print)

3. IT Equipment Orientation
Please check (✓) the appropriate box for topics taken and put(X) for topics not taken.

TOPICS		Put ✓ or X
I. Equipment components and functionalities	ETablet PC	
	Host Laptop	
	Wireless Router	
II. Proper installation and configuration of equipment	Setting up 2-in-1 Tablet	
	• Basic Info	
	• Buttons functions	
	• Attached and Detached Tablet • to Keyboard	
	• Wireless Connection	
	• Turning On/Off	
	Setting up Laptop	
	• Basic Info	
	• Laptop Ports Usage	
	• Storage Device	
	• Turning On/Off	
	Setting up wireless Router	
	Setting up the tablet to connect to the wireless Router	
	Setting up the Laptop to connect to the wireless Router	
	Setting up Printer	
	• Loading Paper	
	• Turning On/Off	

III. Hands-on Troubleshooting & System Restoration/Backup	• How to install and set up Operating System (OS), software, Anti-Virus, and necessary drivers to run the Laptop	
	• How to format, backup and recover data in the hard disk using the recovery disk and one touch recovery function	
	• How to update Operating System (OS) and Antivirus software	
	• How to perform preventive maintenance	
	• How to upgrade and replace the hard disk, memory and other computer peripherals	
	• Creation of administration user accounts per terminal	
IV. Equipment warranty and technical support procedures	• Kinds of Hardware and Software malfunctions	
	• Steps and procedures for hardware or software failure or malfunctions reporting using the helpdesk	
	• Orientation on the scope of warranties and procedures of the after sales support	

4. The training was conducted in 4 hours.
5. Training manuals in hardcopies and soft copies (in DVD) were provided by the Suppliers.

CERTIFICATION

This is to certify that RedDot Imaging Philippines has complied with the training requirement stated above.

Attested By:

_____
Signature over Printed Name of Trainer / Supplier
Date:

_____
Signature over Printed Name of School Head or School ICT Coordinator
Date:

DepEd O R D E R
No.**042**, s. 2018

UPDATED GUIDELINES ON DELIVERY, INSPECTION, ACCEPTANCE AND RECORDING OF DEPED PROCURED ASSETS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
All Others Concerned

1.   The Department of Education (DepEd) issues the **Updated Guidelines on Delivery, Inspection, Acceptance, and Recording of DepEd Procured Assets** acquired by the DepEd central office, region, schools division and school offices, including various supplies, materials and equipment procured through the Department of Budget and Management-Procurement Service (DBM-PS), and school buildings constructed by the Department of Public Works and Highways (DPWH).

2.   This policy aims to ensure effective, transparent, efficient and standard implementation of processes and procedures on delivery, inspection, acceptance, and recording for all deliveries of formed assets. Specifically, these guidelines intend to clarify the roles, duties and accountabilities of concerned offices, serve as guide during the process from contract implementation up to recording stage, and provide uniform mechanisms for adherence of concerned implementing offices.

3.   These guidelines cover the following enclosures:

Enclosure No. 1   -   School Furniture, Learning Resources, Science and Math Equipment and Various Tools and Equipment; and Computerization Packages (DCP);

Enclosure No. 2   -   School Buildings and other Facilities (New Construction and Repairs); and

Enclosure No. 3   -   Supplies, Materials, and Equipment Procured Through DBM-PS and Through Cash Advance.

4.   All DepEd orders, memoranda, and other related issuances, rules, regulations and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

5.   This Order shall take effect immediately upon its issuance. Non-compliance to this policy shall be dealt with accordingly.

6.   For more information, contact the **Asset Management Division-Administrative Service (AMD-AS)**, Teodora Alonzo Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 635-0551.

7.   Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
     As stated

Reference:
     N o n e

To be indicated in the <u>Perpetual Index</u>
     under the following subjects:

          ASSETS
          BUDGET
          BUILDINGS
          DELIVERY
          EQUIPMENT
          POLICY
          PROCUREMENT
          SCHOOL
          SUPPLIES

UPDATED GUIDELINES ON DELIVERY, INSPECTION, ACCEPTANCE AND RECORDING OF DEPED PROCURED ASSETS

I. Rationale

Pursuant to Presidential Decree No. 1445 (Government Auditing Code of the Philippines), it is the policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government.

In 2006, DepEd Order No. 45, s. 2006 (Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties Procured by DepEd Central Office and DBM Procurement Service) was issued to provide policies and guidelines at different governance levels of the department.

However, the specific procedures and processes across all levels should be given emphasis from deliveries up to recording of procured assets, specially the big ticket projects: DepEd Computerization Projects (DCP), School Furniture, Learning Materials, Science and Math Equipment, and all common and non-common use supplies and equipment.

