



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

June 23, 2023

DIVISION MEMORANDUM  
NO. **301** s., 2023

**INVENTORY OF SCHOOL EQUIPMENT RECEIVED BY SCHOOLS  
THAT WERE DIRECTLY DELIVERED BY SUPPLIERS/FORWARDERS  
FROM 2020 TO 2022**

To : Public Schools District Supervisors  
Secondary School Principals / Heads  
District / Secondary School Property Custodians  
District / Secondary School ICT Coordinators

1. In compliance with Regional Memorandum No. 440 s., 2023 (**Revised Template for the Inventory of School Equipment received by Schools that were directly delivered by Suppliers/Forwarders from 2020 to 2022**), a complete inventory of school equipment received directly by the schools and were directly delivered by suppliers/forwarders to recipients from 2020 to 2022 has to be submitted.
2. These inventory requirement include deliveries of Big Ticket items for Learning Resources (LR), Science and Mathematics Equipment (SME), Technical Vocational Livelihood Equipment (TVL), School Furniture and DepEd Computerization Program (DCP).
3. Pertinent/relevant instructions with regard to the proper filling out the revised templates from the Asset Management Division has been sent out through the District and Secondary Schools Property Custodians Group Chat with reference title **RM No. 440, s. 2023 Revised Template sent June 22, 2023 or bit.ly/3X23cgy**. A link has been forwarded to the District and Secondary Schools Custodians Group Chat for this purposes.
4. In order to fastrack transmission of required reports for consolidation to the DepED Regional Office, School / District ICT Coordinators are advised to assist in reports consolidation.
5. Deadline for submission of **electronic copies of reports to the Division Office is Thursday, June 29, 2023**. Hard copies of the report with required signatures shall be submitted to the Supply and Property Unit on July 3, 2023 (Monday).
6. For information and immediate compliance.

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



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518456  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 440 s. 2023

JUN 21 2023

**REVISED TEMPLATE FOR THE INVENTORY OF SCHOOL EQUIPMENT  
RECEIVED BY SCHOOLS THAT WERE DIRECTLY DELIVERED BY  
SUPPLIERS/FORWARDERS FROM 2020 TO 2022**

To: Schools Division Superintendents  
All Others Concerned

1. Enclosed is a copy of a Memorandum OASOPS No. 2023-117 dated June 09, 2023 from Atty. Revsee A. Escobedo, Undersecretary for Operations and Francis Cesar B. Bringas, Assistant Secretary for Operations on the Revised Template for the Inventory of School Equipment Received by Schools that were Directly Delivered by Suppliers/Forwarders from 2020 to 2022.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Incl:  
As stated



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033)509-7653; (033)336-2816  
Email Address: [region6@deped.gov.ph](mailto:region6@deped.gov.ph)  
Website: [region6.deped.gov.ph](http://region6.deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
**OPERATIONS**

OASOPS No. 2023-117

**MEMORANDUM**

TO : **ALL REGIONAL DIRECTORS**

FROM :   
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

  
**FRANCIS CESAR B. BRINGAS**  
*Assistant Secretary for Operations*

SUBJECT : **Revised Template for the Inventory of School Equipment Received by Schools that were Directly Delivered by Suppliers/Forwarders from 2020 to 2022**

DATE : **June 9, 2023**

This refers to Memorandum No. OASOPS-2023-067 issued by this Office requesting all Regional Offices to submit a complete inventory of school equipment received by schools that were directly delivered by suppliers/forwarders from 2020 to 2022.

In view of the feedback received from the field, this Office issues the **revised template from the Asset and Management Division** and requests the submission of the aforementioned data in MS Excel (.xlsx) format using the **revised template, which may be downloaded at [bit.ly/3X23cgy](https://bit.ly/3X23cgy)**. A guide for filling up the said template can also be accessed in the same link.

