

Republic of the Philippines

Department of Education

Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ

Banica, Roxas City

March 6, 2024

DIVISION MEMORANDUM No. 140, s. 2024

DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2022

To: OIC, Office of the Assistant Schools Division Superintendent Chief Education Program Supervisors, SGOD & CID Public Schools District Supervisors Heads of Public Elementary, Secondary and Integrated Schools All Others Concerned

- Attached is Memorandum ICTS-OD-MM-2024-0072 titled Delivery and Distribution of DCP Package 2022 which is self-explanatory.
- 2. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosure: As stated Reference: As stated

To be indicated in the <u>Perpetual Index</u> Under the following subjects

INFORMATION

ICT







Address: Banica, Roxas City, 5800 Contact Number: (036) 651-8454 Email Address: capiz@deped.gov.ph Website: http://depedcapiz.ph



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

Under secretary 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

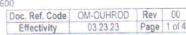
The list of schools and their locations shall be based on the master list provided by the ICT Service.





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The supplier shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.

B. DELIVERY DOCUMENTS

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- 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 • 46 Laptops • 1 Smart TV • 2 Charging / Stotage Carts • 2 Wireless Routers • 1 External Hard Drive	Schools Division Offices (SDO) • For regions CARAGA, IX, and XII the eLC will be delivered to the SDO which will deliver it to Schools.	120
		Schools • For the remaining regions the eLC packages will be delivered to schools.	180

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Smart TVs SExternal Hard Drive	Schools Division Offices (SDO) • For regions CARAGA, IX, and XII the Smart TV will be delivered to schools	120
	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	Central Office Personnel Regional Offices	
• 8 units per RO	*Allocated as follows: Regional Director Assistant Regional Director Regional Planning Officer Regional IT Officer Computer Programmer Computer Maintenance Technologist Two (2) DCP Trainers	90
• 12 units per SDO	Schools Division Offices *Allocated as follows: • 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 • 5 laptops per school	Schools Division Offices (SDO) • The package will be delivered to the Schools Division Office	120
O tap-opo par some	The SDO Offices will deliver the DCP Packages to School.	

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Schools	120
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 	

Please refer to the following link for the allocation list:

- e-Learning Cart and Smart TV 2022 Packages <u>https://bit.ly/DCP2022-Rebid-RecipientSchools</u> <u>https://bit.ly/DCP2022-FinalAllocationList</u>
- 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 copy furnish usecforadministration@deped.gov.ph

For information and guidance. Thank you.