II. Scope

These guidelines cover the delivery, inspection, acceptance and recording procedures for all deliveries of DepEd procured assets; infrastructure projects including New Construction and Repair of School Buildings and Other Facilities; procurement of common and non-common supplies, materials and equipment, at all levels of the Department: Central Office (CO), Regional Office (RO), Schools Division Offices (SDO) and Public Schools, both implementing and non-implementing units. This also includes assets procured through the Department of Budget and Management Procurement Service (DBM-PS) as the procuring arm of the national government. All offices in DepEd are expected to adhere to these guidelines for uniformity in operational procedures, preparation of reports, recording and booking up of all assets. Stakeholders, particularly the winning supplier, service providers and contractors must observe the herein guidelines accordingly.

I. Definition of Terms

For reference purposes, the term "Proponent Office" shall refer to the office that plays the major role in the process, from procurement to

recording procedures, in every Governance Level depending on the Project, as indicated herein:

PROJECT	PROPONENT OFFICE		
	CO	RO	SDO
School Furniture	Education Facilities Division (EFD)	Educational Support Services Division (ESSD)	School Governance and Operation Division (SGOD) – Education Facilities Unit
Learning Resources, Science and Math Equipment and various Tools and Equipment	Bureau of Learning Resources (BLR)		
Computerization Packages (DCP)	Information and Communication Technology Service (ICTS)		

The terms "Supply Office" and "Accounting Office" shall refer to the corresponding counterpart Proponent Offices, as follows:

	CO	RO	SDO
Supply Office	Asset Management Division	Asset Management Section	Property and Supply Unit
Accounting Office	Accounting Division	Accounting Section	Accounting Unit

II. Policy Statement

This policy provides guidance to offices concerned for the purpose of effective, transparent, efficient, and standard implementation of processes and procedures on delivery, inspection, acceptance, and recording of procured assets/properties of DepEd.

As a general policy, all assets procured by the Department of Education (DepEd), should be in accordance with Republic Act No. 9184 and must be accounted and recorded in the books of accounts maintained by the Accounting Division and in the asset registry of Asset Management Division (AMD), Administrative Service of the Department of Education (DepEd) Central Office, and the equivalent offices in the RO, SDO, and schools.

Specifically, all inventory items (common and non-common use supplies, materials and equipment) that will be procured for the current year should be included in the DepEd's Annual Procurement Plan (APP). The APP for Common-Use Supplies and Equipment (APP-

CSE) shall be submitted annually to the Department of Budget and Management (DBM) and DBM-PS.

III. Procedures

SCHOOL FURNITURE, LEARNING RESOURCES/ MATERIALS/TEXTBOOKS, AND COMPUTERIZATION PACKAGES

1. The Proponent Office shall prepare all documentary requirements for the procurement of their Big Ticket Projects.

2. Upon receipt of the original copies of the Contract/s of the winning supplier/s from the Procurement Service, the Proponent Office will conduct a Pre-Implementation Meeting with the Supply Office, the Accounting Office and the Supplier to discuss the provisions of the contract, particularly on the technical specifications, delivery schedule, inspection, acceptance, payment, and the various documentary requirements.

3. The Proponent Office, together with the Supply Office and the Accounting Office shall conduct a Pre-Delivery Inspection at the warehouse/production site/plants of the winning supplier/s to ensure the quality and compliance to the technical specifications of the procured goods before delivery/distribution to the various recipient schools.

4. The Supply Office shall prepare the Property Transfer Report (PTR) on the basis of the Contract and Allocation/Distribution List per Region/Division provided by the Proponent Office during the Pre-Implementation Meeting.

5. Likewise, the Supply Office will inform the Division Supply Officers of the deliveries to be made by various suppliers and provide them a copy of the distribution list and schedule of deliveries. The PTRs will be one of the delivery documents that the winning supplier will bring during delivery to recipient schools. Upon determination that deliveries are complete and in order, the school property custodian can now sign the PTR.

6. An inspection will be made on the delivered items by the Schools Inspectorate Team. The Schools Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected.

7. Upon signing of the Inspection Report by the School Inspectorate Team, the "acceptance" portion of the Inspection and Acceptance Report (IAR) and "received by" portion of the Property Transfer Report (PTR) shall then be signed by the School Property Custodian.

8. After the deliveries, the supplier shall submit the pertinent documents (Purchase Order/Contract, Delivery Receipt/Sales Invoice, IAR and PTR) to the Proponent Office for preparation of payment.