Further, submissions must be sent to the Office of the Assistant Secretary for Operations at [asec.ops@deped.gov.ph](mailto:asec.ops@deped.gov.ph) on or before **June 23, 2023, at 5:00 PM**. All submissions must be **consolidated at the regional level, verified, and signed by the Regional Director**.

For inquiries, you may email the Office of the Assistant Secretary for Operations via email address [asec.ops@deped.gov.ph](mailto:asec.ops@deped.gov.ph) or by telephone at (02) 8633-5344.

For strict compliance and immediate action.



LR



**Department of Education**  
**[Region]**

Instruction: Download This Google Sheet as Microsoft Excel (.xlsx). Do not merge cells. Add rows if necessary.  
if the recipient is District, School ID may be left blank

**Inventory of Learning Resources Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020 - 2022**

Division	School ID	School Name / District	Lot Number	Zone	ITR/PTR Number	Contract Number	Remarks

Prepared By:

Approved by:

[Name]  
[Position]

[Name]  
[Position]



SME



Department of Education  
[Region]

Instruction: Download This Google Sheet as Microsoft Excel (.xlsx). Do not merge cells. Add rows if necessary.

Inventory of Science and Mathematics Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020 - 2022

Division	School ID	School Name	Lot Number	Keystage	ITR/PTR Number	Contract Number	Remarks

Prepared By:

Approved by:

[Name]  
[Position]

[Name]  
[Position]



TVL



**Department of Education**  
**[Region]**

Instruction: Download This Google Sheet as Microsoft Excel (.xlsx). Do not merge cells. Add rows if necessary.

**Inventory of Technical Vocational Livelihood Equipment Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020 - 2022**

Division	School ID	School Name	Lot Number	ITR/PTR Number	Contract Number	Remarks

Prepared By:

Approved by:

[Name]

[Name]

[Position]

[Position]



5



**Department of Education**  
**[Region]**

Instruction: Download This Google Sheet as Microsoft Excel (.xlsx). Do not merge cells. Add rows if necessary.

**Inventory of School Furniture Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020 - 2022**

Division	School ID	School Name	Lot Number	ITR/PTR Number	Contract Number	Remarks

Prepared By:

Approved by:

[Name]

[Name]

[Position]

[Position]



DCP



Department of Education  
[Region]

Instruction: Download This Google Sheet as Microsoft Excel (.xlsx). Do not merge cells. Add rows if necessary.

Inventory of DepEd Computerization Program Received by Schools which was Directly Delivered by Suppliers/Forwarders for 2020 - 2022

Division	School ID	School Name	Project	Lot Number	Contract Number	ITR/PTR Number	Remarks

Prepared By:

Approved by:

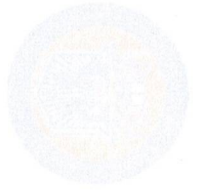
[Name]  
[Position]

[Name]  
[Position]



# Inventory of School Equipment received by Schools (DepEd CO-Procured Big Ticket Items)

Guide in filling in the matrix



REGION XI - DAVAO  
Department of Education  
Davao Region Office

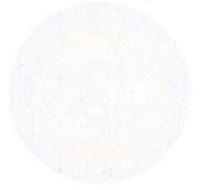




# Overview

Types of Big Ticket Items delivered through the Third Party Logistics of DepEd:

- Learning Resources (LR 2020) - textbooks and teacher's manuals
- Science and Mathematics Equipment (SME 2021)
- Technical-Vocational-Livelihood (TVL 2021) Equipment
- School Furniture (SF 2021)
- DepEd Computerization Program 2020, FY 2020 funds
- DepEd Computerization Program 2021, FY 2020 continuing funds
- DepEd Computerization Program 2021, FY 2021 funds



