March 14, 2018

REGIONAL MEMORANDUM
No.: 101 s2018
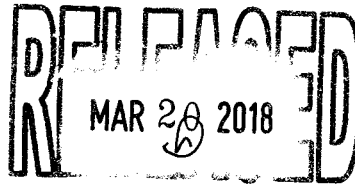
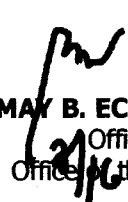## DELIVERY AND DEPLOYMENT OF THE DEPED COMPUTERIZATION PROGRAM (DCP) BATCHES 35, 36, 40 to 44 COMPUTER PACKAGES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN THE REGION

To: Schools Division Superintendents
        Division Information Technology Officers
        School Heads of Recipient Schools
        All Others Concerned

1. For effective and efficient deployment of DCP Batch 35, 36, 40-44 e-classroom packages in the Region, the recipient schools are hereby reminded of the strict implementation of the DCP Guidelines.

2. All recipient schools identified MUST be ready before the tentative installation schedule (to be informed by your respective Division ITOs) to ensure the fast and smooth installation of the DCP packages.

3. Deliveries shall be done on a door to door basis. The Delivery Receipt must be signed if and only if the DCP package/s has arrived at the school without signs of tampering, mishandling and damages (boxes only). Furthermore, it should not be accepted if the expected number of boxes is not complete.

4. For the training, six (6) hour face to face training for all batches shall be provided for at least 3 teachers from the recipient school.

5. Inspection and acceptance reports shall only be signed after the delivery, installation, inspection and training have been conducted and accepted.

6. Enclosed are the following documents for reference:
   - Enclosure No. 1 – List of Recipient Schools (to be sent via email)
   - Enclosure No. 2 – DCP Handbook
   - Enclosure No. 3 – Memorandum from ICTS entitled: Deployment/Delivery of the DCP Batches 35, 36, 40-44 Computer Packages for Public Elementary and Secondary Schools Nationwide
   - Enclosure No. 4 – Package Inclusions/ Number of Boxes per Batch

7. For issues and concerns, please contact us via e-mail: **ictu.depedcar@gmail.com**.

MAY B. ECLAR, Ph.D., CESO V
Officer In-charge
Office of the Regional Director

Department of Education

DepEd Computerization Program Orientation Handbook

June, 2015

Table of Contents

Introduction

The DepEd Computerization Program (DCP) aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century.

The following are the objectives of the DCP:

- Provide ICT packages to public schools that is responsive to the needs of the K-12 curriculum;
- Integrate ICT in the teaching and learning process;
- Raise the ICT literacy of learners, pupils, students, teachers and school heads;
- Improve computer-to-student ratio in the public schools, and
- Improve the replacement cycle of ICT packages.

DCP Deployment Process

Pre-delivery

School Readiness

The school must prepare the complete counterpart requirements as prescribed by DepEd Central Office:

1. Multi-media Classroom
2. Computer Tables
3. Windows and Doors with grills
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician
5. Provision of adequate security mechanisms
6. School Inspectorate team was organized
7. 50 pieces mono chairs
8. At least 2 units of stand fan
9. Sufficient electrical lighting

As proof that the recipient school is ready to receive the DCP package, the division IT officers must assess the school's readiness by accomplishing a School Readiness Checklist.

Sample School Readiness Checklist

Republic of the Philippines

Department of Education

TECHNICAL SERVICE

Pasig City, Philippines

SCHOOL ID: _____ NAME OF SCHOOL: _____

Classification (If recipient pls. check):

☐ Main ☐ Annex ☐ Annex A ☐ Annex B

☐ Campus A ☐ Campus B ☐ Campus C

Region: ____ Province: _____ District: ____ City/Municipality: _____
Division: _____ Superintendent: _____
Principal/School Head: _____
Contact No./Cellphone No.: _____ E-mail: _____
School Property Custodian: _____ Contact No: _____
Name of Computer Laboratory In-Charge: _____
Contact No./Cellphone No.: _____
Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.

Criteria	Yes	No	Remarks
1. Multi-media Classroom	☐	☐	
2. Computer Tables	☐	☐	
3. Windows and Doors with grills	☐	☐	
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	☐	☐	
5. Provision of adequate security mechanisms	☐	☐	
6. School Inspectorate team were organized	☐	☐	
7. 50 pieces mono chairs	☐	☐	
8. At least 2 units of stand fan	☐	☐	
9. Sufficient electrical lighting	☐	☐	

Based on the assessment above, the school is:

Ready	☐	All criteria (1-9) were satisfactorily met
Partially Ready	☐	Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
Not Ready	☐	At least one of critical 1-6 is not met

RECOMMENDATIONS:

ASSESSED BY: CONCURRED BY:

_____ _____
(Name and signature of Division ICT Coordinator) (Name and signature of School Head)

Ground Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City
Telephone No.. (02)633-7264

Delivery Procedure

Information

1. The DepEd Central Office informs the regions through the regional IT Officer of the schedule of deliveries for the recipient schools.
2. The supplier informs the division offices and recipient schools of the schedule of deliveries.

Actual Delivery

1. The delivery truck arrives at the school.
   1.1. The delivery personnel looks for the one of the following school representatives to receive the items in the following order:

   Property Custodian
   Authorized representative (with authorization letter)

   None of the above means **NO DELIVERY**.

   1.2. If property custodian will receive the items, he/she needs to present Front and Back photocopy of their School ID / DepEd ID
   1.3. If the authorized representative will receive the items, he/she needs to present the following:
      1.3.1. Authorization Letter signed by the Property Custodian
      1.3.2. Front and Back photocopy of the Property Custodian's School ID / DepEd ID
      1.3.3. Front and Back photocopy of the representative's School ID / DepEd ID

2. The delivery personnel unload the items in the secure room provided by the school.

3. The property custodian or his/her authorized representative inspects the **BOXES ONLY** for signs of tampering, mishandling or damages.

4. Look for this sticker (Figure 1) and make sure that it is not torn or removed in any way.

Figure 1. Supplier's Tamper Sticker

PLEASE ENSURE THAT THIS STICKER IS
NOT REMOVED / TAMPERED,
OTHERWISE, RECIPIENT SCHOOL WILL BE
RESPONSIBLE FOR ANY
LOSSES/DAMAGES.
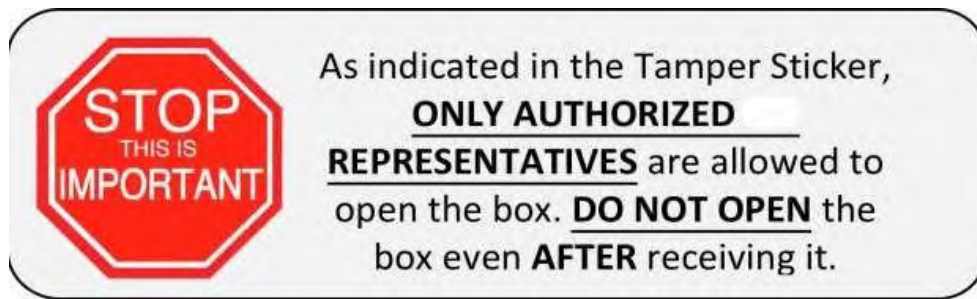
5. If the boxes are OK, school representatives sign the Forwarding **Bill** (Figure 2)

Figure 2. Forwarding Company bill

Responsibilities of the supplier/manufacturer/contractor

1. The delivery must be within the specified period at the location/s indicated in the P.O. or contract.
2. Delivery must be done on weekdays between 8am to 5pm.
3. The delivery must be in accordance with technical specifications, terms, and conditions.
4. In case of calamities, deliveries can be accepted by nearby schools, but only for safekeeping.

If the boxes are NOT OK, the inspectorate team should do the following:

1. Inform the Supplier by calling/texting any of the numbers to be provided.
2. Inform your Division ICT Coordinator regarding the concern.
3. Make a note in the Airway Bill of the observed problems.

- **Make sure your contact details are updated**. The delivery personnel will not be able to call you if your contact details are wrong.

- **Be present** on the specified date and time of delivery.

- **Inspect the boxes** before receiving.

