



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

August 24, 2020

**DIVISION MEMORANDUM**

No. **183**, s. 2020

**DISSEMINATION OF OUA MEMO 00-0820-0093 TITLED GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY 2019 DCP**

To: **Public Schools District Supervisors  
Heads, Public Elementary, Secondary and Integrated Schools  
All Others Concerned**

1. Please find attached OUA MEMO 00-0820-0093 dated August 17, 2020 titled "**GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY 2019 DCP**," which is self-explanatory.
2. Please be informed that there will be a Webinar on the Guidelines on the Deployment/Delivery of IT Packages under FY 2019 DCP to recipient schools on August 28, 2020 via MS Teams (DCP 2019 Recipient Schools Teams).
3. Attached are the List of Recipient Schools and the training Checklist to be used during the delivery of the packages.
4. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD., CESO V**  
Schools Division Superintendent *l.*

Attachment: OUA MEMO 00-0820-0093 dated August 17, 2020  
List of Recipient Schools  
Training Checklist

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

INFORMATION TECHNOLOGY    PROGRAMS    PROJECTS    SCHOOLS  
  
/FPJ





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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0820-0093**

**MEMORANDUM**

17 August 2020

**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 VARIOUS IT PACKAGES UNDER FY2019 DCP**

The following guidelines are hereby issued for the effective and efficient deployment/delivery of VARIOUS IT PACKAGES under FY2019 DCP DepEd Computerization Program (DCP):

**1. Batch 2019-01: G4-6 ICT Package**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Smart TV	1
4	Wireless Router	1
5	Charging Cart	2
6	3-in-1 Multifunction Inkjet Printer	1

**Note: For All Regions**

**2. Batch 2019-02: JHS/SHS ICT Package**

Item #	Description	Quantity
1	Host laptop	1
2	Laptop	50



**Office of the Undersecretary for Administration (OUA)**

*Administrative Service (AS), Information and Communications Technology Service (ICTS),  
Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support*



3	Wireless Router	1
4	Charging Cart	2
5	Smart TV	1
6	3-in-1 Multifunction Inkjet Printer	1

**Note: For All Regions**

**3. Batch 2019-03: E-textbooks**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Wireless Router	1
4	Charging Cart	2

**Note: For Regions II, III, IV-A, V only**

**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.
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:
  - 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 **Batch 2019-01: G4-6 ICT Package**
      - a. Set-up 50 units 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router



- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- c. Set-up Charging/Storage Cart and check if all 2-in-1 Tablet PCs are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
  - USB ver. 2.0
  - HDMI
  - Ethernet
  - Bluetooth
  - Wi-Fi Support
  - Component and Composite Video
  - Ethernet
  - Bluetooth
  - Wi-Fi connect laptop to TV

1.2.2 **Batch 2019-02: JHS/SHS ICT Package**

- a. 50 Laptops can access files from Host Laptop (Host) using Wireless Router
- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- c. Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
  - USB ver. 2.0
  - HDMI
  - Ethernet
  - Bluetooth
  - Wi-Fi Support
  - Component and Composite Video
  - Ethernet
  - Bluetooth
  - Wi-Fi connect laptop to TV

1.2.3 **Batch 2019-03: E-textbooks**

- a. Set-up the 50 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router
- b. Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are 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 and Division IT Officer.

- 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.

**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/basic warranty or minimum of one (1) year warranty shall be applied:
  - 2.1 Laptop and Tablet Batteries
  - 2.2 Headsets
  - 2.3 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 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.
  7. The Division IT Officers must consolidate all unresolved issues from the recipient schools and submit to Regional IT Officers. The Regional IT Officers must transmit all unresolved issues to [dcp.recipients@deped.gov.ph](mailto:dcp.recipients@deped.gov.ph). The TID-ICTS to forward all concerns to the appropriate supplier. The Supplier must respond reports indicating resolved, pending and closed issues to DepEd ICTS - Technology Infrastructure Division.
  8. DepEd TID-ICTS accommodates non-supplier action report at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph).
- 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, ICTS-TID Chief, at [ofelia.algo@deped.gov.ph](mailto:ofelia.algo@deped.gov.ph).