DepEd Region XI  
REGIONAL OFFICE  
Davao City





1. Download the file from this link: \_\_\_\_\_
2. There are 5 sheets in the excel file, one for each big ticket item (LR, SME, TVL, SF, and DCP)
3. Use the Property Transfer Report in answering the matrix. Refer to the next slides on the parts of a PTR for each big-ticket item in filling out each column in the matrix.
4. Use the “remarks” column to note incomplete sets, damaged items, and other notes





# Property Transfer Receipt

## LR 2021 - rectangle 5

- Column D (Lot Number) - rectangle 1
- Column E (Zone) - circle 2
- Column F (ITR/PTR #) - rectangle 3
- Column G (Contract Number) - rectangle 4

\*note: only include in the list those with contract number starting with 2020 or 2020c

Appendix A.3

**INVENTORY TRANSFER REPORT**

Entity Name : DepEd Central Office Fund Cluster :

From Accountable Officer/Agency/Fund Cluster : DepED Central Office ITR/PTR # 801-21-08-1943

To Accountable Officer/Agency/Fund Cluster : DepEd Division of Tabuk City Date : August 8, 2022

DepEd CAR

Transfer Type: (check only one)

Donation  Donation  Rebate  School Name: TUGA NATIONAL HIGH SCHOOL


Reassign Reassignment  Others (Specify) School ID: 305126

Date Acquired	Item No.	ICS No./Date	Description	Amount	Condition of Inventory
		1	LOT 1 (ZONE 1) 2		
			1) Music and Arts TM 10 67 books @ \$51.71 per book	3,464.57	Very Good Condition
			2) Music and Arts TM 10 1 book @ \$51.71 per book	51.71	Very Good Condition
			**Nothing Follows**		
			Total	3,516.28	

Reason for Transfer: Printing of Learning Resources

Contract No: 2020c-BLR2(004)-BIV-CB-018-C038

Supplier: BLOOM BOOKS, INC.

Approved by:   
 Printed Name: Mark B. Cabal  
 Designation: Supervising Education Program Specialist  
 OIC, Asset Management Division

Released/Issued by: \_\_\_\_\_  
 Received by: \_\_\_\_\_

Date: \_\_\_\_\_

CN 1962 Page 1 of 1 Copy for DepED Central Office - Asset Management Division

# Property Transfer Receipt

## SME 2021 - rectangle 5

- Column D (Lot Number) - rectangle 1
- Column E (Keystage) - circle 2
- Column F (ITR/PTR #) - rectangle 3
- Column G (Contract Number) - rectangle 4

\*note: only include in the list those with contract number starting with 2021

Appendix A.5

**INVENTORY TRANSFER REPORT**

Entity Name : DepEd Central Office Fund Cluster :

From Accountable Officer(Agency/Fund Cluster) : DepEd Central Office ITR No. **ITR-SME-NKT-21-07-0005**

To Accountable Officer(Agency/Fund Cluster) : DepEd Division of Pangasinan I, Lingayen Date : July 7, 2022

Transfer Type (check only one) Direct Delivery to:

Donation  Rebate  School Name: Tups Integrated School  
 Reassignment  Others (Specify School ID: 500621)

Date Acquired	Item No.	ICS No./Date	Description	Amount	Condition of Inventory
		<b>1</b>	<b>LOT 13 CORE 2</b>		
			1) Lamp, Hazeon, 100w voltage 1 pcs @488.26 per pc	488.26	Very Good Condition
			2) Prun Set 5 sets @495.00 per set	2,475.00	Very Good Condition
			3) Set of Tools 1 sets @750.00 per set	750.00	Very Good Condition
			Set of Tools: Ball Peen Hammer, handle length is 11-inch, 350g approx. weight, 1 pc/set		
			Set of Tools: Mechanical Wire Cutter and Pliers, 6.5-inch, 1 pair/set		
			Set of Tools: Precision Screwdrivers Set, 6 pcs/set, with plastic casing, 1 set/set		
			Set of Tools: Screwdriver, flat, 6-inch, 1 pc/set		
			Set of Tools: Screwdriver, phillips, 6-inch, 1 pc/set		
			Set of Tools: Soldering Iron, 60 watts, 1 pc/set		
			Set of Tools: Soldering Lead, 0.1mm, Grade 60-40, Wt. 1 Bispool, 1 spool/set		
			Set of Tools: Soldering Paste, 50 gram/can, 1 can/set		
			Set of Tools: Tweezers, stainless steel, with curved tips, 6.5-inch long, 1 pair/set		
			Set of Tools: Long Nose Pliers, 6-inch, 1 pair/set		
			4) Vacuum Tube and Manual Vacuum Pump sets @1,500.00 per set	9,500.00	Very Good Condition
			5) Disposed Slide Set, Microscope, 25 pieces sets @700.00 per set	700.00	Very Good Condition
			1 **Nothing Follows**		
			Total	15,913.26	

