



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



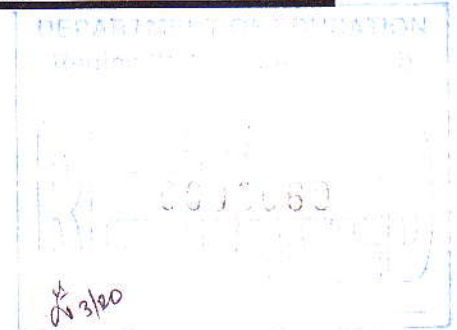
MEMORANDUM

TO: **SCHOOLS DIVISION SUPERINTENDENTS**

FROM: **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT: **SUBMISSION OF REPORT ON STOLEN DEPED
COMPUTERIZATION PROGRAM (DCP) EQUIPMENT IN
SCHOOLS**

DATE: March 19, 2014



For proper coordination in submitting report on the stolen DepED Computerization Program (DCP) equipment in schools, this Office requires the Division ICT Supervisors/Coordinators to submit the report to the Legal Unit and the Regional ICT Coordinator for appropriate actions. The report must contain the following documents as discussed during the ICT meeting last Sept. 27, 2013 in Sta. Rosa City:

- a. Incident Report;
- b. Barangay Report/Blotter;
- c. Police Report/ Blotter Report with list of possible suspects;
- d. Police Investigation Report;
- e. Photos accompanying the Police Report/robbery incident;
- f. List of things the school heads did to secure the e-classroom/ equipment;
- g. Actions made by the schools heads and ICT coordinators to recover/retrieve the stolen equipment.

You are also advised to submit pertinent documents to the Commission on Audit (COA) for the relief of accountability.

Likewise, please send a narrative report with photos on the delivery and installation of the DCP equipment and the training conducted to ess_calabarzon@yahoo.com
Attention: Nadina G. Gatton, Regional ICT Coordinator.

These shall be used for documentation purposes and mechanism to curb the said problem.

Immediate dissemination of this Memorandum is desired.

ict/ngg

Received: Joseph
3/20/14
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