8.a The Proponent Office shall forward all signed PTRs to the Supply Office for preparation of Summary of Deliveries.

8.b The Supply Office shall transmit signed PTRs and Summary of Deliveries to the Accounting Office for the preparation of Journal Entry Voucher (JEV) and for dropping from the books of accounts.

8.c The Accounting Office shall transmit copies of the JEV to the Division Office-Accountant for booking-up of all deliveries made to schools without books of accounts. Likewise, the Accounting Office shall transmit a separate JEV to the School Accountant/Bookkeeper for deliveries made to schools with books of accounts.

9. The School Property Custodian is responsible for the distribution and issuance of the delivered school furniture to the accountable person in the schools (e.g. Class Adviser), who will then sign the Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) for proper accountability.

INFRASTRUCTURE PROJECTS AND OTHER FACILITIES
(New Construction and Repair)

1. School Buildings Constructed by DPWH

a. The School Governance and Operations Division through the Education Support Unit shall monitor the progress of construction of school buildings being implemented by the Department of Public Works and Highways (DPWH).

b. Upon completion, acceptance, and turn-over of the school building construction projects, the Schools Division Superintendent shall request for the Journal Entry Voucher (JEV) taking up the dropping of the school building account in the DPWH books and other pertinent documents relative to all completed projects from the Accountant of DPWH District Engineering Offices (DEO).

c. The DepEd Division Accountant shall record in their Books of Accounts the accepted and completed school building projects for recipient schools without set of books, while the school

bookkeeper shall record in their books the completed school building as recipient.

d. The Division Accountant shall provide a copy of the completion documents to the Division Supply Officer to record the school building as an Asset/Property of the School.

2. Infrastructure Projects Implemented by DepEd

e. The Proponent Office shall prepare all documentary requirement for the procurement and implementation of the infrastructure projects to be implemented by the Department.

f. The DepEd Engineer of the implementing unit shall function as Project Engineer and shall be in-charge of regular monitoring and inspection of the infrastructure projects.

g. The EFD and a representative from the Office of the Undersecretary for Administration shall monitor and inspect the project implementation as the need arises.

h. The Proponent Office shall furnish the Supply Office copies of the completion documents of all infrastructure projects completed in order to record the projects as assets of the Department.

COMMON/NON-COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT THROUGH DBM-PROCUREMENT SERVICE AND THROUGH CASH ADVANCES

1. Common Use Supplies, Materials and Equipment Available at DBM-PS

a. All offices/schools in the Department are required to prepare their APP-CSE for the year to be submitted to their respective Supply Office for consolidation, as follows:

Office/Schools	In-charge Supply Office
All offices in the Central Office	Asset Management Division (AMD)
All offices in the Regional Office	Asset Management Section (AMS)
All offices in the Schools Division Office (SDO) and schools that are categorized as non-implementing units (non-IUs)	Property and Supply Unit
Schools categorized as Implementing Units (IUs)	School Supply Office

b. All submitted APP-CSE from the respective offices/schools shall be consolidated by the in-charge Supply Office, to be approved by the Head of Procuring Entity.

c. Upon approval of the Head of Procuring Entity, the APP-CSE shall be submitted to DBM-PS, copy furnished the DBM, as required by PhilGEPS. The submitted APP-CSE shall be the basis of DBM-PS in their regular procurement. Likewise, the APP-CSE shall serve as basis of DBM-PS in allocating the items to be delivered/issued to the procuring Supply Office.

d. If the items indicated in the submitted APP-CSE are large in quantity, the DBM-PS shall schedule delivery/ies to the procuring Supply Office. Otherwise, the items will be picked-up from the DBM-PS Depot.

e. When the items indicated in APP-CSE are available in stock with the DBM-PS, the latter shall notify the procuring Supply Office of its availability. The Supply Office shall conform with the said notice by preparing the necessary documents required for its payment. The said document shall be submitted to DBM-PS together with the payment. Payments can be made through Cash, Check or charge to the Single Fund account of the procuring Supply Office in which the unutilized fund are deposited.

f. If the items indicated in the APP-CSE are not available with the DBM-PS, the latter shall issue a Certificate of Non-Availability of Supplies (CNAS) which will serve as basis for the Supply Office to purchase the items from other sources outside DBM-PS.

g. In urgent cases when the Supply Office needs to purchase supplies, materials or equipment at the DBM-PS, walk-in purchase from the PS retail store is advised.

h. All deliveries from DBM-PS shall be received by the representative of the In-charge Supply Office. If the quantities are complete based on the Delivery Receipt (DR), the representative shall sign on the received portion of the DR.

