



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM-2022-04-203
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: APR 11 2022 2:58 pm
BY: [Signature]

DIVISION MEMORANDUM

No. 203, s. 2022

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary & Secondary School Heads
School ICT Coordinators
This Division**

From: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

Date: April 4, 2022

Subject: **DEPED COMPUTERIZATION PROGRAM (DCP) WARRANTY ISSUE
REPORTING FORMAT**

1. Relative to Unnumbered DepEd Memorandum dated March 25, 2022 re: DepEd Computerization Program (DCP) Warranty Issue Reporting Format, this Office hereby directs all School ICT Coordinators with non-working computer units that are still under warranty to use the warranty reporting format for uniformity and easy monitoring.
2. For immediate reporting of delivery and warranty issues, the report shall be submitted at **dcp.recipients@deped.gov.ph** and copy furnished **ictu.malaybalay@deped.gov.ph** using the DCP warranty reporting format:

Region:
School ID:
School Name:
DCP Batch:
Quantity:
Item/Unit:
Serial Number:
Supplier:
Problem:
Contact Number/s:
Contact Persons:



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





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3. For easy reference, the Activity Codes, Region, Fund Year, Batch Number and Supplier's Name shall be included as the email subject.

Example: **AC01-R10-20181-RedDot**

| Activity Code | Warranty Issues |
|---------------|---|
| AC01 | Replacement / Damaged Upon Delivery |
| AC02 | Warranty Claims / Defective Units |
| AC03 | Typhoon / Calamities |
| AC04 | Stolen |
| AC05 | Pull-out |
| AC06 | Bayanihan |
| AC06A | Replacement / Damaged Upon Delivery (Bayanihan) |
| AC06B | Warranty Claims / Defective Units (Bayanihan) |

4. When all concerns have been fully addressed, the School ICT Coordinator shall input the following through the following link: <https://bit.ly/3NpashE>.

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

Copy Furnished:
Records Unit

TO BE POSTED IN THE WEBSITE



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