For reference and strict compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary

  
  
  
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**Attachments:**

- a. List of recipients' schools
- b. Copy of IAR
- c. Copy of Training Checklist

*Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training, and Maintenance of Various IT Packages under FY2019 DCP  
Batch 2019-01/G4-6 ICT Package*

**RECIPIENT SCHOOLS**

REGION	DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BRGY	ADDRESS	FY 2019 GA-6
Region VI	Aklan	114625	Alibavas ES	Alibavas	Poblacion	Poblacion	1
Region VI	Aklan	300543	Ballete Integrated School	Ballete	Poblacion	M. P. Salice St	1
Region VI	Aklan	114719	Ibajay Central School	Ibajay	Poblacion	Poblacion, Ibajay, Aklan	1
Region VI	Aklan	114756	Kalibo I ES	Kalibo (Capital)	Poblacion	19 Malaya St	1
Region VI	Aklan	114750	Kalibo Pilot Elementary School	Kalibo (Capital)	Poblacion	Maani	1
Region VI	Aklan	114891	Batan ES	Batan	0	Ambulong	1
Region VI	Aklan	114851	Mano-Manano ES	Malay	Mano-Manano	Silo Bertud	1
Region VI	Aklan	114838	Col. D. J. Tenzadas MS	Makato	Aglucan	Aglucan	1
Region VI	Aklan	114730	Manika ES	Libacao	Manika	Manika	1
Region VI	Antique	114964	Bugasong CS	Bugasong	Centro Norte (Pob.)	Comar Progresso St. & M. H. Del Pilar St	1
Region VI	Antique	115019	Gemiza Elementary School	Caluya	Seminara	Seminara Proper	1
Region VI	Antique	115069	Hantio Central School	Hantio	Poblacion I	Poblacion I, Hantio, Antique	1
Region VI	Antique	115161	Pandan CS	Pandan	Centro Norte (Pob.)	Centro Norte	1
Region VI	Antique	115179	Col. Ruperio Abellan Sr. MS	Patnongan	Poblacion	Real St	1
Region VI	Antique	115213	Atabay ES	San Jose (Capital)	Atabay	Atabay, San Jose, Antique	1
Region VI	Antique	115218	Delegate Angel Salazar Jr. MS	San Jose (Capital)	Barangay 8 (Pob.)	Gen. Fillion St	1
Region VI	Antique	115308	Sibalom Central Elementary School	Sibalom	District I (Pob.)	VEREDAS ST	1
Region VI	Barotac City	117453	Banago ES I	Barotac City (Capital)	Banago	Purok Bayanhan	1
Region VI	Barotac City	117477	Don L. Puenavella ES	Barotac City (Capital)	Tabullig	Puenavella Subd.	1
Region VI	Barotac City	181005	Handumanan Elementary School II	Barotac City (Capital)	Handumanan	Handumanan, Barotac City	1
Region VI	Barotac City	117474	Vista Alegre ES	Barotac City (Capital)	Vista Alegre	Purok Katangban	1
Region VI	Bago City	117504	Bago City ES	Bago City	-	-	1
Region VI	Bago City	117496	J. L. Arrieta ES	Bago City	-	-	1
Region VI	Bago City	117517	Ma-ao Sugar Central ES	Bago City	-	-	1
Region VI	Bago City	117523	Ma-ao ES	Bago City	-	-	1
Region VI	Cadiz City	117529	Agudo ES	Cadiz City	-	-	1
Region VI	Cadiz City	117573	Caduthayan ES	Cadiz City	Caduthayan	Caduthayan Proper	1
Region VI	Cadiz City	117580	Alayan ES	Cadiz City	-	-	1
Region VI	Cadiz City	117547	Cetoc ES	Cadiz City	-	-	1
Region VI	Cadiz City	117552	Ipcamalig ES	Cadiz City	-	-	1
Region VI	Cadiz City	117564	Luis Uy Chato ES	Cadiz City	-	-	1
Region VI	Cadiz City	117565	Gangay ES	Cadiz City	-	-	1
Region VI	Case	115711	Domingo M. Locsin ES (Cabudabug)	President Roxas	Poblacion (E. side)	Poblacion	1







**Supply, Delivery, Installation, Configuration, Testing, Training, and Maintenance of Various IT Packages under FY2019 DCP**

1. Batch 2019-01:G4-6 ICT Package
2. Batch 2019-02:JHS/SHS ICT Package
3. Batch 2019-03: E-textbooks

**TRAINING CHECKLIST**

Name of School: \_\_\_\_\_ Date of Training: \_\_\_\_\_  
 School ID: \_\_\_\_\_ Duration of Training: \_\_\_\_\_ hour(s)

DCP Batch No.:  2019-01  2019-02  2019-03  
 Type of Training Conducted: Orientation Only   
 Computer Aided Instruction Only   
 Face to Face Lecture and Hands-on

1. User1: Name (in Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
 2. User2: Name (in Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
 3. User3: Name (in Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Please check (  ) the appropriate box for topics taken and put (X) for topics taken or (N/A) for items which is not included on this batch.