Reason for Transfer: **5**  
 Mass Production and Supply and Delivery of Science and Mathematics Equipment (SME) Packages to Public Elementary Schools for Grades 1 to 3 & 4 to 6, Public Junior High Schools for Grades 7 to 10, and Public Senior High Schools for Grades 11 to 12

Contract No. **2021-BLR(001 to 006)-BV-CB-009-C135**

Supplier: NIKKA TRADING

Approved by: Marilyn B. Galido  
 Designation: Supervising Education Program Specialist  
 Office: Asset Management Division

Released/Issued by: \_\_\_\_\_ Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Page 1 of 1 Copy for DepEd Central Office - Asset Management Division





# Property Transfer Receipt

## TVL 2021 - Rectangle 4

- Column D (Lot Number) - Rectangle 1
- Column E (ITR/PTR #) - Rectangle 2
- Column F (Contract Number) - Rectangle 3

\*note: only include in the list those with contract number starting with 2021

Appendix 76

### PROPERTY TRANSFER REPORT

Entity Name: **DepEd Central Office** Fund Cluster: \_\_\_\_\_

From Accountable Officer/Agency/Fund Cluster: **DepEd Central Office** PTR #: **2 PTR-NKI-21-04-0001**

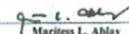

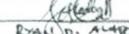
To Accountable Officer/Agency/Fund Cluster: **DepEd Division of Benguet** Date: **April 25, 2021**

Transfer Type: (check only one)  Donation  Relocate  Reassignment  Others (Specify) \_\_\_\_\_ Direct Delivery to: \_\_\_\_\_

School Name: **Adanay NIS Extension - Abocot** School ID: **218918**

Date Acquired	Property No.	Description	Amount	Condition of Equipment
	<b>1</b>	<b>Lot 4 - Electrical Testing Devices</b>		
		1) Electrical Installation and Maintenance (NC II) - Clamp Ammeter, Digital - 5 Units @ 1,740.00 per unit	8,700.00	Very Good Condition
		2) Electrical Installation and Maintenance (NC II) - Multimeter, Digital - 5 Units @ 1,080.35 per unit	5,401.75	Very Good Condition
		3) Electrical Installation and Maintenance (NC II) - Tester, Earth Resistance - 1 Units @ 1,890.24 per unit	1,890.24	Very Good Condition
		4) Electrical Installation and Maintenance (NC II) - Tester, Insulation Resistance - 1 Units @ 13,051.00 per unit	13,051.00	Very Good Condition
		***Totaling Follow***		
		<b>TOTAL</b>	<b>P37,072.99</b>	

Reason for Transfer:  
 To transfer accountability:  
 Project: MASS PRODUCTION, SUPPLY, DISTRIBUTION, COMMISSIONING, TESTING, COMMISSIONING, TRAINING AND MAINTENANCE OF TVL TOOLS AND EQUIPMENT PACKAGES TO PUBLIC SENIOR HIGH SCHOOLS (COMMUNITY MARAMBA SCHOOLS AND EQUIPMENT)  
 Contract/Purchase Order: **2021-BLR4(007to008)-BY-CB-010-CL18**  
 Supplier: Nikka Trading

