



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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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

1. 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 Perpetual Index  
Under the following subjects

INFORMATION

ICT



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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.



Room 301, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City 1600  
 Telephone Nos.: (+632) 8631-9636  
 Email Address: icts.od@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 4



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**

<b>FY</b>	<b>PACKAGES</b>	<b>RECIPIENTS</b>	<b>CALENDAR DAYS</b>
2022	<b>Package 1 - e-Learning Cart</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>	Schools Division Offices (SDO) <ul style="list-style-type: none"> <li>• For regions CARAGA, IX, and XII the eLC will be delivered to the SDO which will deliver it to Schools.</li> </ul>	120
		Schools <ul style="list-style-type: none"> <li>• For the remaining regions the eLC packages will be delivered to schools.</li> </ul>	180

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

		<p>Schools</p> <ul style="list-style-type: none"> <li>• The five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the Principal which can be utilized by all teachers</li> <li>• Priority will be given to Alternative Learning System (ALS) teachers</li> </ul>	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 L4T 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](mailto:marvin.delacruz002@deped.gov.ph) / [alvin.salcedo002@deped.gov.ph](mailto:alvin.salcedo002@deped.gov.ph) / [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph) copy furnish [useforadministration@deped.gov.ph](mailto:useforadministration@deped.gov.ph)

For information and guidance. Thank you.