



Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

July 29, 2024

**DIVISION MEMORANDUM**  
NO. 453, S. 2024

**GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP PACKAGES 2023 & 2024**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID & SGOD  
Public Schools District Supervisors  
Public Schools Head, Elementary & Secondary  
All Others Concerned

1. Attached is the Memorandum ICTS-OD-MM-2024-0315, titled “**Guidelines on the Delivery and Distribution of DCP Packages 2023 & 2024**,” for your guidance and reference, the following are the recipient schools and their respective packages:

**a. DCP FY 2023 STV Package:**

- a.1. Old Sagay Elementary School
- a.2. Gil Lopez Elementary School
- a.3. Baviera Elementary School
- a.4. Plaridel Elementary School
- a.5. Josebio Gonzaga Extension Elementary School

**b. DCP FY 2024 STV Package:**

- b.1. B. Mahilum Elementary School
- b.2. Raymundo Tupas Elementary School
- b.3. Filomeno Pascual Elementary School
- b.4. Josebio Gonzaga Elementary School
- b.5. Eusebio Lopez Integrated School-Elementary
- b.6. Campo Himogaan Elementary School
- b.7. Lopez Jaena Elementary School

**c. DCP FY 2023 eLearning Cart Package:**

- c.1. Old Sagay Elementary School
- c.2. Himogaan Baybay Integrated School-B. Mahilum Extension
- c.3. Sewahon National High School

**d. DCP FY 2024 eLearning Cart Package:**

- d.1. Himogaan Baybay Integrated School-B. Mahilum Extension (to be rerouted to Sagay NHS)
- d.2. Bato National High School
- d.3. Trinidad Lopez de Gonzaga National High School

**e. DCP FY 2023 L4NT**

- e.1. 24 Administrative Officer II



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**f. DCP FY 2024 L4NT**

f.1. 12 Administrative Officer II

**g. DCP FY 2023 L4T**

- g.1. Old Sagay Elementary School
- g.2. Alfredo E. Maranon, Sr. Elementary School
- g.3. B. Rodriguez Elementary School
- g.4. General Luna Elementary School
- g.5. Elia T. Canoy Esperancilla Elementary School
- g.6. Sir Arthur Cooper Elementary School
- g.7. Hautea Elementary School
- g.8. Himogaan Baybay Integrated School-Secondary
- g.9. Sagay City Eco-Zone Farm School
- g.10. Eusebio Lopez Integrated School
- g.11. Ma. Lopez Elementary School
- g.12. Manara Elementary School
- g.13. Melchor Salcedo Elementary School
- g.14. Campo Himogaan Elementary School
- g.15. Maquiling Elementary School
- g.16. Jose B. Puey, Sr. Elementary School
- g.17. Raymundo Tupas Elementary-Sesco Extension
- g.18. Fabrica Elementary School
- g.19. Raynor de Mesa Elementary School
- g.20. Hamticon Elementary School

**h. DCP FY 2024 L4T**

- h.1. Tuong Elementary School
- h.2. Pedro R. Katalbas, II Elementary School
- h.3. School of the Future
- h.4. Josebio Gonzaga Elementary School
- h.5. Filomeno Pascual Elementary School
- h.6. Colonia Divina Integrated School-Elementary
- h.7. Briones Salcedo Elementary School
- h.8. Lopez Jaena Elementary School

3. These packages will be delivered directly to recipient schools by the supplier thus, schools are directed to communicate with the Division Information Technology Officer once they have received a call from the supplier of the delivery date. **School libraries can avail of one smart TV. DCP devices are for instructional use unless they are identified as a package for non-teaching personnel. Excess devices will be pulled out to be delivered to schools in need.**

4. Attached to the memorandum are the detailed guidelines.

5. Immediate dissemination of this division memorandum is desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

Enclosure: As stated.