- **Above all else, do not open the boxes.**

- Supplier policy restricts the opening of the boxes for the protection of the Company, the Courier and the Client in case some items are missing or damaged.

  Depending on the circumstances, **for as long as the boxes were not opened** prior to the unboxing by the supplier's authorized representative; a full investigation on the part of the supplier and the forwarder is conducted first before involving the school.

- **When signing documents, please print full names and designations.**

Unboxing

1. The Supplier's **Authorized Service Partner (ASP)** calls the recipient school to schedule unboxing, installationand training dates.

2. The ASP arrives onsite on the scheduled date and proceeds to inspect the delivered items:

   2.1 ASP inspects the condition of the outside box for tampering, mishandling, damage.

   2.2 ASP opens the boxes and inspects the condition of items and completeness of items, accessories and other peripherals such as product manuals.

3. If OK, ASP proceeds to the installation step.

- **Be present** on the specified date and time of unboxing.

- **Ensure** that all counterpart requirements have been completed.

Installation

Step by step installation

1. After the ASP unboxes the items and determines that all items are complete, the ASP proceeds to begin setup, installation and configuration on each assigned classroom.
2. After installation, the ASP tests the equipment to ensure all are working and compliant with the technical specifications.
3. The school must already be prepared with the complete counterpart requirements as prescribed by DepEd Central Office (refer to Pre-delivery)

The installation can only proceed depending on the readiness of the school's classroom or laboratory. Incomplete classroom requirements means **NO INSTALLATION**

4. The school must follow the prescribed e-Classroom layout.

Suggested eClassroom Layout – Secondary

Figure 1. Secondary School Suggested Network Lay-out
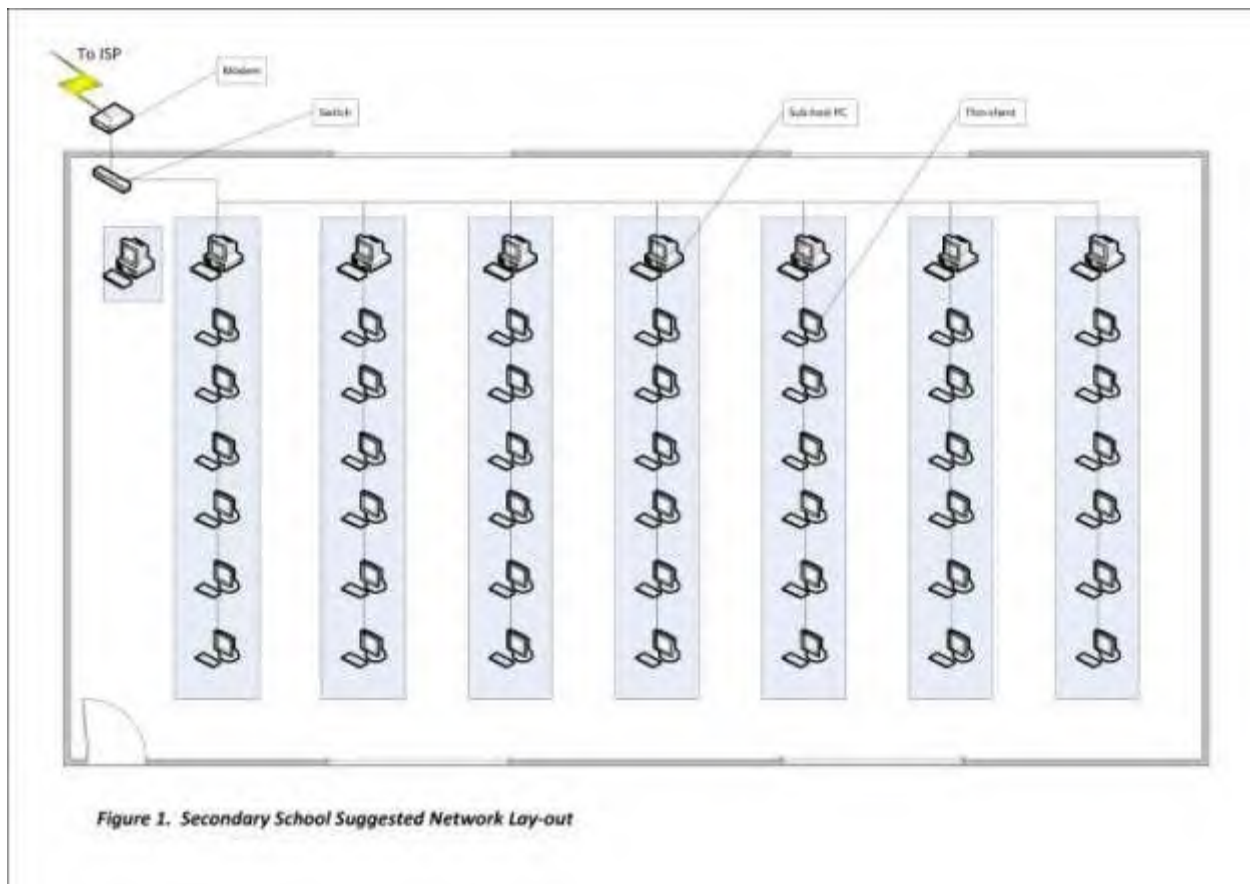
Suggested eClassroom Layout – Elementary

Enclosure no. 4a – Suggested Elementary E-Classroom Lay-out
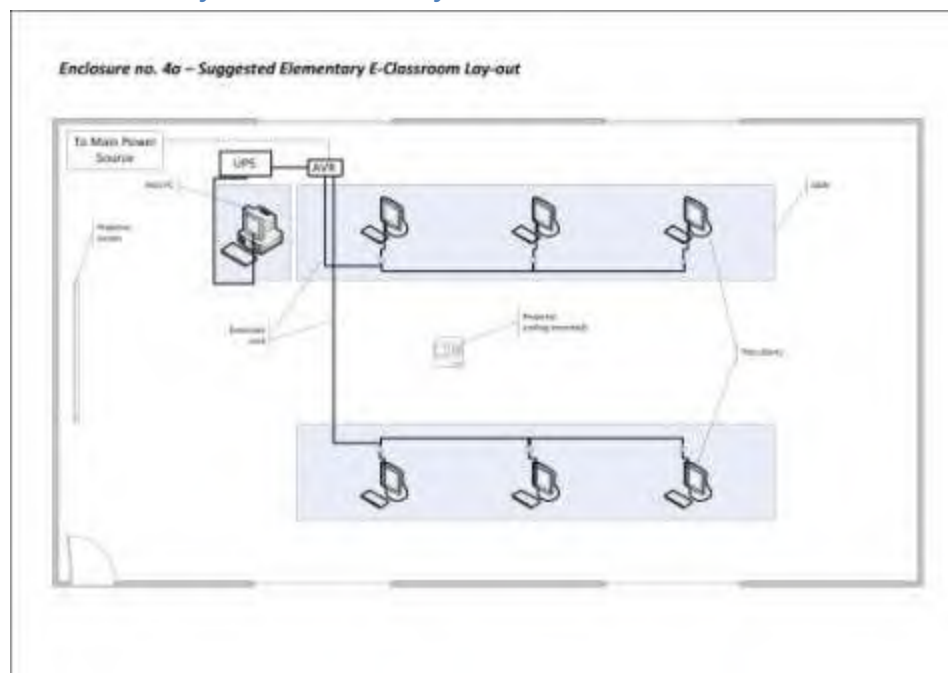
- **Avoid** making sudden and unnecessary changes or adjustments to prearranged installation layouts with the ASP, as this will cause delays.

- Supplier does not permit its ASPs to make any modifications and/or additional improvements to the equipment and installation specifications set down in the Terms of Reference of DepEd Central Office. Any and all modifications must be consulted first with the supplier.

  Liabilities incurred in the performance of any unauthorized work at the behest of school representatives shall be charged to the school accordingly.

