DIVISION MEMORANDUM
No. 146 s. 2018

TO:        CID & SGOD Chiefs
SDO Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
School ICT Coordinators
School Property Custodians

FROM:      SOCORRO V. DELA ROSA, CESO VI
Schools Division/Superintendent

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

DATE:      June 8, 2018

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 thru the Division ITO would like to request the assistance of School Heads, Property Custodians, ICT Coordinators 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 at OSDS-ICT unit on June 14, 2018 in hardcopy - placed in a short folder or in softcopy (email to jennifer.metica@deped.gov.ph with a subject ICT Documents_Name of School)

For information, guidance and compliance.