



Republic of the Philippines  
Department of Education  
Region V (Bicol)

**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
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**RELEASED**

**DIVISION MEMORANDUM**

No. 740 s. 2018

DepEd, Division of Catanduanes

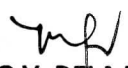
RECORDS SECTION

Date JUN 11 2018

Time: 9:00 PM

Signature: [Signature]

**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:

- Delivery Receipts;
- Property Transfer Reports (PTR), if available; and
- 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](mailto:jennifer.metica@deped.gov.ph) with a subject **ICT Documents\_Name of School**)

For information, guidance and compliance.