Inspection

Definition

The examination of supplies and services to determine whether the supplies and services conform to contract requirements. Requirements include: applicable drawings, technical specifications and purchase descriptions.
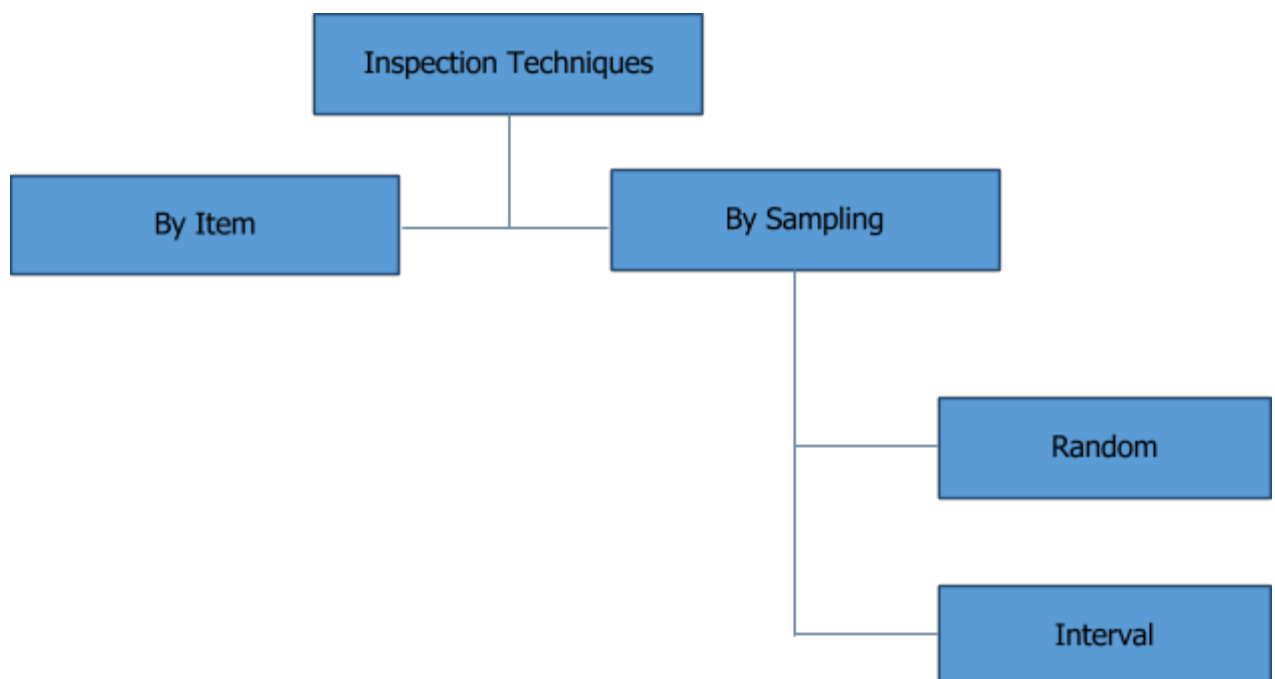
Methods of Property Inspection

1. **Inspection by Sampling** - Usually, 10% of the entire group is used for sampling
   a. Random Sampling - Samples from the delivered group are chosen at random for testing
   b. Interval Sampling - After a certain number of items are counted, a sample is chosen for testing. For example, when going through a delivered set of laptops arranged in a line, every 10th laptop is chosen for testing.
2. **Inspection by Item** - Individual items are checked for conformity to required specification.

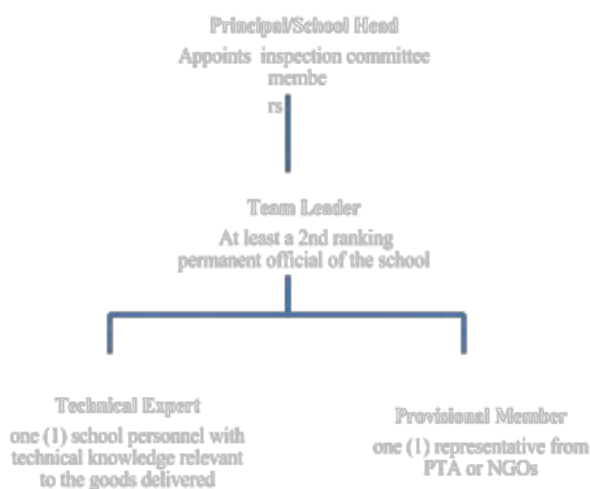For delivered electronic equipment, random and interval sampling methods are not applicable. Inspection by item must be conducted. Among the details to be checked are the serial number/s, brand name, model, point of origin, patent number.

Inspection Committee

1. The School Principal shall constitute an **Inspection Committee** consisting of two (2) school personnel and one (1) representative coming from PTCA/NGO.

Principal/School Head
Appoints inspection committee membe
rs

Team Leader
At least a 2nd ranking
permanent official of the school

Technical Expert
one (1) school personnel with
technical knowledge relevant
to the goods delivered

Provisional Member
one (1) representative from
PTA or NGOs

2. The Inspection Committee must have a copy of the Inspection and Acceptance Report (IAR) and the Serial Number Checklist.
3. Inspectors should be familiar with the equipment technical specifications and quantity prior to conducting the inspection.

Elements of a computer system

Hardware: physical components of the system such as the monitor, keyboard, motherboard, circuits, wires, etc.

Software: all non-physical components of the system, such as programs, used to direct   computer operations

Inspection Procedures on Computer Packages

1. Upon receipt of the Request for Inspection, see to it that all required documents are attached like the original copies of the perfected Purchase Order/Contract, Delivery Receipt/Sales Invoice, and others.
2. Check the documents submitted for completeness and authenticity prior to inspection
3. Take note of any alterations, erasures or other modifications in the perfected Purchase Order/Contract. These modifications must be verified and authenticated by authorized approving officials.
4. Take note of the receipt of the Property/Supply Unit, the place and date of delivery.
5. If there is a required sample mentioned in the perfected Purchase Order/Contract, ask for the approved sample for purposes of comparison/verification. In cases of inconsistencies between sample and the Purchase Order/Contract, specification on the perfected Purchase Order/contract shall prevail.
6. After all the documents have been evaluated, proceed to the delivery site specified in the perfected Purchase Order/Contract and conduct inspection and testing procedures.
7. Conduct physical inspection of the items delivered. Count the items delivered and check with the required quantity
8. Check the packaging, labeling, markings and other means of identification that meet specifications; or if not specifically called for, conform to the best commercial practices for protecting the items during transportation, storage, handling and distribution.
9. Determine whether it is brand new, reconditioned or rebuilt.
10. Take note of the serial number, product number, point of origin, specifications in accordance with the brochure and accessories that go with the equipment.
11. Take note of:
    - Obvious damage or defects in the equipment, accessories, connectors, plugs, sockets etc.
    - any discoloration, rust, stains and decays due to exposure to heat, chemicals or moisture

- Ensure that flexible cords are effectively anchored to equipment, plugs and sockets.
12. Perform trial and operational test on the equipment delivered.
    - Request the supplier to demonstrate the operation of the equipment in the presence of End-User and observe its actual performance.
13. Hearing is essential in the detection of defects indicated by unusual sounds or noises audible when observing the operation of equipment such as knocking, squeaking, sputtering, cracking, breaking, scratching, etc.
14. Consider the characteristics which may be determined by touch or feel, in the inspection of different equipment, include such common, qualities as heat, cold, flexibility, hardness, softness, thickness, firmness, etc.
15. Check the inclusion of warranty certificate and instructional manual.
16. Prepare the Inspection and Acceptance Report immediately after inspection for submission to the Supply Officer for acceptance.