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

DEPED COMPUTERIZATION PROGRAM      DCP FY 2023 & 2024      GUIDELINES

/ictu-jvu-DM-Guidelines-DCP-FY-2023-2024-Delivery-Distribution



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Republika ng Pilipinas

# Department of Education

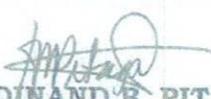
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

*Office of the Director*

## MEMORANDUM

ICTS-OD-MM-2024-0315

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

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

SUBJECT : **GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP  
PACKAGES 2023 & 2024**

DATE : 22 July 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 (DCP) Packages for FY 2023 and 2024 is in progress. The winning suppliers will be responsible for delivering and maintaining the packages to the DepEd sites (Schools Division Offices and Recipient 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.

- e-Learning Cart and Smart TV 2023 and 2024 Packages  
[https://bit.ly/DCP2023\\_Allocation\\_List](https://bit.ly/DCP2023_Allocation_List)  
[https://bit.ly/DCP2024\\_Allocation\\_List](https://bit.ly/DCP2024_Allocation_List)
- Laptop for Non-Teaching Personnel 2023 and 2024  
[https://bit.ly/DCP\\_L4NT\\_2023\\_Allocation](https://bit.ly/DCP_L4NT_2023_Allocation)  
[https://bit.ly/DCP\\_L4NT\\_2024\\_Allocation](https://bit.ly/DCP_L4NT_2024_Allocation)
- Laptop for Teaching 2023 and 2024  
[https://bit.ly/DCP\\_L4T\\_2023\\_Allocation](https://bit.ly/DCP_L4T_2023_Allocation)  
[https://bit.ly/DCP\\_L4T\\_2024\\_Allocation](https://bit.ly/DCP_L4T_2024_Allocation)

## B. DELIVERY DOCUMENTS

1. Prior to the scheduled delivery to the DepEd sites (Schools Division Offices and Schools), the supplier shall notify the DepEd's ICTS – Technology Infrastructure Division, Asset Management Division, Contract Management Division, and DepEd Division Supply Office on the schedule of delivery. Recipient SDOs/Schools must ensure that their authorized personnel are available during the delivery date as scheduled.

School Division Office	Recipient Schools
<ul style="list-style-type: none"><li>• Schools Division Superintendent</li><li>• Inspectorate Team</li><li>• Supply Officer</li></ul>	<ul style="list-style-type: none"><li>• Head/Principal</li><li>• Inspectorate Team</li><li>• Property Custodian</li></ul>

2. Upon delivery of goods to the DepEd sites:
  - The supplier shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.
  - The package can only be unloaded when authorized personnel (e.g. Supply Officer, Property Custodian, etc.) and the SDO/School Inspectorate Team are present.
  - If the Supply Officer or School Property Custodian and member/s of the Inspectorate Team of SDO or School is not present nor available during the arrival of the package at the DepEd site,
    - a. Division Office – **Schools Division Superintendent** to designate and authorize office personnel to receive, inspect and accept the DCP packages.

- b. School - **School Head/ Principal** to designate school plantilla personnel to receive, inspect and accept the DCP packages. **School Head/ Principal** is also authorized to receive the DCP packages.
- c. An original supporting document of designation must be provided to the supplier.
- The **Inspectorate Team** and **Supply Officer/Property Custodian** should check the delivered goods for:
  - ✓ **Quantity**
  - ✓ **Physical form**
  - ✓ **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 with their buffer stock or schedule separate deliveries.

- The **Inspection** portion of Inspection and Acceptance Report (IAR) (*Annex A – IAR Sample*) shall only be signed by the SDO/School Inspectorate Team if the delivery complies with the requirements. A test parameter (*Annex B – Test Parameter*) to guide the inspectorate team in checking the technical specifications.
- The **Acceptance** portion of the Inspection and Acceptance Report (IAR) and the **Received** portion of the Inventory Transfer Report (ITR) shall then be signed by the **Supply Officer/Property Custodian**.
- All pertinent documents should be accomplished by authorized signatories. Refer to Table below;

*Table of Pertinent Documents and Signatories*

<i>Document</i>	<i>SDO</i>	<i>School</i>
<i>Inspection and Acceptance Report (IAR)</i>	<i>Designated Inspectorate Team</i>	<i>Designated Inspectorate Team</i>
<i>Delivery Receipt (DR)</i>	<i>Supply Officer</i>	<i>Property Custodian/ Designated</i>
<i>Certificate of Completion (COC)</i>	<i>SDS</i>	<i>School Head</i>
<i>Inventory Transfer Receipt (ITR)</i>	<i>Supply Officer</i>	<i>Property Custodian/ Designated</i>

- The Certification of Completion (*Annex C – COC*) should be signed by Principal/School Head for school delivery and School Division Superintendent (SDS) for Division delivery.
- Ensure that the DCP packages are received, stored, and utilized properly.

