



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CITY SCHOOLS – TAGBILARAN CITY**  
City of Tagbilaran



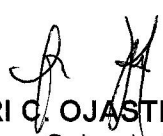

August 16, 2019

DIVISION MEMORANDUM  
NO. 341, s.2019

**GUIDELINES FOR THE DEPLOYMENT / DELIVERY OF IT PACKAGES (E-TEXTBOOKS) AND IT EQUIPMENT FOR SENIOR HIGH SCHOOLS WITH ICT TRACK FOR DCP FY 2018**

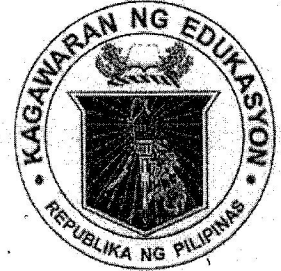
**TO: Public Secondary School Head  
Public Secondary School ICT Coordinators (ICT-related programs and projects)  
Public Secondary School Property Custodian  
All Others Concerned**

1. Attached herewith is a Regional Memorandum No. 417, s.2019 dated August 15, 2019 as stated.
2. For clarifications or more information on this matter, please direct your concerns to Jose C. Mariñas III, Information Technology Officer.
3. For information, guidance and strict compliance.

  
**NERI C. OJASTRO, Ed.D., CESE**  
Assistance Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent 



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



AUG 15 2019

REGIONAL MEMORANDUM

NO 417, s. 2019

**GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF IT PACKAGES (E-TEXTBOOKS) AND IT  
EQUIPMENT FOR SENIOR HIGH SCHOOLS WITH ICT TRACK FOR DCP FY2018**

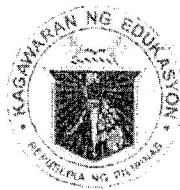
TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. Attached is the guidelines from the Office of the Undersecretary for Administration issued for the effective and efficient deployment/delivery of IT Package (E-Textbooks) and IT Equipment for Senior High Schools (SHS) offering ICT Track under FY2018 DepEd Computerization Program (DCP).
2. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ LLB, CESO V**

Director III  
OIC-Regional Director

JAJ/ICTU/IPJ



QUA MEMO 14-0719-0272

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

QUA MEMO 14-0719-0272

**MEMORANDUM**

18 July 2019

For: **Regional Directors  
Schools Division Superintendents  
District Supervisors  
Principals and School Heads  
Regional and Division Supply Officers  
Regional and Division IT Officers  
School Property Custodians  
School ICT Coordinators**

Subject: **GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF IT  
PACKAGES (E-TEXTBOOKS) AND IT EQUIPMENT FOR  
SENIOR HIGH SCHOOLS WITH ICT TRACK FOR DCP FY2018**

The following guidelines are hereby issued for the effective and efficient deployment/delivery of IT Package (E-Textbooks) and IT Equipment for Senior High Schools (SHS) offering ICT Track Under FY2018 DepEd Computerization Program (DCP).

**A. DCP DEPLOYMENT:**

1. The Goods and Services shall be delivered to the Project sites / recipient schools, within two hundred ten (210) days from issuance of the Notice to Proceed.
2. The Asset Management Division / Supply Office will inform the Division Supply Officers of the deliveries to be made by the suppliers and provide them a copy of the distribution list and schedule of deliveries.
3. The DCP Package can only be unloaded when authorized School Personnel like School Property Custodian and the School Inspectorate Team are present. If the School Property Custodian is not present nor available during the arrival of the DCP package at the school, the School Head/ Principal should appoint an alternate School Property Custodian that will handle the delivery for this project.

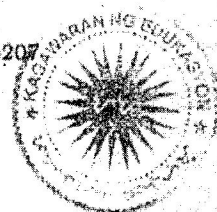
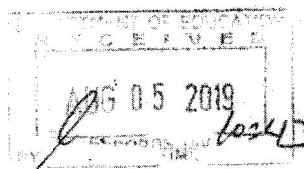
**Office of the Undersecretary for Administration**

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health,  
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*

Department of Education, Central Office, Meralco Avenue, Pasig City

Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207

Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



4. Only the Supply Officer / Property Custodian shall receive the deliveries whether the school is ready or not.
5. Deliveries after 5pm, holidays including Saturdays and Sundays can be accommodated on a case to case basis and with prior coordination with the School Property Custodian and IT Officers.
6. However, during the actual delivery of DCP packages, if the Supplier found that the recipient school is closed or un-energized or have no available Classroom/ makeshift structures, the Supplier shall deliver the packages to the Division or District Office. The Supply Officer shall perform an initial checking of the delivered DCP package as to physical conditions of the boxes, quantity and if accordance to the items specified in the Inspection and Acceptance Report (IAR).
7. In case the Supplier/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier should replace the missing/damaged items or opt. to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier and the recipient. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.