Important Note: Inspection and test for compliance to its features shall at all times be done in accordance with the following procedure:

The Inspectorate Team and the Supply Officer / Designated Property Custodian shall prepare and sign the **Inspection and Acceptance Report (IAR).**

1. Original: supplier, to be attached to the DV
2. Copy 2: Property Inspector/Inspection Team
3. Copy 3: Property and Supply Unit File

How to check a computer's specifications (Windows 8, Multipoint Server)

1. Click the folder on the taskbar
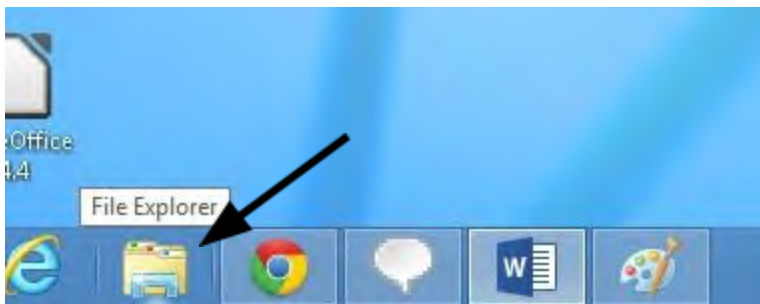
2. Right click **Computer**
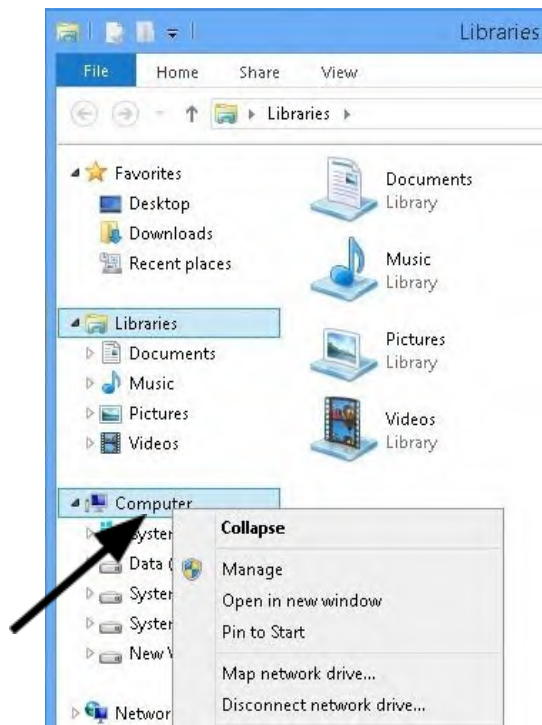
3. Right click **Properties**
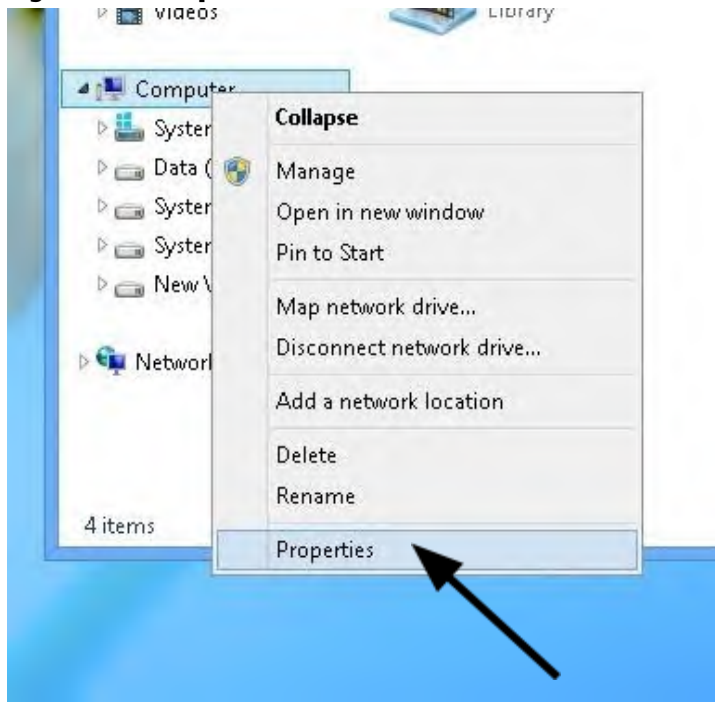
4. Then the screen below will appear
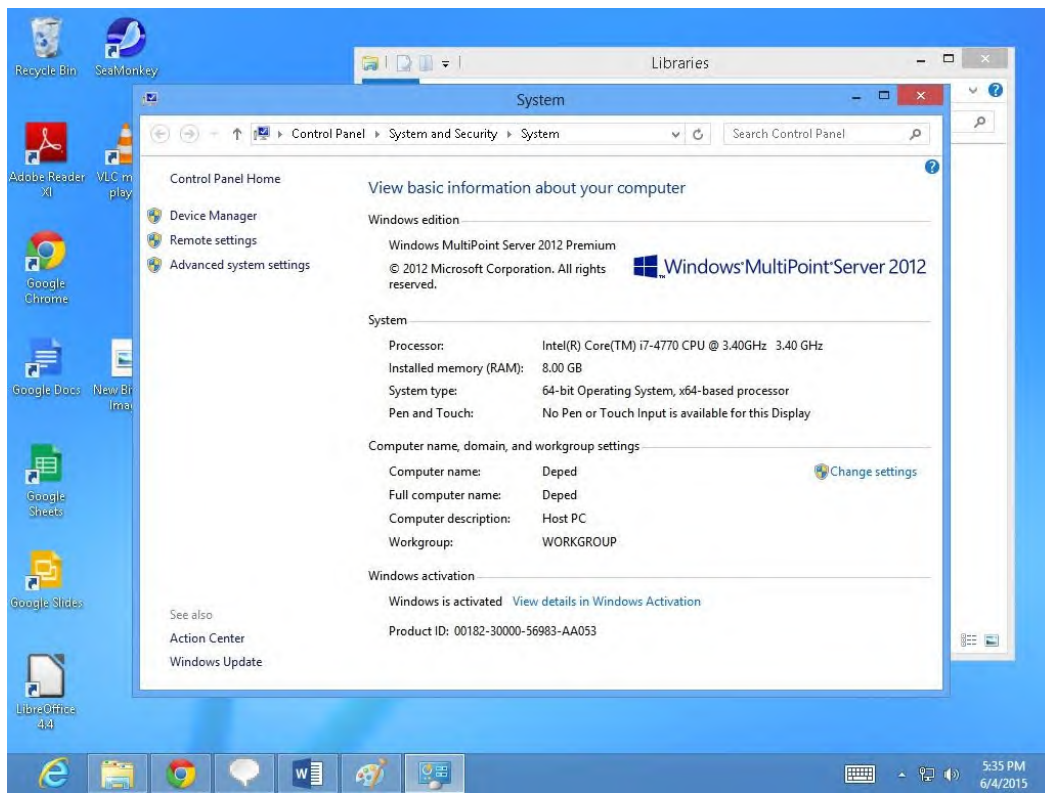
This screen will show the specifications of the computer.

Training

1. School should have 3-10 of its personnel/representatives participate in the Training Course provided by the Supplier's service partner.

2. The Training Course on various topics is centered on the operation and maintenance of the computer equipment.

3. The school personnel/representatives sign the attendance sheet that forms part of the Training Checklist. As proof of attendance, attendees are advised to prepare beforehand a copy of their front and back photocopy of School ID/DepEd ID.

After the completion of the training, the school Principal/authorized representative signs the training checklist.

The supplier's service partner should provide the materials such as handouts, videos, presentations that were used during the training.

Acceptance

When the delivery, installation, inspection and training have been conducted and accepted,

1. The School Inspection Committee shall sign the **Inspection and Acceptance Report (IAR) prior to the acceptance by the Property Custodian.**
2. Supply Officer/Designated Property Custodian **returns** original copy 1 of IAR to the supplier for payment purposes.
    2.1. For Secondary/Tech Voc Schools:
        2.1.1. With Book of Accounts: The **School Head** accepts the transfer upon acceptance of deliveries by the Inspection Committee and the Supply Officer or designated Property Custodian
        2.1.2. Without Book of Accounts: The **Schools Division Superintendent** accepts the transfer thru the Invoice Receipt of Property (IRP) upon acceptance of deliveries by the School Inspection Committee and final acceptance of the Division Supply Officer
3. The **School Property Custodian** provides copy of the IAR to the Division Office – Supply Office for Booking-Up
4. The **Division ICT Coordinator** shall facilitate the signing of **Certificate of Final Acceptance and Invoice Receipt of Property (IRP)** for signature of the Division Supply Officer and Schools Division Superintendent.

Warranty Service

There is a 3 year warranty for the whole IT equipment package on parts, labor and on-site service or as applicable to the delivered items starting on the date of the Project Completion Certificate. Suppliers are also required to do a preventive maintenance check of IT package every 6 months during the 3 year warranty period.

