



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



March 8, 2024

DIVISION MEMORANDUM

No. 105, s. 2024

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned
This Division

ICT DATA COLLECTION FOR TEACHERS AND STUDENTS

1. This Office disseminates the Regional Memorandum No. 0139, s. 2024 titled "**DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2022**".
2. In line with this, School Heads, School Property Custodian and ICT Coordinator of the following schools are mandated to attend the orientation to be conducted on March 20, 2024, 1:00 PM at the Division Conference Hall:
 - a. Prenza Elementary School
 - b. Mayor Alfonso Tan High School
 - c. Polao Integrated School
 - d. Maloro Integrated School
 - e. Pangabuan Integrated School
 - f. Bintana Integrated School
 - g. Sta. Cruz Elementary School
 - h. Capalaran Elementary School
 - i. Pangabuan Beach Elementary School
 - j. Balatacan Elementary School
3. Enclosed is the Regional Memorandum for your reference.
4. Immediate and wide dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *Shambae*

To be indicated in the Perpetual Index
under the following subjects:

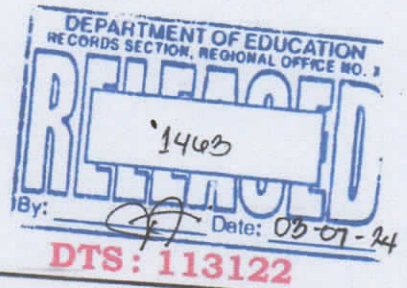
ICT DCP



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



REGIONAL MEMORANDUM
 No. 0139, s. 2024

March 6, 2024

DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2022

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. This issuance refers to the **ICTS MEMO CTS-OD-MM-2024-0072** titled **Delivery and Distribution of DCP Package 2022**.
2. Please see the attached guidelines for the effective and efficient deployment/delivery of DepEd Computerization Program (DCP) Packages.
3. Also attached in this memorandum is the list of recipient schools for the e-Learning Cart Package, Smart TV Package, Computers for Non-Teaching Personnel Package, and Laptop for Teaching Package.
4. For further inquiries and clarification, please contact Renel Jay Quirit, IT officer, at 0917-307-7968.
5. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

DR. FEDERICO P. MARTIN, CESO V
 Officer in Charge
 Assistant Regional Director

ATCH.: As stated
 To be indicated in the Perpetual Index
 under the following subject:

ICTS-OD-MM-2024-0072

ICT/rjq24-06



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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Republika ng Pilipinas
Department of Education


INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

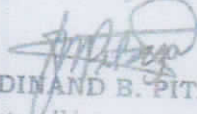
Office of the Director

MEMORANDUM

ICTS-OD-MM-2024-0072

TO : REGIONAL DIRECTORS
 SCHOOL DIVISION SUPERINTENDENTS
 REGIONAL IT OFFICERS
 DIVISION IT OFFICERS
 PLANNING OFFICERS
 SUPPLY OFFICERS
 ALL OTHERS CONCERNED

THRU : 
 NOLASCO A. MEMPIN
 Undersecretary for Administration

FROM : 
 FERDINAND B. PITAGAN, PhD
 Director IV
 Information and Communications Technology Service

SUBJECT : DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2022

DATE : 29 February 2024

The Department of Education (DepEd) continuously develops, supports, and strengthens learning support systems to improve access to quality basic education by institutionalizing technology in learning, teaching, and services.

The distribution and deployment of the DepEd Computerization Program Packages for 2022-2024 is currently in progress. The winning suppliers will be responsible for delivering and maintaining the packages to the DepEd sites (Central Office, Regional Offices, Schools Division Offices, and Schools).

The following guidelines are hereby issued for the effective and efficient deployment/delivery of DepEd Computerization Program (DCP) Packages.

A. DCP DEPLOYMENT

The list of schools and their locations shall be based on the master list provided by the ICT Service.



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 Telephone Nos.: (+632) 8631-9636
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The supplier shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.