Signature:	Approved by: 	Released/Issued by: 	Received by: 
Printed Name:	Marites L. Ablay	William S. Sison	Rylan D. Alarag
Designation:	Chief Administrative Officer Asset Management Division	William S. Sison	7 III / TC
Date:			06/07/23

Page 1 of 1 Copy for Asset Management Division - DepEd Central Office

# Property Transfer Receipt

## SF 2021 - rectangle 4

- Column D (Lot Number) - rectangle 1
- Column E (ITR/PTR #) - rectangle 2
- Column F (Contract Number) - rectangle 3

\*note: only include in the list those with contract number starting with 2021c

Appendix A.5

**INVENTORY TRANSFER REPORT**

Entity Name : DepEd Central Office Fund Cluster :

From Accountable Officer/Agency/Fund Cluster : DepEd Central Office ITR # **ITR-SF-MMC-22-08-009**

To Accountable Officer/Agency/Fund Cluster : DepEd Division of Tayabas City Date : August 1, 2022

DepEd Region IV-A School Name: Orosi Science High School

Transfer Type: (check only one) School ID: 308036

Donation  Reassignment  Reacquire  Direct Delivery to  
Orbion (Specify)

Date Acquired	Item No.	ICS No./Date	Description	Amount	Condition of Inventory
			<b>SCHOOL FURNITURE</b>		
June 21, 2022			1) JHS Individual Learner's Chair 135 pcs @1,372.16 per pc	185,241.60	Very Good Condition
			2) JHS Individual Learner's Chair 135 pcs @611.02 per pc	82,487.70	Very Good Condition
			3) Teacher's Table 3 pcs @4,838.88 per pc	14,516.64	Very Good Condition
			4) Teacher's Chair 3 pcs @611.02 per pc	1,833.06	Very Good Condition
			**Nothing follows**		
			Total	284,079.00	

Reason for Transfer: **4** Supply and Delivery of School Furniture (SF) for Elementary, Junior, Senior High Schools  
CY 2021 School Furniture Program

Contract No. **2021c-ADMS(001 to 005 & 014)-BI-CB-431-C215**

Supplier: METRO MOBILIA CORPORATION JV ZHEJIANG SUNFLOWER EDUCATIONAL EQUIPMENT CO.

Signature : Mark B. Tolito Released/Issued by: \_\_\_\_\_ Received by: \_\_\_\_\_

Printed Name : Mark B. Tolito

Designation : Supervising Education Program Specialist  
OC, Asset Management Division

Date : \_\_\_\_\_

CN: 0033 Page 1 of 1 Copy for DepEd Central Office - Asset Management Division




# Property Transfer Receipt DCP 2020, FY 2020 Funds

- Column D (Project) - rectangle 1a, circle 1b
- Column E (Lot Number) - circle 2
- Column F (ITR/PTR #) - rectangle 3
- Column G (Contract Number) - rectangle 4

\*note: only include in the list those with contract number starting with 2020

Appendix 76


**PROPERTY TRANSFER REPORT**

Entity Name: DepEd Central Office Fund Cluster: \_\_\_\_\_

From Accountable Officer/Agency/Fund Cluster: DepEd Central Office  
DepEd Division of Laguna  
To Accountable Officer/Agency/Fund Cluster: DepEd Region IV-A Date: October 15, 2021

Transfer Type: (check only one)  
 Location Reassignment  
 Relocate School: Pinagbayanan Ex School ID: 108412  
 Direct Delivery to Others (Specify) \_\_\_\_\_

