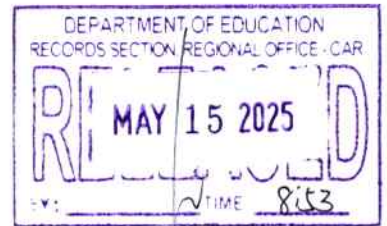




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



May 14, 2025

REGIONAL MEMORANDUM

No. 334.2025

DELIVERY AND DISTRIBUTION OF DCP FY 2025 PACKAGES

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

1. The Department of Education - Cordillera Administrative Region continuously develops, supports, and strengthens learning support system to improve access to quality basic education by institutionalizing technology in learning, teaching and services.
2. The DepEd Computerization Program (DCP) FY 2025 packages are expected to be delivered starting this month until next month. Specific schedules shall be communicated to the Division IT and Supply Officers, School Heads and Property Custodians of the recipient schools.
3. The recipient Schools and Schools Division Offices shall be based on the master list provided by Office of the Regional Director - ICT Unit which can be accessed through **<https://tinyurl.com/DCPFY2025-CAR>**.
4. Batch 2025-03 – Laptop for Teaching (L4T) will be delivered to recipient schools while Batch 2025-04 – Laptop for Non-teaching (L4NT) will be delivered to Schools Division Offices.
5. For efficient communication, the Division IT Officers are requested to complete the contact details of recipient schools through **<https://tinyurl.com/dcp2025-car>** on or before May 16, 2025.
6. Enclosed are the guidelines on the deployment of DCP FY 2025 packages.



Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>






Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

7. Should there be queries, feel free to contact ITO Jumar B. Yago-an through jumar.yagoan@deped.gov.ph or Supply Officer Vandolph B. Flora through vandolph.flora@deped.gov.ph.
8. For immediate dissemination and strict compliance of all concerned.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

For the Regional Director:


RONALD B. CASTILLO
Assistant Regional Director

GUIDELINES ON THE DEPLOYMENT OF DCP FY 2025 PACKAGES

The following guidelines are hereby issued for the effective and efficient deployment of DepEd Computerization Program (DCP) Packages for FY 2025.

A. DCP Deployment

The details on deployment shall be in accordance with DepEd Order No. 041, s. 2021 – Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education.

The suppliers 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 deliveries, the supplier shall notify the DepEd CAR Regional Office, Schools Division Offices and Recipient Schools through the Supply and IT Officers, School Heads and School Property Custodians. Recipient schools and SDOs must ensure that their authorized personnel are available during the delivery schedule:

Schools Division Office	Recipient Schools
<ul style="list-style-type: none">• Schools Division Superintendent• Inspectorate Team• Supply Officer	<ul style="list-style-type: none">• School Head/ Principal• Inspectorate Team• School Property Custodian

2. Upon delivery of goods to the DepEd sites:
 - The package can only be unloaded when authorized personnel (e.g. Supply Officer, Property Custodian, etc.) and the SDO/School Inspectorate Team are present.
 - If the Supply Officer or School Property Custodian and member/s of the Inspectorate Team of SDO or School are not present nor available during the arrival of the package at the DepEd site:
 - a. Division Office – the Schools Division Superintendent to designate and authorize office personnel to receive, inspect and accept the DCP packages.
 - b. School – School Head/ Principal to designate school plantilla personnel to receive, inspect and accept the DCP

packages. School Head/ Principal is also authorized to receive the packages.

c. An original supporting document of designation must be provided to the supplier.

- The Inspectorate Team and Supply Officer/ Property Custodian should check the delivered goods for:
 - ✓ Quantity
 - ✓ Physical Form
 - ✓ 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 with their buffer stock or schedule separate deliveries.

- The **Inspection** portion of Inspection and Acceptance Report (IAR) (Annex A – AIR Sample) shall only be signed by the SDO/ School Inspectorate Team if the delivery complies with the requirements. A test parameter (Annex C – Test Parameter) is attached to guide the inspectorate team in checking the technical specifications.
- The **Acceptance** portion of the Inspection and Acceptance Report (IAR) and the Received portion of the Inventory Transfer Report (ITR) (Annex B – ITR Sample) shall then be signed by the **Supply Officer/ School Property Custodian**.
- All pertinent documents should be accomplished by authorized signatories. Refer to Table below:

Table of Pertinent Documents and Signatories

Document	SDO	School
<i>Inspection and Acceptance Report (IAR)</i>	<i>Designated Inspectorate Team</i>	<i>Designated Inspectorate Team</i>
<i>Delivery Receipt (DR)</i>	<i>Supply Officer</i>	<i>Property Custodian/ Designated</i>
<i>Certificate of Completion (COC)</i>	<i>SDS</i>	<i>School Head</i>
<i>Inventory Transfer Receipt (ITR)</i>	<i>Supply Officer</i>	<i>Property Custodian/ Designated</i>

- The Certification of Completion (Annex D1 and D2 – COC) should be signed by Principal/ School Head for school delivery

and Schools Division Superintendent (SDS) for Division delivery.

- The School/Schols Division Office shall ensure that the DCP packages are received stored and utilized properly.
- The supplier/forwarder shall consolidate and bring original copies of the signed delivery receipt, inspection and acceptance report and inventory transfer reports to the Regional Office.