B. DELIVERY DOCUMENTS

1. Prior to the scheduled delivery to the DepEd sites (Central Office, Regional Offices, Schools Division Offices, and Schools), the supplier shall notify the DepEd's ICTS – Technology Infrastructure Division, Asset Management Division, Contract Management Division, and DepEd Regional and Division Supply Office on the schedule of delivery.
2. Upon delivery of goods to the DepEd sites:
 - The package can only be unloaded when authorized personnel (e.g. Supply Officer, etc.) and the CO/RO/SDO/School inspectorate team are present. If the Supply Officer is not present nor available during the arrival of the package at the DepEd site, the head of the office should appoint an alternate Supply Officer who will receive the DCP Packages;
 - The Supply Officer (or designated alternate) should check the delivered goods for quantity, physical form, and condition. If there are any defects, missing or broken parts, reject the items and return them to the supplier immediately. The supplier must replace them from their buffer stock or schedule separate deliveries. Only the Supply Officer (or designated alternate) may sign the Delivery Receipt.
 - The Inspection and Acceptance Report (IAR) shall only be signed by the CO/RO/SDO/School inspectorate team if the delivery complies with the requirements.
 - The acceptance portion of the Inspection and Acceptance Report (IAR) and the received portion of the Property Transfer Report (PTR) shall then be signed by the Supply Officer.
 - Please ensure that the packages are received, stored, and utilized properly.

C. DCP PACKAGES DEPLOYMENT 2022

FY	PACKAGES	RECIPIENTS	CALENDAR DAYS
2022	Package 1 - e-Learning Cart <ul style="list-style-type: none"> • 46 Laptops • 1 Smart TV • 2 Charging / Storage Carts • 2 Wireless Routers • 1 External Hard Drive 	Schools Division Offices (SDO) <ul style="list-style-type: none"> • For regions CARAGA, IX, and XII the eLC will be delivered to the SDO which will deliver it to Schools. 	120
		Schools <ul style="list-style-type: none"> • For the remaining regions the eLC packages will be delivered to schools. 	180

Package 2 - Smart TV <ul style="list-style-type: none"> • 5 Smart TVs • 5 External Hard Drive 	Schools Division Offices (SDO) <ul style="list-style-type: none"> • For regions CARAGA, IX, and XII the Smart TV will be delivered to schools 	120
	Schools <ul style="list-style-type: none"> • The principal will select five (5) classrooms for installation of the Smart TV • The remaining regions of Smart TV package will be delivered to schools 	180
Package 3 - Computers for Non-Teaching Personnel <ul style="list-style-type: none"> • 8 units per RO • 12 units per SDO 	Central Office Personnel	90
	Regional Offices <p>*Allocated as follows:</p> <ul style="list-style-type: none"> • Regional Director • Assistant Regional Director • Regional Planning Officer • Regional IT Officer • Computer Programmer • Computer Maintenance Technologist • Two (2) DCP Trainers 	
	Schools Division Offices <p>*Allocated as follows:</p> <ul style="list-style-type: none"> • School Division Superintendent • Assistant School Division Superintendent • Division IT Officer • Division Planning Officer • Administrative Officer II • Two (2) DCP Trainers • The remaining units will be distributed at the discretion of the Schools Division Superintendent. 	
Package 4 - Laptop for Teaching <ul style="list-style-type: none"> • 5 laptops per school 	Schools Division Offices (SDO) <ul style="list-style-type: none"> • The package will be delivered to the Schools Division Office • The SDO Offices will deliver the DCP Packages to School. 	120

		<p>Schools</p> <ul style="list-style-type: none"> • The five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the Principal which can be utilized by all teachers • Priority will be given to Alternative Learning System (ALS) teachers 	120
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Please refer to the following link for the allocation list:

- e-Learning Cart and Smart TV 2022 Packages –
<https://bit.ly/DCP2022-Rebid-RecipientSchools>
<https://bit.ly/DCP2022-FinalAllocationList>
- Computers for Non-Teaching Personnel 2022
<https://bit.ly/DCP L4NT 2022 Allocation>
- Laptop for Teaching 2022
<https://bit.ly/DCP LAT 2022 Allocation>

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Engr. Marvin M. Dela Cruz**, Information Technology Officer II, and **Mr. Alvin Salcedo** Information Technology Officer I through telephone numbers **8633-4103** or **8631-9636** and e-mail address at marvin.delacruz002@deped.gov.ph / alvin.salcedo002@deped.gov.ph / icts.tid@deped.gov.ph / usecforadministration@deped.gov.ph copy furnish

For information and guidance. Thank you.