Date Acquired	Property No.	Description	Amount	Condition of PPE
		<b>DCP 2020: Multimedia Package</b> Acer Travelmate P214-S2 Laptop installed with the following softwares: - Windows 10 Professional ("Shape the Future") SKU with activation - Latest available Microsoft Office (with installer and licensed key to be provided by DepEd) - Driver Setup Utility - Arhano - GeoGebra Classic - GeoGebra Geometry - GeoGebra Graphing - Intel(R) Chipset Device Software - Intel(R) Dynamic Tuning - Microsoft OneDrive - Microsoft Visual C++ 2017 Redistributable (x64) 14.10.25017 - Microsoft Education Edition 1 unit/s, Php 25,846.00 per unit	25,846.00	Very Good Condition
		Samsung UASSTU7000GXXP, 55 inches LED Smart TV 1 unit/s, Php 24,123.00 per unit	24,123.00	Very Good Condition
		Maono AU-C01 Lapel Speaker 1 unit/s, Php 2,498.00 per unit ***Nothing Follows***	2,498.00	Very Good Condition
		<b>Total</b>	52,467.00	

Reason for Transfer: **To transfer accountability from DepEd Central Office to DepEd Division Office.**  
**DCP 2020 Construction Program (DCP) 2020 Lot 2**  
 Supplier: \_\_\_\_\_  
 Contract #: **2020-ITYS(002) BII-CB-005**

Approved by: **Mariess L. Ablay**  
 Printed Name: \_\_\_\_\_  
 Designation: Chief Administrative Officer  
 Date: \_\_\_\_\_

Released/Issued by: **Joshual Robles**  
 Printed Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

Received by: **LEELER UGAR**  
 Printed Name: \_\_\_\_\_  
 Designation: School Property Custodian  
 Date: \_\_\_\_\_

# Property Transfer Receipt


## DCP 2021, FY 2020 Funds

## DCP 2021, FY 2021 Funds

- Column D (Project) - rectangle 1a, 1b
- Column E (Lot Number) - circle 2
- Column F (ITR/PTR #) - rectangle 3
- Column G (Contract Number) - rectangle 4

\*note: only include in the list those with contract number starting with 2021c

Annex A.5



**INVENTORY TRANSFER REPORT**

Entity Name : DepEd Central Office Fund Cluster : ICTS

From Accountable Officer/Agency/Fund Cluster: DepEd Central Office ITR No. : ITR-DCP-22-07-0000

To Accountable Officer/Agency/Fund Cluster: DepEd Division of Abra Date : July 10, 2022

Transfer Type: (check only one) Alfredo D. Bersamina NHS

Donation  Reallocate  Others (Specify): 318703

Reassignment  Others (Specify):

Date Acquired	Item No.	ICS No./Date	Description	Amount	Condition of Inventory
02/17/2022			<b>Laptop - Acer Travelmate P914-53</b> Memory: 2 x 4GB DDR4 Screen Size: 14" Storage: 1 TB SSD Mouse: Acer Optical Wireless Mouse Headset: Dolby Goodness G3233 Operating System: Windows 10 Education Application Software: -Articulo -Driver Setup Utility -GeoGebra Classic -GeoGebra Graphing -GeoGebra Geometry -Minecraft Education Edition -Microsoft Visual C++ 2017 -Redistributable (x64) - 14.10.25917 -Microsoft Office Pro Plus 2019 -Others: Training Video 4 units, Php 45,294.00 per unit	181,176.00	Very Good Condition
			<b>External Hard Drive - Transcend</b> StoreJet 25M3 Capacity: 1 TB Interface: USB 3.1 Gen 1 4 units, Php 2,075.00 per unit	8,300.00	Very Good Condition
<b>Total</b>				189,476.00	

Reasons for Transfer:

To transfer accounts from DepEd CO

Project: DepEd Computerization Program (DCP) 2021 Lot 1 2020 Fund

Supplier: Columbia Technologies, Inc.

