

Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

UNIM 2071 - 02 - 013 DEPED MALAYBALAY CITY DIVISION JATE RELEASED 9:27 BY:

MEMORANDUM

To:

Assistant Schools Division Superintendent

Chief Education Supervisors, CID and SGOD

Secondary School Heads of

Bukidnon NHS Bangcud NHS

San Martin AINHS

Administrative Officer IV - Supply & Property

This Division

From:

VICTORIA V. GAZO, PhD, CESO V

Schools Division Superintendent

Date:

February 1, 2021

Subject: DELIVERY SCHEDULE OF DEPED COMPUTERIZATION PROGRAM (DCP) BATCH 2019-02

- 1. The Delivery of DCP Packages for Junior High School / Senior High School is scheduled on February 2-4, 2021. School recipients are advised to strictly observe the DCP deployment/delivery processes stated in Division Memorandum No. 309, s. 2020.
- 2. Enclosed are the Guidelines for the Deployment of FY 2019 DCP Packages and Delivery Schedule from GirlTeki 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

TO BE POSTED IN THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City Telefax No.: 088-314-0094; Telephone No.: 088-813-1246

Website: depedmalaybalay.net

Email Address: malaybalay.city@deped.gov.ph

DCP BATCH 2019-02 DELIVERY SCHEDULE FROM GIRLTEKI

Pickup schedul	ckup schedule: February 1, 2021										
Delivery Date:	February 2-3, 2021										
SCHOOL ID #	SCHOOL NAME	DIVISION		ADDRESS	SET	BATCH					
303946	Bangcud National High School	Malaýbalay City	Bangcud	Sayre HighwayBangcud	1	B2					

Delivery Date	e: February 3-4, 2021					
303950	Bukidnon NHS	Malaybalay City	Barangay 3 (Pob.)	Fortich St., Barangay 3, Malaybalay City	1	B2
303982	San Martin Agro-Industrial NHS	Malaybalay City	San Martin	Purok 7 San Martin	1	B2



Republic of the Bhilippines

Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

DM 2010-09-309 DEPED MALAYBALAY CITY DIVISION RELEASED 7020 TIME: 10. CT

DIVISION MEMORANDUM No. 309

____, s. 2020

To:

Assistant Schools Division SuperIntendent Chief Education Supervisors, CID and SGOD Public Elementary and Secondary School Heads

This Division

From:

VICTORIA\V. GAZO, PhD, CESO V

Schools Division Superintendent

Date:

August 20, 2020

Subject: GUIDELINES FOR THE DEPLOYMENT / DELIVERY OF VARIOUS IT

PACKAGES UNDER FY 2019 DEPED COMPUTERIZATION PROGRAM

(DCP)

- Pursuant to DepED OUA Memo 00-0820-0093 re: Guidelines for the Deployment / Delivery of Various IT Packages Under FY 2019 DCP, all recipient schools are advised to strictly observe the DCP deployment/delivery processes and prepare all school counterpart requirements before the delivery of the DCP Packages.
- Enclosed are the Guidelines for the Deployment of FY 2019 DCP Packages and List of Recipient Schools for reference.
- 3. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer 1 at 09770618486.

Encl: As stated Copy Furnished:

Records Unit

TO BE POSTED IN THE WEBSITE

Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City Telafax No.: 088-314-0094; Telephone No.: 088-813-1246

Website: depedmalaybalay.net

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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangelawang Kalihim

OUA MEMO 00-0820-0093 MEMORANDUM

17 August 2020

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 VARIOUS IT

PACKAGES UNDER FY2019 DCP

The following guidelines are hereby issued for the effective and efficient deployment/delivery of VARIOUS IT PACKAGES under FY2019 DCP DepEd Computerization Program (DCP):

Batch 2019-01: G4-6 ICT Package

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Smart TV	1
4	Wireless Router	1
5	Charging Cart	2
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

2. Batch 2019-02: JHS/8HS ICT Package

Item #	Description	Quantity
1	Host laptop	1
2	Laptop	50







Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207 Email: usec.admini@deped.gov.ph; Facebook/Twitter @depedtayo

3	Wireless Router	1
4	Charging Cart	2
5	Smart TV	1
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

Batch 2019-03; E-textbooks

ltem #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Wireless Router	1
4	Charging Cart	2

Note: For Regions II, III, IV-A, V only

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.
- 4. Only the Supply Officer / Property Custodian shall receive the deliveries whether the school is ready or not.
- 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. SIGRING OF INSPECTION AND ACCEPTANCE REPORT (LAR) 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:
 - 1.1 Inspection of DCP Packages:
 - 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 Batch 2019-01: G4-6 ICT Package
 - a. Set-up 50 units 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router

- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- c. Set-up Charging/Storage Cart and check if all 2-in 1 Tablet PCs are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
 - USB ver. 2.0
 - HDMI
 - Ethernet
 - Bluetooth
 - Wi-Fi Support
 - Component and Composite Video
 - Ethernet
 - Bluetooth
 - Wi-Fi connect laptop to TV