The following sections provide information on the extent of warranty coverage, how to avail of warranty service, what to expect and how to properly care for the equipment to avoid breakdown and cases of void warranty.

Service Reporting Procedures

The supplier may be reached from 8:00am to 5:00pm Monday to Friday excluding holidays.

In case equipment problems or breakdown is experienced, the following procedures must be followed to ensure fast and efficient service:

1. **Before contacting the Supplier:**

    To report a concern, the school representative must make sure to be ready with the following information:

    Name of School:
    School ID:
    Name & Designation of the person who reported the problem:
    Contact Nos:
    Type of Machine/Brand/ Model:
    Serial #:
    Problems Encountered:

2. The school representative contacts the Supplier's Care via landline/mobile/email through the details posted in the Contact Sticker found in every equipment.

3. **If the information is complete**, an "Authorized Technician" will call to isolate the concern and perform Telephone Support within one hour from confirmed receipt of details.

4. **If the information is incomplete**, Customer Care will have to call first to complete all information before a Technician can call to assist.

5. **During Telephone Support**:

    5.1 If the problem is resolved, Customer Care calls the school to validate completeness of work and closes the call ticket.

    5.2 If the problem is unresolved, the Supplier will perform one of the following:

On-site repair service.
Pullout defective unit for repair.
Send replacement item and perform Telephone Support for installation.

6. After step 5.2 is performed and the problem is resolved, the Supplier's Customer Care calls the school to validate the completeness of work and closes the call ticket.

Service Response Time

We recognize the importance of keeping equipment up and running at optimum capacity 100% of the time and that is why the Supplier shall provide quality customer service at the fastest possible time.

For this project, recipient schools will be serviced under the following response times:

Response Type	Response Time
Contact from Customer Care	within 1 hour from receipt of report
Onsite service (within city)	within 24 hours from notification of Supplier
Onsite service (provincial/remote)	within 48 hours from notification of Supplier

Service Reporting Reminders

- All warranty repairs/services are to be conducted by the **Supplier** only. Do not try to open/repair/modify the item on your own. **Any unauthorized tampering or opening of units shall automatically void the warranty.**

- All reports/concerns are to be forwarded to Supplier only. **Service partners who conducted the Installation and Training are not authorized to conduct repair without notice from the Supplier.**

  Any charges and/or damages incurred from outsourcing repair to any party other than the Supplier or its duly assigned partner shall be **at the expense of the school and shall void the equipment warranty**.

- Authority to conduct services/repairs/pullout is on **a one-time transaction basis only**. Supplier's personnel should notify you of the authorized partner for each onsite visit/repair/pullout.

- No pullout should be allowed without a service unit.

- No repair/pullout will be conducted without official notification from the Supplier. **Do not entertain couriers or technicians if you have not received any notice from the Supplier**.

- When in doubt, **call the Supplier's Customer Service**.

Cases of Void Warranty

Below can be found some common causes encountered by schools why the warranty of their equipment is voided. Most of the time, these cases may be avoided or prevented by simply following the procedure stated in this manual and keeping in mind the various reminders stated above.

1. Water damage
2. Electrical damage caused by an external power source
3. Unauthorized opening of the item
4. Unauthorized repair using a third-party service center
5. Damage caused by installation of unapproved accessories or software
6. Damage caused by unauthorized modification of parts

Equipment Maintenance and Care Tips

- Keep equipment clean and away from dust.

- Do not eat or allow food near the computer units.

- Keep the computer units plugged in the UPS when operating. The UPS protects your units from sudden power fluctuations/outages.

- Keep the UPS charged.

- Keep the equipment in its original configuration. Avoid installing unauthorized and/or unlicensed/pirated software.

- Always keep your anti-virus software up to date.

The school must be ready with its completed documents and facilities, such as rooms and electricity, before a delivery is made.

Documents required for deliveries:

Sample Supplier Delivery Receipt and Serial Number Forms

SOLD TO:	DELIVERY RECEIPT	Nº 67007

SOLD TO:
Procurement Service
PS Complex, Cristobal St.,
Paco Manila
Direct to DepEd Recipient Schools

DELIVERY RECEIPT
P.O. NO.
DATE
Nº 67007

QUANTITY	UNIT	DESCRIPTION	SERIAL NUMBER	UNIT PRICE	AMOUNT
1	Unit	Host PC Acer Veriton M490G Intel Core i5 760-2.8GHz, 2x2.0GH 1333 320.0GB HDD SATA II, DVD-RW Drive SATA, Add'l. 512MB V/C, MS Win Multi User Application Suite, Classroom Management Software, Recovery CD's Containing O.S., Virtualization Software, MS Office 2010, Anti-Virus & Drivers, Acer Ext. Speaker, Acer USB Keyboard, Acer USB Optical Mouse w/Pad, Acer V193WE 18.5" LCD Monitor, 2Pcs. Power Cord			
6	Unit	Acer V193WVB 18.5" LCD Monitor w/Power-Cord			
6	Unit	Acer USB Keyboard & Acer USB Optical Mouse w/Pad			
6	Unit	NComputing U170 w/USB Booster, USB Cable (10Meter) & Complete Accs.			
1	Unit	Emerson Liebert PS500-MN-UPS w/Complete Accessories			
		Region III Fort Arayat CS Address: A. MANAPAT SAN AGUSTIN CDR Arayat			

PREPARED BY:	APPROVED BY: Mngt. Attn: VICTORIA C. DAVID Tel. #: none	CHECKED BY:	TOTAL ⟹	

REMARKS:
SO#97301/97302/97303
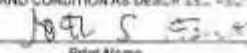
TERMS:
This D.R. is not a receipt of payment neither it is an evidence of valid payment of articles covered and/or stated thereon. Invoice will be issued when sales have been made for the above-mentioned articles. If within 24 hours, the said delivered article(s) is not returned or no complaints has been made it shall be deemed received in good order and condition. In case of consignment and/or demonstration, the consignee and/or recipient company shall assume full responsibility for the above mentioned articles, including loss, theft, fire and damage through gross negligence while the same is in the possession of the recipient company.

RECEIVED GOODS OR MERCHANDISE IN GOOD ORDER AND CONDITION AS DESCRIBED ABOVE

Print Name

Authorized Signature
09-16-11

Arayat CS (School ID 105898) Region 3

SET # 371

Acer Veriton M490G CPU-1 unit	LCD Monitor	Keyboard	Mouse
PUVAP090041290442D9200	ETLBP0C1661240197A40F7	KBUSB0P0851250207CK701	MS112000085113086A1L200

Stand Alone Acer 18.5" LCD Monitor-6 units	Stand Alone Keyboard- 6 units	N-Computing-6 units	Stand Alone Mouse-16 units
ETLKX0W016124098FE4303	KBUSB0P08812400296K701	U170T06A2 11113423	MS1120000881310200CK70
ETLKX0W016124096DA4303	KBUSB0P08812400298K701	U170T06A2 11118551	MS1120000881310200BK70
ETLKX0W016124096E34303	KBUSB0P08812400299K701	U170T06A2 11122200	MS1120000881310201SK70
ETLKX0W016124096BF4303	KBUSB0P088124/029AK701	U170T06A2 11120656	MS1120000881310203OK701
ETLKX0W016124099064303	KBUSB0P0881240029BK701	U170T06A2 11122203	MS1120000881310201AK701
ETLKX0W016124099194303	KBUSB0P0881240029CK701	U170T06A2 11120655	MS1120000881310201BK701
			MS1120000881310201ZK701
			MS1120000881310201IK701
			MS1120000881310201ZK701
			MS112000881310201CK701
			MS1120008813102019K701
			MS1120000881310201GK701
			MS1120000881310201BK701
			MS112000881310200DK701
			MS112000881310200EK701
			MS112000881310200FK701

Promethean ActivBoard-1 unit	Brother DCP-J125- 1unit	Acer Projector X1261P-1 unit
C1103010032	G1F368803	EYJBV01006124003205921

Inspected by:

Carlou Borja / Gigi Jimenez/Raymund Lasam
PS Inspectors

Received.
04-11-11
Signature Over Printed N
Principal/Teacher in C

Sample Inspection Acceptance Report

Inspection and Acceptance Report

BIKAL FISHERIES SCHOOL   301943

School

Supplier : Procurement Service - DBM Thru Columbia Technologies Inc.   IAR # : _____