TRAINING COURSE / DURATION	PARTICULARS	✓ or X or N/A
I. <b>Equipment components and functionalities</b>  (60 minutes)	2-in-1 Tablet PC	
	Host Laptop	
	Laptop	
	Wireless Router	
	Smart TV	
	3-in-1 Printer	
	Charging Cart	
II. <b>Proper installation and configuration of equipment</b>	<b>Setting up 2-in-1 Tablet</b>	
	• Basic Info	
	• Buttons functions	

<i>(60 minutes)</i>	<ul style="list-style-type: none"> <li>Attached and Detached Tablet to Keyboard</li> </ul>	
	<ul style="list-style-type: none"> <li>Wireless Connection</li> </ul>	
	<ul style="list-style-type: none"> <li>Turning On/Off</li> </ul>	
	<ul style="list-style-type: none"> <li>Connect and access files from the Host Laptop via Wireless Router</li> </ul>	
	<b>Setting up Laptop</b>	
	<ul style="list-style-type: none"> <li>Basic Info</li> </ul>	
	<ul style="list-style-type: none"> <li>Laptop Ports Usage</li> </ul>	
	<ul style="list-style-type: none"> <li>Storage Device</li> </ul>	
	<ul style="list-style-type: none"> <li>Connect and access files from the Host Laptop via Wireless Router</li> </ul>	
	<b>Setting up wireless Router</b>	
	<ul style="list-style-type: none"> <li>Setting up the tablet to connect to the wireless Router</li> </ul>	
	<ul style="list-style-type: none"> <li>Setting up the Laptop to connect to the wireless Router</li> </ul>	
	<ul style="list-style-type: none"> <li>Setting up the Standalone PC to connect to the wireless Router</li> </ul>	
	<b>Setting up Smart TV</b>	
	<ul style="list-style-type: none"> <li>Basic Info</li> </ul>	
	<ul style="list-style-type: none"> <li>TV Ports Usage</li> </ul>	
	<ul style="list-style-type: none"> <li>Connection via HDMI cable; or Connection via antenna cable, or other possible connections (if available in the school)</li> </ul>	
	<ul style="list-style-type: none"> <li>How to connect the TV to a network</li> </ul>	
	<ul style="list-style-type: none"> <li>How to connect Laptop and mobile devices</li> </ul>	
	<ul style="list-style-type: none"> <li>Connecting an audio/video device</li> </ul>	
<ul style="list-style-type: none"> <li>(if available in the school)</li> </ul>		
<b>Setting up Printer</b>		
<ul style="list-style-type: none"> <li>Loading Paper</li> </ul>		
<ul style="list-style-type: none"> <li>Turning On/Off</li> </ul>		
<b>Charging Cart</b>		
<ul style="list-style-type: none"> <li>Secure, Organize &amp; Charge 2-in-1 Tablet PCs in the Charging Carts</li> </ul>		
<ul style="list-style-type: none"> <li>Secure, Organize &amp; Charge Laptops in the Charging Carts</li> </ul>		
<b>III. Hands-on Troubleshooting &amp; System Restoration/Backup</b>  <i>(30 minutes)</i>	<ul style="list-style-type: none"> <li>How to install and set up Operating System (OS), software, Anti-Virus, and necessary drivers to run the PC</li> </ul>	
	<ul style="list-style-type: none"> <li>How to format, backup and recover data in the hard disk using the recovery disk and one touch recovery function</li> </ul>	
	<ul style="list-style-type: none"> <li>How to update Operating System (OS) and Antivirus software</li> </ul>	

	<ul style="list-style-type: none"> <li>• How to perform preventive maintenance</li> <li>• How to upgrade and replace the hard disk, memory, CD-ROM and other computer peripherals</li> </ul>	
<b>IV. Equipment warranty and technical support procedures (30 minutes)</b>	<ul style="list-style-type: none"> <li>• Steps and procedures for hardware or software failure or malfunctions reporting using the helpdesk</li> </ul>	
	<ul style="list-style-type: none"> <li>• Orientation on the scope of warranties and procedures of the after sales support</li> </ul>	

*Note: Duration of training is three (3) hours*

Conducted by:

Certified Correct by:

\_\_\_\_\_  
Name & Signature of Trainer  
Coordinator

\_\_\_\_\_  
Name & Signature of School Head/ School ICT

\_\_\_\_\_  
Training Provider

\_\_\_\_\_  
Contact Number/s

**TRAINING REQUIREMENTS**

- 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 Official or ICT Coordinator.
- Training manuals in hardcopies or soft copies (In DVD) shall be provided per recipient school.
- 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.
- Training checklist will be signed by the participants after completing the required hours of training.