**B. UPON DELIVERY OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:**

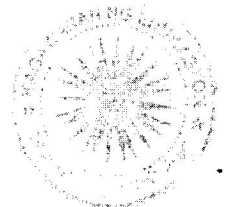
1. The supplier/forwarder shall bring the following documents to recipient schools and turned over to the **School Property Custodian or designated alternate:**
  - 1.1 Delivery Receipt;
  - 1.2 Property Transfer Report (PTR);
  - 1.3 Inspection and Acceptance Report (IAR); and
  - 1.4 Training Checklist
2. **The School Property Custodian (or designated alternate) shall perform an initial checking for the delivered DCP package** as to physical conditions of the boxes, quantity and if conforms to the items specified in the Inspection and Acceptance Report (IAR) **prior to signing of Delivery Receipt.**

**C. SIGNING OF INSPECTION AND ACCEPTANCE REPORT (IAR) AND PROPERTY TRANSFER REPORT (PTR)**

1. An inspection will be made on the delivered items by the School Inspectorate Team. The School Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected. The School Inspectorate Team shall see to it that the following requirements are complied with:



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1.1 Inspection of DCP Packages:

- 1.1.1 Verify that what was stated in the IAR conforms to actual equipment delivered (technical specifications including the product description, model, brand, and product / serial numbers).
- 1.1.2 Verify the quantity stated in the IAR against the actual quantity delivered.
- 1.1.3 Inspect for damage.

1.2 Check for Operability / Functionality

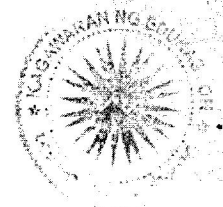
- 1.2.1 IT Package (E-Textbooks)
  - a. 50 ETablets PCs can access files from Host Laptop (Host) using Wireless Router
  - b. Set-up Printer on laptop
  - c. Set-up Charging/Storage Cart and Check if ETablets PC are charging. .
- 1.2.2 IT Equipment for Senior High Schools (SHS) offering ICT Track
  - a. All computer packages shall be installed. Layout should adopt to the Multimedia Classroom and will depend on your teaching style of the teachers.
  - b. 40 Standalone PCs can access files from Host PC using Wireless Router
  - c. Set-up AVR and connect Standalone PCs
  - d. Set-up Printer on laptop
  - e. Set-up Smart Television, check if working

1.3 Training Requirements

- 1.3.1 Training stated above shall be provided for at least two (2) teachers from each recipient school. Attendees must include the school's designated ICT Coordinator, Division IT Officer or ICT Coordinator.
- 1.3.2 Training manuals in hardcopies and soft copies (in DVD) shall be provided per recipient school.
- 1.3.3 Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.
- 1.3.4 Training manuals shall be signed by the participants after completing the required hours of training and certified by the supplier and the ICT Coordinator.



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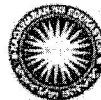


**D. AFTER THE DELIVERIES OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:**

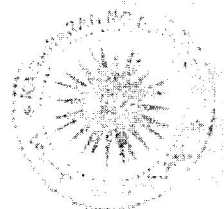
1. The supplier shall bring the following documents back to DepEd - ICTS - TID:
  - 1.1 Signed Delivery Receipts
  - 1.2 Signed Inspection and Acceptance Report (IAR)
  - 1.3 Signed Property Transfer Report (PTR)
2. The School Property Custodian shall keep the school copy of the above documents.

**E. AFTERSALES SUPPORT:**

1. A three (3)-year comprehensive and onsite warranty for the whole IT Equipment package including networking peripherals and for operation and maintenance of all licensed software products will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance).
2. For the following consumable items, a standard/base warranty or minimum of one (1) year warranty shall be applied:
  - 2.1 Laptop and Tablet Batteries
  - 2.2 Headsets
  - 2.3 External Portable Optical Drives
  - 2.4 Optical Mouse for Laptops
3. Upon receipt by the Supplier of the Procuring Entity's notice of any claims arising under this warranty, the Supplier shall immediately act upon to repair or replace the defective Goods or parts thereof. The period for correction of defects in the warranty period is within seven (7) calendar days from receipt of such notice.
4. For defects arising from within the first-half of the warranty period, as applicable, DepEd may opt to demand for recall and replacement of the defective items.
5. On the other hand, defects arising from the onset until the expiry of the warranty period, DepEd may ask for repairs of the defective items.
6. The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd. DepEd shall deduct the liquidated damages from any money due or which may become due to the Supplier or collect from any of the



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securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, DepEd may rescind the Contract, without prejudice to other courses of action and remedies open to it.

- F. Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines On Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.
- G. For clarifications or more information on these matters, please direct concerns to:

**ENGR. OFELIA L. ALGO**  
Information Technology Officer III  
Chief, Technology Infrastructure Division  
Phone Nos: +632.6332363 / +63.9088782413  
Email: ofelia.algo@deped.gov.ph

For reference and strict compliance.