Contract No.: 2021c-ICTS3(001&005)-BII-CB-018-C187

Approved by: *[Signature]* Received/Issued by: Received by:

Printed Name: Mariette H. Tullot Supply Officer/  
School Property Custodian

Designation: OIC-Asset Management Division Date:



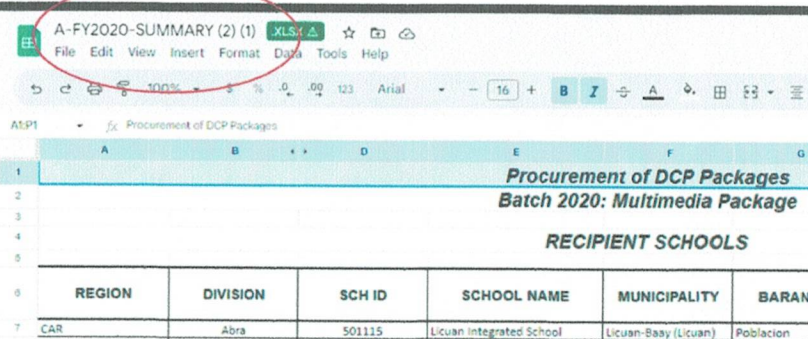
## If PTR is not available, use the Allocation List

### 1. LR 2020:

- no need to fill in the “contract number”
- Add column I as “File name” - input the file name

### 2. SME 2021

- no need to fill in the “contract number”
- Add column I as “File name” - input the file name



A screenshot of an Excel spreadsheet titled "A-FY2020-SUMMARY (2) (1)". The spreadsheet shows a table with the following data:

REGION	DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BARAN
CAR	Abra	501115	Licuan Integrated School	Licuan-Baay (Licuan)	Poblacion

## If PTR is not available, use the Allocation List

### 3. TVL 2021

- no need to fill in the “contract number” and “ITR/PTR Number”
- Add column H as “Sheet Title” - input the title of the sheet

Lot	Item Name	Contract
1 - Agricultural Equipment	Chainsaw, Portable	2021-BLR4:007to0081-
1 - Agricultural Equipment	Cutter, Grass	2021-BLR4:007to0081-



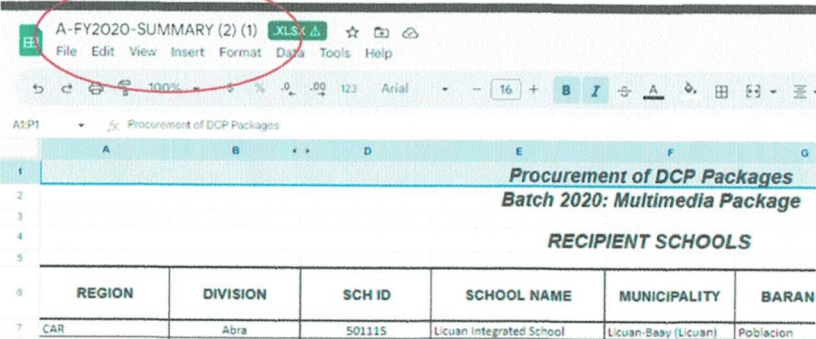
## If PTR is not available, use the Allocation List

### 4. SF 2021

- no need to fill in the “contract number”
- Add column H as “File name” - input the file name

### 5. DCP

- no need to fill in the “contract number” and “ITR/PTR Number”
- Add column I as “File name” - input the file name



A-FY2020-SUMMARY (2) (1) XLSX

File Edit View Insert Format Data Tools Help

100% 123 Arial 16 B I

AtP1 Procurement of DCP Packages

	A	B	D	E	F	G
1	<b>Procurement of DCP Packages</b>					
2	<b>Batch 2020: Multimedia Package</b>					
3						
4	<b>RECIPIENT SCHOOLS</b>					
5						
6	REGION	DIVISION	SCH ID	SCHOOL NAME	MUNICIPALITY	BARAN
7	CAR	Abra	501115	Licuan Integrated School	Licuan-Baay (Licuan)	Poblacion