P.O.# : 10-0414   Date: 7/27/10   PS-DR # : _____   Date : _____

Requisitioning Office Department :   DepED

Item No.	Unit	Description	Quantity
1	unit	PERSONAL COMPUTER, branded, brand new, ACER VERITON M275 Accessories: Manual, Recovery CD, Mouse, Mouse Pad, Keyboard, Antenna, Power Cord	11
3	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS), branded, brand new; EMERSON-LIEBERT PS-500PH **Accessories: CD Driver**	11
4	unit	WIRELESS BROADBAND ROUTER, branded, brand new; D-Link DIR-600 Wireless 150 Router Accessories: Manual, CD Driver, Antenna	1
5	unit	PRINTER, 3 in 1, color, branded, bran new, BROTHER DCP-J125 Accessories: Manual, CD Driver, Power Cord, USB Cable	1
6	lot	Training on Basic Software and Hardware Installation and Troubleshooting	1

Joint Inspection Team

PS-DBM Inspector

_____

_____

_____

DepED

_____

_____

_____

Date Inspected: _____

Recipient School

Inspection	Acceptance
Date Inspected: 11-17-10	Date Received: 11-17-10
[✓] Inspected, verified and found OK as to quantity and specifications	[✓] Complete
Inspection Officer	[ ] Partial
Inspection Officer	MARIVIC MILLARES
Inspection Officer	Property Officer

Sample Training Checklist

Republic of the Philippines
DEPARTMENT OF EDUCATION

TRAINING CHECKLIST FOR DCP E-CLASSROOM PACKAGE RECIPIENTS

Name of School:...Date of Training:_____
School ID: _____Duration of Training:.............day(s)

DCP Batch No.: _26_
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 not taken.

I. IT Equipment Orientation		V. Training On Basic Software and Hardware of Host PC and Virtualization Kit	
Setting up the Computer		How to install and set-up the Windows Multi-user application Suite, MS Office, Antivirus Printer Driver and necessary drivers to run the PC	☐
• Basic info	☐	How to format, back-up and recovery data in the hard disk using the recovery disk and one touch recovery function	☐
• Front Panel	☐	How to update the Operating System and Antivirus software	☐
• Rear Panel	☐	How to perform the preventive maintenance of the PC	☐
• Mouse	☐	How to upgrade and replace the hard disk, memory, CD-ROM and other computer peripherals	☐
• Storage Device	☐	Installation and configuration of 6 terminals to host PC	☐
• Connecting Hardware	☐	Creation of administration user accounts per terminal	☐
• Turning On	☐	Operation and troubleshooting of the shared computing technology	☐
• Turning Off	☐	VI. Training on Classroom Management Software	
II. Anti Virus		How to broadcast lessons	☐
• How to scan computers and their drives	☐	How to call attention of individual or all students	☐
• How to update anti-virus	☐	How to monitor and control student PCs	☐
• How to quarantine virus	☐	How to shutdown the terminal from the host PC	☐
		How to share the folder and a printer from host PC to terminals	☐
III. UPS and AVR		VII. Training on Hardware and Software Maintenance	
Installation, proper connections	☐	Kinds of Hardware and Software Malfunctions	☐
Troubleshooting	☐	Steps and procedures for hardware or software failure or malfunctions reporting using the Helpdesk	☐
Maintenance & Importance	☐	Steps and procedures in reactivating Operating System (WMS) online and offline	☐
IV. Printer Operation		Orientation on the scope of warranties and procedures of the after sales support	☐
Installation	☐	VIII. Training on Local Area Network (LAN) Design, Set-Up and Troubleshooting	
Software/Driver Installation	☐	Basic Network Design, Hardware and Topology	☐
Installing/Replacing Cartridge	☐	How to set-up LAN	☐
Loading Paper	☐	How to set-up/configure internet connection of host PC	☐
Fixing Paper Jam	☐	IX. Training on Security	☐

Note: Duration of training is 16 hours or 2 days.

Conducted by: Certified Correct by:

_____   _____
Name & Signature of Trainer   Name & Signature of School Head/
                                       School ICT Coordinator

_____
Training Provider

_____
Contact Number/s

Sample Invoice Receipt for Property

General Form No. 30 (A)
(Revised March, 1938)

Republic of the Philippines
Department of Education

DepED

INVOICE-RECEIPT FOR PROPERTY

TRANSFER of property from   **DepED Central Office**   to   **BIKAL FISHERIES SCHOOL.**
authorized by   **Secretary Br. ARMIN A. LUISTRO**   Region V - Division of Camarines Sur

QTY.	Units	NAME AND DESCRIPTION	DATE of PURCHASED	PROPERTY NUMBER	CLASSI-FICATION NUMBER	UNIT VALUE	TOTAL VALUE
11	units	DESKTOP PERSONAL COMPUTER; ACER VERITON M275, 2.93GHz, 3MB L2 cache, 1066MHz FSB, Two 240-pin DDR SDRAM Dual inline Memory Module and supports DDR2 800MHz DIMM, Peripheral Interfaces: 8 USB 2.0 ports (4 in front & 4 at the back), 2 Serial ATA interfaces on the motherboard, 2GB DDRIII 1333Mhz 320 GB 7200 rpm (SATA, DVD+/-RW (SATA); 17' LCD standard not wide; Support maximun frame buffer of 256 MB (graphics memory is shared with system memory) Acer external speakers, fully compatible with the PC, Mouse optical, PS/2 or USB interface w/ mouse pad, keyboard 104 keys, USB interface				29,886.48	328,751.28
11	units	UNINTERRUPTIBLE POWER SUPPLY, New Brand: Emerson-Liebert Model: PS500-PH, Output Power capacity: 300Watts/500VA, Max configurable power: 300watts/500VA, 230volts				1,669.20	18,361.20
1	set	Wireless Broadband Router ,D-Link Brand, DIR-600 Model, 2.4 Frequency band, WPA2, 64-bit WEP, 128-bitWEP, 4 port switch & 1 WAN port, 54Mpbs				1,361.60	1,361.60
1	unit	PRINTER, Inkjet, 3-in-1, Brand: Brother DPC-195C				2,922.40	2,922.40
1	lot	TRAINING ON BASIC SOFTWARE AND HARDWARE INSTALLATION.				639.60	639.60
				TOTAL AMOUNT =	P		352,536.08

INVOICE	**RECEIPT**
I CERTIFY that I have this _____ day of _____, invoiced to	I CERTIFY that I have this _____ day of _____ 2010 received from
LEONARDO P. TORDILLA Principal I	**FRANCISCO M. VARELA** Undersecretry for Finance & Administration
(Name) (Designation)	(Name) (Designation)
the above listed articles, property of	the above listed articles, property of **BIKAL FISHERIES SCHOOL**
DepED Central Office	Region V - Division of Camarines Sur
(Name of bureau or office)	(Name of School)
FRANCISCO M. VARELA	**LEONARDO P. TORDILLA**
(Signature of Invoicing Accountable Officer)	(Signature of Receiving Accountable Officer) 11-17-10
Undersecretry for Finance & Administration	**Principal I**

DepEd Computerization Program (DCP) Orientation Handbook   Page 29

Issuance and Acknowledgement of Items
Definition

- the act of transferring the custodianship of property from one person to another
- Acknowledgement Receipt of Equipment (ARE) for IT equipment, library books, etc.