C. DCP Package Details for FY 2025

PACKAGES	RECIPIENTS	CALENDAR DAYS
Package 1 – Laptop for Teaching (Batch 2025-03) <ul style="list-style-type: none"> • 5 laptops/ school 	<ul style="list-style-type: none"> • The L4T packages will be delivered to the recipient schools • Five (5) laptops will be acknowledged with an Inventory Transfer Report (ITR) by the Property Custodian/School Head which will be utilized by Teachers. 	120 calendar days
Package 2 – Laptop for Non-Teaching Personnel (L4NT) (Batch 2025-04)	<ul style="list-style-type: none"> • The L4NT packages will be delivered to the Schools Division Office • Laptops will be issued to the Administrative Officers II of the schools. Scanned copies of Inventory Custodian Slips (ICS) shall be submitted to the Regional Office through car.ams@deped.gov.ph. 	90 calendar days

Annex A



Republic of the Philippines
Department of Education
 Cordillera Administrative Region

Appendix 62

INSPECTION AND ACCEPTANCE REPORT

Entity Name : DepEd CAR Regional Office

Fund Cluster : _____

Supplier : _____		IAR No. : _____	
Contract / Date : _____		Date : _____	
Requisitioning Office/Dept. : <u>(School Name - School ID)</u>		Invoice No. : _____	
Responsibility Center Code : _____		Date : _____	
Stock/ Property No.	Description	Unit	Quantity
INSPECTION		ACCEPTANCE	
Date Inspected : _____ <input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications _____ _____ _____ Inspectorate Team		Date Received : _____ <input type="checkbox"/> Complete <input type="checkbox"/> Partial (pls. specify quantity) _____ _____ Supply Officer or Property Custodian	

Annex B



Republic of the Philippines
Department of Education
Cordillera Administrative Region

INVENTORY TRANSFER REPORT

Entity Name: DepEd-CAR Regional Office

Fund Cluster: _____

From Accountable Officer / Agency / Fund Cluster: DepEd-CAR Regional Office

ITR No.: 2025-05-

To Accountable Officer / Agency / Fund Cluster: School Name - School ID

Date: _____

Transfer Type: (Check only one)

☐

Donation

☐

Relocate

☐

Reassignment

☒

Others (Specify) TRANSFER

Date Acquired	Item No.	ICS No. / Date	Description	Amount	Condition of Inventory
					Very Good Condition
					Very Good Condition
			*** Nothing Follows ***		
			TOTAL	-	

Reason/s for Transfer:

To transfer accountability.

Project: Project Name

Supplier: Supplier Name

Signature: _____	Approved by: _____	Released/Issued by: _____	Received by: _____
Printed Name: <u>VANDOLPH B. FLORA</u>		<u>LETECIA M. RAMOS</u>	
Designation: <u>Regional Supply Officer</u>		<u>Administrative Officer I</u>	
Date: _____			



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Annex C

3	LAPTOP BIOS	BIOS information	<ul style="list-style-type: none">• Access the BIOS menus using the BIOS Key.• Enter to BIOS using function Key.• Check CPU cores and frequency.• Check RAM size.	CPU & RAM	PROCESSOR CORE: Must show the bidder's actual offered number of cores, threads, and cache. RAM: Min 8 GB DDR4			
4	LAPTOP HARDWARE	CPU Memory	<ul style="list-style-type: none">• Check hardware Configuration.• Check CPU Frequency.• Check RAM size	CPU & RAM	PROCESSOR CORE: Must show the bidder's actual offered number of processors speed RAM: Min 8GB			



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

4	LAPTOP MONITOR	LCD/LED	<ul style="list-style-type: none"> Run Benchmark software for monitor test 	Solid/High Black Contrast Solid/High White Contrast	ON BLACK: There should be no; 1. bright dot; 2. white dot; and 3. light leakage in the laptop screen ON WHITE There should be no; 1. dark dot; 2. yellow mark; 3. ripple mark; 4. light leakage in the laptop screen			
5	LAPTOP MONITOR	LCD/LED	Run Benchmark software for monitor test	Solid/High Black Contrast Solid/High White Contrast	ON BLACK: There should be no; 4. bright dot; 5. white dot; and 6. light leakage in the laptop screen ON WHITE There should be no; 5. dark dot; 6. yellow mark; 7. ripple mark; 8. light leakage in the laptop screen			

Annex D1



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Certificate of Completion

This certifies the satisfactory completion of the delivery, installation and commissioning of Supply, Door-to-Door Delivery and Maintenance of DCP 2025 Packages: Batch 2025-03: Laptop for Teaching received by [School ID] [School Name] in accordance with the Inspection and Acceptance Report No. _____.

This certification is issued upon the request of [Supplier's Name].

Issued this _____ of _____, 2025.

Approved by:

Principal/ School Head
(Signature over Printed Name)

Date

Annex D2



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Certificate of Completion

This certifies the satisfactory completion of the delivery, installation and commissioning of Supply, Door-to-Door Delivery and Maintenance of DCP 2025 Packages: Batch 2025-04: Laptop for Non-Teaching, received by [Schools Division Office] in accordance with the Inspection and Acceptance Report No. _____.

This certification is issued upon the request of [Supplier's Name].

Issued this _____ of _____, 2025.

Approved by:

Schools Division Superintendent
(Signature over Printed Name)

Date