1.2.2 Batch 2019-02: JHS/SHS ICT Package

- a. 50 Laptops can access files from Host Laptop (Host) using Wireless Router
- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
 - USB ver. 2.0
 - HDMI
 - Ethernet
 - Bluetooth
 - Wi-Fi Support
 - Component and Composite Video
 - Ethernet
 - Bluetooth
 - Wi-Fi connect laptop to TV

1.2.3 Batch 2019-03: E-textbooks

- a. Set-up the 50 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router
- b. Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working

1.3 Training Requirements

1.3.1 Training stated above shall be provided for at least to (2) teachers from each recipient school. Attendees not

- include the school's designated ICT Coordinator and Division IT Officer.
- 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.

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

- 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:

- 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 3year 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).
- 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 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 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.
- 7. The Division IT Officers must consolidate all unresolved issues from the recipient schools and submit to Regional IT Officers. The Regional IT Officers must transmit all unresolved issues to dcp.recipients@deped.gov.ph. The TID-ICTS to forward all concerns to the appropriate supplier. The Supplier must respond reports indicating resolved, pending and closed issues to DepEd ICTS Technology Infrastructure Division.
- 8. DepEd TID-ICTS accommodates non-supplier action report at icts.tid@deped.gov.ph.
- **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 Engr. Ofelia L. Algo, ICTS-TID Chief, at ofelia.algo@deped.gov.ph.

For reference and strict compliance.



Attachments:

- a. List of recipients' schools
- b. Copy of IAR
- c. Copy of Training Checklist



Republic of the Philippines

Benartment of Couration

REPORTATION AND COMMUNICATIONS TECHNOLOGY SERVICE (ICTS)

Pasig City, Philippines

Office of the Director

TRABOMITTAL

03 February 2020

7.5

Dr. ARTURO B. BAYOCOT

Regional Director

Masterson Avenue, Zone 1,

Upper Bulalang, Cagayan de Oro City

FROM

AURAM Y.C. ABAHIL

Director IV, ICTS

SUBJECT

DEFED COMPUTERIZATION PROGRAM (DCP) FY 2019

RECIPIENT SCHOOLS

Dear Director Bayocot:

This letter contains list of the following documents:

1. Signed Copy of DCP Recipient Schools for Batch 2019-01: G4-6 ICT

Signed Copy of DCP Recipient Schools for Batch 2019-02: JHS; SHS ICT

Thank you.

14 their Bardacia Building, Maraka Anneus, Pass Cay Telephone humber/s: \$611, 1636; 4613, 6544

Supply Delivery, Installation, Configuration, Testing; Commissioning, Training, and Maintenance of Various ITPackages under FY2019 DCP Batch 2019-01:G4-6 ICT Package

RECIPIENT SCHOOLS

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Region X	Buhisaon	1.2665.3	Camp I #5	Maramag	0	Purgit 4, Camp One.	1
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Region X	Bullidron	126657	Elementary School	Maramag	Dalagon	Maramag Binidops	1
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Region X	Buhidean	124512	Valburca (5	Antapan	0	Purph 1 Kulesifian	
Region Y	Cagavan de Oro City	127948	Batubal Elementary	Cagayan Dr Oro City	Salvasi	Purot 1 Saturati	1
····			School	(Capital)		<u> </u>	·
Region #	Cagayan de Oro City	128001	Canito an Elementery	Eagayan De Ore City	Capito AR	Caniforn Cagayen de	1
			School	(Capital)		Dre	·····
Semon X	Cagayan de Oro City	127966	Indahad Elementory	Cagayan De Oro City	Indehag	Centra	ı
			School	(Capital)			
Argion X	Caspan de Ora Cay	128004	Pagatpät (lementary	Cagayan De Oro City	Pagalgori	Zone 3 Pagetmet.	1
			School	(Capetal)			· · · · · · · · · · · · · · · · · · ·
Argion X	Cagayan de Orp City	127994	Upper Carmen	Cagavan De Oro City	Carmen	Zone 10, Upper Carnen	1
			Elementary School	(Capeat)			
Region X	Gragoog City	120059	Agay ayon Elementary	Gingoog City	Agay Ayan	Purch #2 Agay agay	£
			S(hou)				
Region X	Genguag City	128052	Barangay 18-A	Gingage City	Barangey 18-A (Pob.)	Lapari Gegy. 15-A	ı.
			Elementary School				
Region X	the an City	128152	Angelica Medina NS	Mean City	Santa Elena	Purol 2 Sta Llena, figur	1
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Angion 1	Repriety	138156	Suarez Central School	Higan City	Super	Zone Orchuts, Suares	<u>_</u>
Regioni X	Larian del Norte	12/156	Pantao Ragel Control	Pant so Ragat	Poblacion East	East Poblacion	1
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Region X	Lanus del Norte	137166	Pamar Ct5	Panter	Campone	Del Norte Campane	