Procedure

- For implementing units: After recording delivery in the inventory, the School Property Custodian prepares Acknowledgement Receipt for Equipment (ARE) to the accountable officer
- For non-implementing units: After recoding delivery in the inventory, the Division Supply Officer prepares Acknowledgement Receipt for Equipment (ARE) to the accountable officer

ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT
Department of Education
Central Office

		ARE No.	**ARE-11-3-012**

Qty	Unit	Item	Unit Cost	Property No.
1	Unit	**Desktop** **ACER VERITON X480G** Microprocessor : 2.66Ghz,3MB L2 Cache,1066Mhz FSBMotherboard: Memory:Two 240pin DDR SDRAM Dual Inline, Memory Module and Support DDR2 800Mhz DIMM	34,168.00	CO1-I-01-01-11-03-001-NF(0004)

--- Nothing follows ---

Received By:	Received from:
Pamela Caeg Loveria	**Maritess Laca Ablay**
Signature Over Printed Name	Signature Over Printed Name
Administrative Aide IV	**Chief Administrative Officer**
TechVoc Task Force	**Property Division**
Position / Office	Position / Office
Mar 1, 2011	**Mar 1, 2011**
Date	Date

Printed by: Albert C. Alano
Printed on: Mar 30, 2012 8:39 AM   1 / 1

Preparation of the ARE shall be done per item

IT-001

Desktop #1
Ms. Dela Cruz

IT-002

Desktop #2
Ms. Dela Cruz

IT-003

Desktop #3
Ms. Dela Cruz

IT-004

Desktop #4
Mr. Alano

IT-005

Desktop #5
Mr. Morales
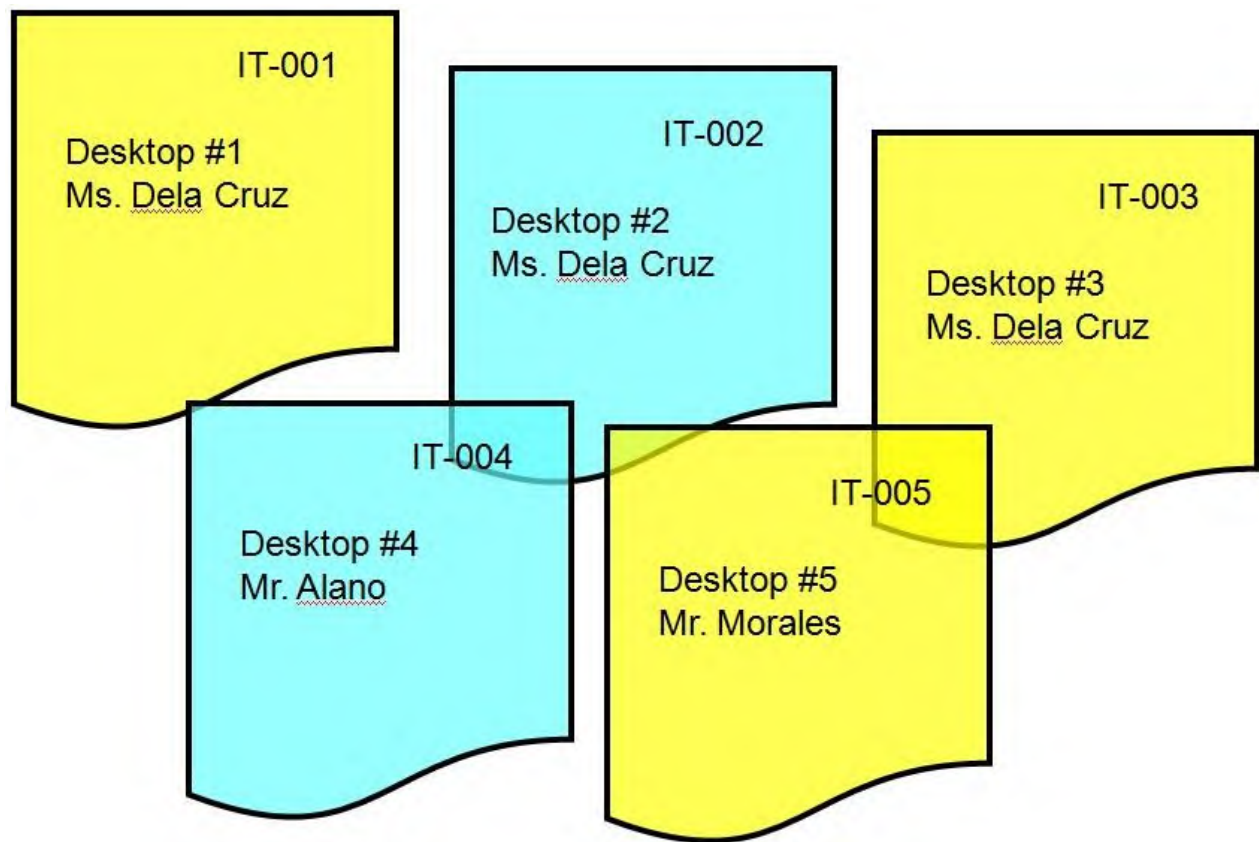
Procedures on Acceptance, Inspections, and Recording of Deliveries Frequently Asked Questions (FAQ)

1. What does a school need to do before accepting equipment?

✓ Ensure that there are facilities ready to accommodate deliveries. If these are ICT equipment, the school must have electricity. School readiness forms must be submitted to the ICTU at the DepEd Central Office before being eligible to receive DCP packages.

2. Who can accept the deliveries?
   ✓ The Supply Officer/Property Custodian or his/her authorized representative of the school will accept based on technical specifications.

3. When and where can the deliveries be accepted?
   ✓ Acceptance of deliveries shall only be done on weekday, 8am-5pm.
   ✓ Deliveries will be accepted at the location indicated in the Purchase Order (P.O.) or contract.
   ✓ Deliveries should be rejected if found to be not in accordance with these conditions.
   ✓ In case of calamities, deliveries can be accepted by nearby schools, but only for safekeeping.

4. After acceptance, what must be done with the deliveries?
   ✓ Inspection. The physical conditions of the items must be checked for damages, or if they are brand new or used. The items must also be in accordance to what is indicated in the P.O., following the exact quantity.
   ✓ Inspection can be done by item or by sampling

5. Who are authorized to inspect the deliveries?
   ✓ The head of the office/school will appoint members of an Inspection Committee. This committee will be comprised of a team leader, a technical expert with technical knowledge relevant to the goods delivered, and a provisional member which my come from the Parent-Teacher Association (PTA) or from a nongovernmental organization (NGO).
   ✓ The Inspectorate Team and the Supply Officer / Designated Property Custodian shall prepare and sign the **Inspection and Acceptance Report (IAR)**.

6. What forms must be accomplished, and who shall accomplish them?

Form	Prepared by	Signed by
Delivery Receipt (DR)	Supplier and DBM (if DBM is procuring entity)	Supply Officer/Property Custodian
Inspection and Acceptance Report (IAR)	Inspectorate team and Supply Officer/Property Custodian	Inspectorate team and Supply Officer/Property Custodian
Training Checklist	Central Office	School Head
Invoice Receipt of Property (IRP)	Central Office	School Head/Schools Division Superintendent
Acknowledgement Receipt of Equipment (ARE)	Supply Officer/Property Custodian	ICT Coordinator
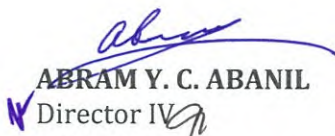
Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Pasig City, Philippines

Office of the Director

MEMORANDUM

FOR	:	Regional Directors
		Schools Division Superintendents
		Regional and Division Supply Officers
		Regional and Division IT Officers
		District Supervisors
		Public Elementary and Secondary School Heads
		School Property Custodian
		School ICT Coordinators
		All others concerned
FROM	:	**ABRAM Y. C. ABANIL**
		Director IV
SUBJECT	:	**DEPLOYMENT/DELIVERY OF THE DEPED COMPUTERIZATION PROGRAM (DCP) BATCHES 35, 36, 40 TO 44 COMPUTER PACKAGES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS NATIONWIDE**
DATE	:	March 2, 2018

To support the K-12 Basic Education Program, the Department of Education (deped) through the Information and Communications Technology Service (ICTS) has facilitated the procurement of equipment needed for the Implementation of the DepEd Computerization Program (DCP) batches 35, 36, 40, 41, 42, 43 and 44 E- Classroom Packages for Public Elementary and Secondary schools nationwide.

For effective and efficient deployment/delivery of these e-classroom packages, please be guided by the following DCP deployment processes:

    a. Supplier/Accredited Service Partner (ASP) shall coordinate with the following personnel prior to the delivery of the DCP packages for delivery schedules and needed preparations.

