MEMORANDUM

TO : CID & SGOD Chiefs
  Education Program Supervisors
  Public Schools District Supervisors
  Secondary School Heads Concerned
  School ICT Coordinators Concerned
  School Property Custodians Concerned

FROM : (Signature)
  JOCORRO V. DELA ROSA, CESO VI
  Schools Division Superintendent

SUBJECT : REQUEST FOR SIGNING OF INSPECTION ACCEPTANCE REPORT (IAR) FOR DCP BATCH 33

DATE : February 6, 2017

Pursuant to DepEd Unnumbered Memorandum from the Director IV – Information and Communications Technology Services, the Division Information Technology Officer was provided of the Inspection and Acceptance Report (IAR) to be distributed and for signatures of concerned personnel of the respective DCP recipient schools for Batch 33. According to the ICTS who is in-charge of the implementation of DCP, the IAR’s for Batch 33 already signed by the recipient schools were discovered having one (1) item not included in the said document. The said item is an external portable DVD writer.

In connection to this, you are hereby advised to accomplish the said IAR’s enclosed in this memorandum in order to facilitate the payment of the suppliers for their delivered goods and services. Said IAR is due on February 10, 2017 at SDO-IT Section.

For information, guidance and compliance.
| No. | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      | 16      | 17      | 18      | 19      | 20      | 21      | 22      | 23      | 24      | 25      |
|-----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|     | 302070  | 302074  | 302076  | 302077  | 302078  | 302082  | 302083  | 302086  | 302087  | 302089  | 302091  | 302093  | 302094  | 302095  | 302096  | 302097  | 302098  | 302099  | 302100  | 302101  | 302102  | 302103  | 302105  | 309801  | 309802  |
|     | Baras North| Bato East| Bagamanoc North| Virac North| San Andres West| Caramoran South| Virac North| Caramoran North| Gigmoto| Virac South| San Andres West| Virac South| Pandan West| Panganiban| San Andres East| Viga West| San Miguel South| San Miguel North| Bagamanoc North| Gigmoto| Caramoran South| Pandan East| Viga East| Panganiban| Pandan West|
Supplier: **COLUMBIA TECHNOLOGIES INC.**

P.O. No: _______________ Date: _______________ Invoice No: _______________

Requisitioning Office/Dept.: ________________________________________________

School ID: _______________

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<th>Stock No.</th>
<th>Unit</th>
<th>Description</th>
<th>Quantity</th>
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<td>External Optical</td>
<td>LITEON EXTERNAL PORTABLE</td>
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<tr>
<td></td>
<td>DVDRW Drive</td>
<td>DVDRW DRIVE</td>
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**INSPECTION**

Date Inspected: _______________

☑️ Inspected, verified and found in order as to quantity and specifications

**ACCEPTANCE**

Date Received: _______________

☐ COMPLETE

☐ PARTIAL (Pls. Specify Quantity)

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Inspection Officer/Inspection Committee

Property Officer