**C. DCP PACKAGES DEPLOYMENT FY 2023 and FY 2024**

<b>FY</b>	<b>PACKAGES</b>	<b>RECIPIENTS</b>	<b>CALENDAR DAYS</b>
2023 and 2024	<b>Package 1 - e-Learning Cart (e-LC)</b>  <ul style="list-style-type: none"> <li>• 46 Laptops</li> <li>• 1 Smart TV</li> <li>• 2 Charging /Storage Carts</li> <li>• 2 Wireless Routers</li> <li>• 1 External Hard Drive</li> </ul>	<ul style="list-style-type: none"> <li>• The e-LC packages will be delivered to recipient schools</li> <li>• 45 Laptops are intended for the Learners and 1 for the Classroom Teacher</li> </ul>	180
	<b>Package 2 - Smart TV Package (STV)</b>  <ul style="list-style-type: none"> <li>• 5 Smart TVs</li> <li>• 5 External Hard Drive</li> </ul>	<ul style="list-style-type: none"> <li>• The STV packages will be delivered to the recipient schools</li> <li>• The principal will select five (5) classrooms for the installation of the Smart TV</li> </ul>	180
	<b>Package 3 - Laptop for Non-Teaching Personnel (L4NT)</b>	<ul style="list-style-type: none"> <li>• The L4NT packages will be delivered to the Schools Division Office</li> <li>• Laptops will be issued to the <b>Administrative Officers II</b> of the schools.</li> </ul>	90
	<b>Package 4 - Laptop for Teaching (L4T)</b>  <ul style="list-style-type: none"> <li>• 5 laptops per school</li> </ul>	<ul style="list-style-type: none"> <li>• The L4T packages will be delivered to the recipient schools</li> <li>• Five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the principal which can be utilized by <b>All Teachers</b>.</li> </ul>	180

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Alvin Salcedo** Information Technology Officer I and **Danilo Ablay II** through telephone numbers **8631-9636** and e-mail address at [alvin.salcedo002@deped.gov.ph](mailto:alvin.salcedo002@deped.gov.ph)/[danilo.ablay@deped.gov.ph](mailto:danilo.ablay@deped.gov.ph)/[icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph)/[icts.od@deped.gov.ph](mailto:icts.od@deped.gov.ph)

For information and guidance. Thank you.



**INSPECTION AND ACCEPTANCE REPORT**

Entity Name :

Fund Cluster : **Information and Communications Technology Service**

Supplier :		IAR No. :				
Contract No. :		Date :				
Requisitioning Office/Dept. :		Invoice No. :				
Responsibility Center Code :						
Stock/ Property No.	Description		Unit	Quantity	Cost	Total Amount
	BATCH 2023-02:					
	Item 1		Units	5	-	-
	Item 2		Units	5	-	-
TOTAL AMOUNT						0.00

REMARKS (put n/a if not applicable) :

<i>INSPECTION</i>	<i>ACCEPTANCE</i>
Date Inspected : _____	Date Received : _____
<input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications	<input type="checkbox"/> Complete
	<input type="checkbox"/> Partial (pls. specify quantity)
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Designation _____	Designation _____
Date _____	Date _____
Mobile No.: _____	Mobile No.: _____
Email Address: _____	Email Address: _____
Signature: _____	
Printed Name: _____	
Designation _____	
Date _____	
Mobile No.: _____	
Email Address: _____	



Republic of the Philippines  
Department of Education

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**eLEARNING PACKAGE  
TEST PARAMETER**

**SUPPLIER:**

**PROJECT:** Supply, Delivery, and Maintenance of DCP Packages 2023

**CONTRACT NO:**

**DATE AND TIME TESTING:**

**I. INSTRUCTION TO INSPECTORATE TEAM**

- The School Inspectorate Team must conduct the testing.
- The school inspectorate team will install Pass Mark Monitor Test and CPUID CPU-Z. Inspectorate team are expected to bring Bluetooth Speaker (for Bluetooth test connection), Laptops that have been fully charged for purposes of testing.