        1. Region/Division Supply & IT Officers
        2. School Head/Principal

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b. Acceptance of deliveries shall only be done during school days (holidays not included) from 8 AM to 5 PM, unless the Supplier/ASP, Supply Officers, Regional/Division itos and the recipient schools agree on a different schedule due to valid reason/s.

c. Deliveries shall be made to the address of the recipient school specified in the listing provided by deped-ICTS, unless a previous agreement has been reached between all parties concerned.

d. At the recipient school, <u>the DCP package can only be unloaded when authorized School Personnel and/or the School Property Custodian is/are present (as witnesses).</u> Initial opening of individual boxes/containers will only be done and facilitated by the Supplier/ASP/ Forwarder.

e. 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.

f. The School Property Custodian (or designated alternate) shall perform an initial inspection of the delivered DCP package as to physical conditions, quantity and in accordance to the items specified in the Inspection and Acceptance Report (IAR).

g. In case the Supplier/ASP/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier/ASP 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/ASP and the recipient.

h. Deliveries should be rejected if found to be NOT in accordance with conditions stated in the IAR.

Enclosed are the following documents for reference as stated in the Bid Documents
- o Enclosure No. 1 - DCP Packages List of Recipient Schools
- o Enclosure No. 2 - Counterpart Requirements Schedule of Deliveries
- o Enclosure No. 3 - School Readiness Checklist
- o Enclosure No. 4 - Deployment Timelines
- o Enclosure No. 5 - List of Recipient Schools (to be emailed)

For clarifications or more information on these matters, please direct concerns to:

ENGR. OFELIA L. ALGO
Supervising Administrative Officer
Officer-In-Charge, Technology Infrastructure Division
Information and Communications Technology Service
Phone Nos: +632.6332363 / +63.9088782413
Email: ofelia.algo@deped.gov.ph

For your information and guidance.

Thank you.

cc: **Usec. Alain Del B. Pascua**
Undersecretary for Administration

DepEd Computerization Project (DCP)
Enclosure No. 1 - DCP 2016 & 2017 Configuration

Budget Year	Batch	Unit DESCRIPTION	QUANTITY per Package	Distribution
2016	Configuration 1 - Batches 35 & 36	Host PCs	3	Regions II, III, IV-A, IV-B, V and NCR
		Terminal Access (Monitor, Keyboard & mouse, Headset)	42	
		Desktop Virtualization device	42	
		Laptop	2	
		Projector	3	
		UPS	3	
		AVR	7	
		Switch	3	
		Networking Peripherals	3	
		Multimedia Speaker	1	
		External portable optical drive	1	
		3-in1 inkjet printer	1	
2016	Configuration 2 - Batches 35 & 36	Host PCs	7	Regions I, VI, VII, VIII, IX, X, XI, XII, CARAGA, ARMM and CAR
		Terminal Access (Monitor, Keyboard & mouse, Headset)	42	
		Desktop Virtualization device	42	
		Laptop	2	
		Projector	2	
		UPS	3	
		AVR	7	
		Switch	4	
		Networking Peripherals	1	
		Multimedia Speaker	7	
		External portable optical drive	1	
		3-in1 inkjet printer	1	
2017	Batch No. 40	Laptop 14"	1	All Regions
		Interactive Projector	1	
		Multimedia Speaker	1	
2017	Batch No. 41	Host Mini PC	2	All Regions
		UPS 300W	2	
		2-in-1 Tablet PC	50	
		Laptop 14"	1	
		Charging/Storage Cart	1	
		LCD/LED Television	3	
		3-in-1 Multifunction Inkjet Printer	1	
		Wireless router	1	
2017	Batch No. 42	Host Mini PC	12	All Regions
		Laptop 14"	2	
		UPS 300W	12	
		LCD/LED Television	1	
		Wireless router	1	
2017	Batch No. 43	Desktop PC (standalone)	51	All Regions
		Wireless router	1	
		UPS 300W	51	
		3-in-1 Multifunction Inkjet Printer	1	
		LCD/LED Television	1	
2017	Batch No. 40	2-in-1 Tablet PC	50	All Regions
		Charging/Storage Cart	3	
		Wireless router	1	

COUNTERPART REQUIREMENTS

DCP Budget	Batch No.	Package	Criteria	Presence/Quantity
2016	35	e-Classroom for New Junior High School (JHS)	Multi-media classroom	✓
			Computer Tables	Good for 49 students
			Chairs	Good for 49 students
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
	36	e-Classroom for regular Senior High School (SHS)	Multi-media classroom	✓
			Computer Tables	Good for 49 learners
			Chairs	Good for 49 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
2017	40	New e-Classroom for K to G3	Secure classroom	✓
			Windows and Door grills	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
	41	New e-Classroom for JHS/SHS	Multi-media classroom	✓
			Computer Tables	Good for 50 learners
			Chairs	Good for 50 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
	41	New e-Classroom for G4 to 6	Multi-media classroom	✓
			Computer Tables	Good for 12 learners
			Chairs	Good for 12 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
	41	e-Classroom for SHS (Specialized Package)	Multi-media classroom	✓
			Computer Tables	Good for 51 learners
			Chairs	Good for 51 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
	40	e-Classroom for JHS (augmentation)	Secure classroom	✓
			Windows and Door grills	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓

SCHOOL READINESS FORM / CHECKLIST

SCHOOL ID: _____ **NAME OF SCHOOL:** _____

Classification *(if recipient pls. check)*:

        ☐ Main   ☐ Annex   ☐ Annex A   ☐ Annex B

                          ☐ Campus A   ☐ Campus B   ☐ Campus C

DCP Batch No. _____ (Allocated)

Region: _____ Province: _____ District: _____ City/Municipality: _____

Division: _____ Superintendent: _____

Principal/School Head: _____

Contact No./Cellphone No.: _____ E-mail: _____

School Property Custodian: _____ Contact No: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

	Criteria	Yes	No	Remarks
1.	Multi-media Classroom	☐	☐	_____
2.	Computer Tables (see attached distribution List)	☐	☐	_____
3.	50 pieces mono chairs (see attached distribution List)	☐	☐	_____
4.	At least 2 units of stand fan	☐	☐	_____
5.	Windows and Doors with grills	☐	☐	_____
6.	Request assistance from Electrical Engineer deployed to the Regional Offices to assess the electrical connection. Submit validation Report to avoid overloading.	☐	☐	_____
7.	Sufficient electrical lighting	☐	☐	_____
8.	Provision of adequate security mechanisms	☐	☐	_____
9.	School Inspectorate team were organized	☐	☐	_____

Based on the assessment above, the school is:

                       Ready   ☐   All criteria (1-9) were satisfactorily met

             Partially Ready   ☐   Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment

               Not Ready   ☐   At least one of critical 1-6 is not met

Others:

        Electricity   ☐ Energized   (24hrs, Local grid Connection)   ☐ No Electricity

                       ☐ Unenergized (Not 24hrs Generator, Solar)

        Report on recent flood in the Area   ☐ (Yes)   ☐ (No)

RECOMMENDATIONS: Date:_____

ASSESSED BY: **CONCURRED BY:**

_____   _____

(Name and signature of Validation Team)   *(Name and signature of School Head)*

Suppliers Delivery Timeline

DCP 2016 & 2017

	Lot	February	March	April	May	June	July	TOTAL	REMARKS
Reddot	I	300	1660	1668				3628	based on submitted target delivery months. Pre-deployment Inspection scheduled on 19th Feb
	VI			1637	1640	1640		4917	based on submitted target delivery months. Pre-deployment Inspection scheduled on 19th Feb
	VIII				2078	2078	2078	6234	based on submitted target delivery months. Pre-deployment Inspection scheduled on 19th Feb
TOTAL		300	1660	3305	3718	3718	2078	14779	
GirlTeki	V		1919	1920	1920			5759	based on submitted target delivery months
	VII				1210	1210	1211	3631	based on submitted target delivery months
TOTAL		0	1919	1920	3130	1210	1211	9390	
CTI	II & IV		2132	3162	2453	1206		8953	based on submitted target delivery months
TOTAL		0	2132	3162	2453	1206	0	8953	
Allcards	III	38	411	411	411	411	411	2093	only for 1 batch (batch 40) submitted. Total of 910 other package not projected. Pre-deployment Inspection not yet requested
			182	182	182	182	182	910	estimate if other batch will start to be delivered on March
TOTAL								3003	