i. The delivered items shall then be inspected by the designated Inspectorate Team as to technical specifications, quantity and other requirements as deemed necessary. Upon satisfaction of the inspection protocol, the Inspection and Acceptance Report (IAR) shall then be signed by the Inspectors and the Supply Officer/Property Custodian, respectively.

j. Upon receipt of the items, the Supply Office can now stock the items in their warehouse or stockroom and likewise prepare Stock Cards/Property Cards. All issuances must be supported with Inventory Custodian Slip/Property Acknowledgement Report with corresponding Request Issue Slip (RIS) prepared/submitted by the requisitioning offices duly signed by the Property Custodian and Head of Office.

k. The Supply Office shall forward the original copies of the Delivery Receipts to their respective Accountants/Bookkeepers for recording of the delivered items in the books.

l. The Supply Office shall prepare daily Report of Supplies and Materials Issued (RSMI) to be submitted to the Accounting Office/Bookkeeper in order to record the issuances.

2. Non Common Supplies, Materials and Equipment procured by DBM-PS

a. In cases when the Department (usually the Central Office) requests the assistance of the DBM-PS in the procurement of Non-Common Supplies, Materials and Equipment, Vehicles, Furniture, and the like, the following documents are to be prepared:

 1) Letter Request signed by the Secretary of Education
 2) Memorandum of Agreement per project.
 3) Agency Procurement Request (APR) which includes the Technical Specifications and Cost.
 4) Distribution List and Allocation List, if applicable

b. The Head of the Procuring Entity shall designate members of the Bids and Awards Committee (BAC) and Technical Working Group (TWG) representing the Department, and Technical Inspectors and Acceptance Committee (TIAC) per project.

c. Request from DBM-PS approved copy of the Purchase Order/Contracts in order to validate/monitor the deliveries and effect the recording in the books of accounts.

d. The Asset Management Division (AMD) upon receipt of the delivery documents, will prepare Stock Cards/Property Cards and the Property Transfer Report (PTR) to effect the transfer of accountabilities to the recipient schools/offices.

e. The delivered items shall then be inspected by the designated Inspectorate Team as to technical specifications, quantity and other requirements as deemed necessary. Upon satisfaction of the inspection protocol, the Inspection and

Acceptance Report (IAR) shall then be signed by the Inspectors and the Supply Officer/Property Custodian, respectively.

f. Upon acceptance of the items, the Supply Office/recipient school/office shall then stock the items in their warehouse or stockroom and likewise prepare Stock Cards/Property Cards. All issuances must be through Request Issue Slip (RIS) prepared/submitted by the requisitioning offices duly signed by the Property Custodian and Head of Office.

g. The Supply Office shall forward the original copies of the Delivery Receipts, Duplicate copy of Agency Procurement Request (APR), IAR and PTR if applicable, to their Accountants/bookkeepers for recording of the delivered items.

3. Common and Non-Common Supplies, Materials and Equipment procured through Cash Advance

a. All supplies, materials and equipment needed by various offices in DepEd must be reflected in their respective APP-CSE.

b. As mandated by RA 9184, all Common-use Supplies, Materials and Equipment must be procured through DBM-PS. However, for items that are urgently needed and not available in the stockroom of the Supply Office and at DBM-PS, the items can be procured using the cash advances/contingency fund, provided that the items are in the approved APP-CSE of the requisitioning office. If not indicated therein, the items will not be allowed to be procured and no cash advances shall be granted.

c. If procurement is allowed through outsourcing, the items to be procured must be supported by the following:

1. Duly inspected Delivery Receipts/Sales Invoice
2. Inventory Custodian Slip (ICS)/Acknowledgement Receipt of Equipment
3. At three (3) Quotations, if applicable
4. BAC authority for alternative mode of procurement

IV. Monitoring and Evaluation

The AMD through its various programs, activities and projects shall continuously gather feedback on the implementation of these guidelines. There shall be an established regular monitoring and evaluation mechanism that will review the extent of adherence to these guidelines. The Central Office is the responsible office to

monitor the Regional Offices; the Regional Office to their Schools Division Offices; and the Schools Division Offices to their respective schools.

V.   References

The following are referenced in this Order:

1. Presidential Decree No. 1445 (Government Auditing Code of the Philippines)

2. DepEd Order No. 45, s. 2006 (Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties Procured by DepEd Central Office and DBM Procurement Service)

VI.   Effectivity/Transitory Provision

Provisions stipulated in DepEd Order No. 45, s. 2015, and other previous issuances which are inconsistent with this Order are hereby repealed.

This Order shall take effect immediately upon its issuance