## II. TEST PROCEDURE

ITEM NO.	DEVICE INFORMATION	ITEMS	PROCEDURE	PARAMETER	
1	LAPTOP PC POWER	Battery	<ul style="list-style-type: none"> <li>• Setup a laptop.</li> <li>• Turn off the screen saver and set brightness at middle level.</li> <li>• Remove the power cord from the laptop.</li> <li>• Leave for 30 minutes, take note of the time started.</li> </ul>	Battery indicator	Battery indicator of Laptop should be at least 90% after 30 minutes.
2	LAPTOP BIOS	BIOS information	<ul style="list-style-type: none"> <li>• Access the BIOS menus using the BIOS Key.</li> <li>• Enter BIOS using function Key.</li> <li>• Check CPU cores and frequency.</li> <li>• Check RAM size.</li> </ul>	CPU & RAM	PROCESSOR CORE: 6-Core & 12- Thread 16MB cache  RAM: Total of 8GB
3	LAPTOP HARDWARE	CPU Memory	<ul style="list-style-type: none"> <li>• Check hardware Configuration.</li> <li>• Check CPU Frequency.</li> <li>• Check RAM size.</li> </ul>	CPU & RAM	PROCESSOR CORE: 2.3Ghz Base Speed  RAM: Min 8GB
4	LAPTOP STORAGE	Hard Disk Drive	<ul style="list-style-type: none"> <li>• Open Operating System.</li> <li>• Go to disk management and check the size of the Hard disk drive.</li> <li>• Check the partition of the drive.</li> </ul>	Hard Disk partition and capacity	Hard disk drive must have three (3) partitions for: <ol style="list-style-type: none"> <li>1. System (local C) and</li> <li>2. recovery (local D)</li> <li>3. data (Local E)</li> </ol> The combined hard disk capacity of (local C), (local D) and (local E) should not be below 475GB.
5	LAPTOP MONITOR	LCD/LED	<ul style="list-style-type: none"> <li>• Run Pass Mark Monitor Test</li> </ul>	High Contrast Black	ON BLACK: There should be no. <ol style="list-style-type: none"> <li>1. Bright dot;</li> <li>2. white dot; and</li> <li>3. light leakage in the laptop</li> </ol>

				High Contrast White	ON WHITE There should be no; 1. dark dot; 2. yellow mark; 3. ripple mark; 4. light leakage in the laptop
6	LAPTOP SCREEN RESOLUTION	Resolution	<ul style="list-style-type: none"> <li>• Open Display Settings</li> <li>• Under Scale and Layout look for the display resolution drop-down.</li> <li>• Make note of the resolution listed.</li> </ul>	Display Resolution	Resolution: Able to set screen resolution at 1920 x 1080 (Full HD)
7	EXTERNAL HARD DRIVE CONNECTION TEST AND STORAGE CAPACITY CHECK	External Hard drive and Cable connector	<ul style="list-style-type: none"> <li>• Connect the device on a laptop/PC and check the storage capacity.</li> </ul>	LED Light Indicator and Laptop Connection to HDD	A LED light indicator must turn in the device and a file folder must pop out in the laptop. The HDD capacity must be at least 4,540GB/4.54TB.
8	EXTERNAL HARD DRIVE PERFORMANCE TEST		<ul style="list-style-type: none"> <li>• Save and retrieve file for its performance and functional test.</li> </ul>	Video File and Text File Transferred	Successfully transferred the video file and text file to the laptop and hard drive and vice versa.
9	EXTERNAL HARD DRIVE EXTERIOR CHECK	External Hard drive	<ul style="list-style-type: none"> <li>• Check the item for its physical and visual examination.</li> </ul>	Physical features of the external hard drive	The hard disk must not have any deformation, dents and cracks and the completeness of the device.
10	CHARGING CART FUNCTIONALITY	Charging Cart	<ul style="list-style-type: none"> <li>• Check the item for its physical and visual examination.</li> <li>• Switch power on/off.</li> <li>• Security lock</li> </ul>	Physical features of Charging Cart	Please inspect based on the technical specification. Check for any deformation, dents, cracks, or displaced parts which shall be a ground for disqualification. Power should indicate on/off. Door keys should lock/unlock door

