DIVISION MEMORANDUM
No. 484_s. 2019

TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisor
Elementary & Secondary School Heads Concerned
Designated District/School ICT Coordinators Concerned
School ICT Coordinators/Property Custodians Concerned

FROM: DANilo E. Despi
Schools Division Superintendent

SUBJECT: DELIVERY OF COMPUTER PACKAGES FOR DEPED COMPUTERIZATION PROGRAM (DCP) BUDGET 2019 RECIPIENT SCHOOLS

DATE: November 21, 2019

Please be informed that the delivery of computer package for DepEd Computerization Program (DCP) Budget 2019 started yesterday (November 20, 2019) to the following recipient schools:

For Secondary (SHS) stand-alone package: (40 Desktops, 1 TV-55", 1 printer and 1 wireless router) – 1 Classroom is needed
1. Bato RDHS

For Elementary (E-textbooks) : (50 netbooks/tablets, 1 laptop/server, 2 charging cart and 1 router) – to be placed/stored in existing E-classroom
1. Cabuyoan ES - Panganiban District
2. Cagdarao ES – Panganiban District
3. JMA (Asgard) ES – San Andres District
4. Pangilao ES – San Miguel District

It is expected that the said schools complied already the counterpart requirements as stipulated in the School Readiness Checklist (SRC).

Further, you are hereby advised to do the following during delivery, installation and trainings of the said packages to your school:

1) Sign the Inspection and Acceptance Report if the delivery is complete or partial, depending on the result of inspection;
2) Sign and furnish a copy of Delivery Receipt to SDO-IT Section;
3) Indicate in the documents (IAR & DR) the date when you signed and received said computer packages;
4) Proper wiring must be observed;
5) Trainings must be conducted before the final turnover of the said IT equipment/devices to school; and
6) Submit Narrative Report to the SDO-IT unit with attached documents (pictorials during the delivery, installation and training)

For information, guidance and compliance.