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Region X	(ansa del Norte	5.00691	Sultan Naga Olmaporo CES	Sukan Naga Dimaporo (Karomatan)	Poblacion	Poblecion, Sind, Lanao Del Morte	1
Rogerow X	Malaybalay Oty	126579	Casisong CS	City Malaybelay (Capital)	Сеньяя	Purch & Cassang, Misleybolay City	1
Region X	Misamo Occapental	127244	Alan an Central School	Alexan	0	Dobsav, Almon, Mineris Occulental Collegy	. 1
Region X	Misemis Occidental	127518	Celembe CS	Calamba	10	Marthem Poblacies	1
Region X	Misamis Occidental	127582	Tudely Central School	Tudela	0	Contro Napu	Ţ
Region X	Misamis Oriental	127699	Aplaya (S)aspin	Agtops	Agleya	1
Region X	Missions Original	127035	Baera FS	Opol	Barra	Cone 2 Barra	1
Region X	Missionis Orlentali	127707	Kirnaya ES	Secen	Elemania	Kirtoya	1
Repon A	Mishinis Orlental	201500	23 notet	Tagotean	Maken	Zane J. Mohan	1
Region X	Missing Original	127730	San Antonio ES	Janaan	San Antonio	San Antonio	
	Valencia City	126833	Batangan CES	City Of Valence	1314466	Punsk IO Betangdes, Valencia City Baltanguri	1
Region X	Valencia Elity	124846	Lumbo ES	City Of Valenda		Purqt 2, Lumbs Valencia City	1

IT Officer IS Chief Technology Infrastructure Di

Supply, Delivery, Installation, Configuration, Testing; Commissioning, Training, and Maintenance of Various ITPochages under FY2619 DCP: Butch 2019-02: JHS/SHS ICT

RECIPIENT SCHOOLS

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X region		tui -taen	303961	San Lue NHS	Мунтору	o .	Lumanton Sen Luir	
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Region X	Cagapier de Ora City	304104	Agustin Henoret High Bohdol	Cagayers De Oro Cdy (Captel)	Aguser	Sandulation Zone 1 Aguston COO	,
Megan X	Cagayan da Oro City	304107	Bugo Missonsi High School	Cogarian De Oro Cay (Copiel)	Bugo	Payes Vilege Subdistayes	1
Рефол Х	Cagayun da Oro Cay	3041GB	Buhat Hattons High School	Captosic De Cric Cry (Captosi	Bunu	Empe 7 Bullia	1
Program X	Cagayan da Oro City	304111	Cagoyan Do One Hightens (1931 Bahasi	Cagayan Da Oro Cay (Cagago)	Philippin	20th Street Mateurit	*
Pingan X	Cagavan de Oto Cây	315403	Cagayon da Ciro NHS - Bahdung Armas	Cagayan Do Ore City (Cagasi)	Beviere	Bandong	1
Pagen X	Capayan da Ora City	315404	Cartierters en lântmaa jogs Beheel	Cagayan Do Ore City (Capas)	Салалия Ал	Paglaum	,
Magne X	Cagasar de Cre Chy	304189	Cardinan National High School	Cagayan Co Oro City (Cagasa)	CompAr	Casteen	,
Region X	Cagoyen do Ore City	504116	ndahas Nasonal Has Sehasi	Cagaren De Ore City (Cagaret)	indeng	ladehag	1
Region X	Cagasan da Ora City	304117	Seren Makerel High Edhesi	Cagoyan Do Oro City (Copiel)	lpenen	Jone 5	,
Region X	Cagayan do Oro Cây	304119	Lumban Hadarrad Pagh Schapf	Capeyer: De Ore City (Capelai)	L writes	Lurea	1
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Region X	Cagayon de Oro Cây	304110	hatro "Clay" N Pros St High Echael	Capayan Da One City (Capata)	Cardo An	PH Res Subs Cattories	1
Region X	Cagayan da Oro Cdy	364125	agistica i faciliar di 1949. Beliggo	Cagaran De Dro Cay (Cagara)	Yagimas	Tagariso	1
Magan X	Campa	303000	Compute NP48	CERTON	Logic	Last Caleman Calegon	1
Region X	Campur	319081	Make Makeage High School	Gunddan	West	Mass Chronitan Catagori	1
Paga- X	Changun	303987	runding National High Echippi	Mamhigae (Capital)	Turning	Vusebring Marriages Coordinate	7
Region I	Ei Spirmber	304865	Cagon M46	Cap CI El Sar-maio	٥	Purah S Coqui- El Salvagar Cog	1
Region A	Gengoog City	364130	Gingson Cey CAN-4	Geograph Car	Bertropy 73 (Pob.)	Material Harmon 8 23	1
Repen X	Gregoog Cay	319504	Cingson City Chi-16 - Pundanga HHS Annas	Grigony City	Semego	Ongo Santage	1
Region X	Gregoria City	304136	Jeann O Mainea Er National High School	Gingony City	Delonger	Charagen	1
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