11	SMART TV SIZE	Dimensions	<ul style="list-style-type: none"> <li>Measure the Smart TV diagonally</li> </ul>	Physical size of the Smart TV	Size: Min 55" active display
12	SMART TV DISPLAY	LCD/LED	<ul style="list-style-type: none"> <li>Run Pass Mark Monitor Test</li> </ul>	<p>High Contrast Black</p> <p>High Contrast White</p>	<p>ON BLACK: There should be no;</p> <ol style="list-style-type: none"> <li>bright dot;</li> <li>white dot; and</li> <li>light leakage in the Smart TV screen</li> </ol> <p>ON WHITE There should be no;</p> <ol style="list-style-type: none"> <li>dark dot;</li> <li>yellow mark;</li> <li>ripple mark;</li> <li>light leakage in the Smart TV screen</li> </ol>
13	SMART TV SCREEN RESOLUTION	Resolution	<ul style="list-style-type: none"> <li>Locate and open display settings.</li> <li>Check screen resolution</li> </ul>	Display Resolution	Resolution: Min 3840 x 2160
14	SMART TV CONNECTIVITY	Connectivity	<ul style="list-style-type: none"> <li>Open Wi-Fi Settings</li> <li>Connect to Wi- Fi</li> </ul>	Wi-Fi	Successfully connected to the Wi-Fi
			<ul style="list-style-type: none"> <li>Connect Ethernet cable to the TV</li> </ul>	Ethernet	Successfully connected to the network
			<ul style="list-style-type: none"> <li>Open Bluetooth Settings</li> <li>Connect to a Bluetooth device</li> </ul>	Bluetooth	Successfully connected to the Bluetooth device
			<ul style="list-style-type: none"> <li>Open settings</li> <li>Locate and enable wireless mirroring.</li> <li>Cast to Smart TV</li> </ul>	Wireless Mirroring	Successfully casts content to the Smart TV
			<ul style="list-style-type: none"> <li>Connect the External Hard Drive to Smart TV.</li> </ul>	Storage Connect	Must be able to read and access the External Hard Disk Drive
15	SMART TV AND EXTERNAL HARD DISK DRIVE		<ul style="list-style-type: none"> <li>Connect the External Hard Drive to Smart TV.</li> </ul>	Storage Connect	Must be able to read and access the External Hard Disk Drive

**III. RESULT**

**A. LAPTOP**

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; * - FAILED						OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#1	#2	#3	#4	#5	#6		
1									
2									
3									
4									
5									
6									
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21									
22									
23									



**C. CHARGING CART**

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED			OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#10				
1						
2						

**D. EXTERNAL HARD DRIVE**

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED			OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#7	#8	#9		
1						
2						

Conducted by:

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_



Republic of the Philippines  
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## CERTIFICATION OF COMPLETION

This certifies the satisfactory completion of the delivery, installation and commissioning of **[Project Name, Contract number]** received by **[school name, school ID]** in accordance with the Inspection and Acceptance Report No. **[IAR Number]**.

This certification is issued upon the request of **[Supplier]**.

Issued this \_\_\_\_\_ of \_\_\_\_\_ 2024.

Approved by:

\_\_\_\_\_  
(Signature over printed name)  
Principal/School Head (School Delivery)  
School Division Superintendent (SDO Delivery)

\_\_\_\_\_  
Date