



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Admin-RM-2024-408

10 June 2024

Regional Memorandum  
No. 408 s. 2024

**TECHNICAL INSPECTION AND CONFIRMATION OF PS-DBM  
PROCURED LAPTOP COMPUTERS FOR TEACHERS**

To : Schools Division Superintendent

1. Attached is the letter dated June 3, 2024, from the Special Services Sector-Fraud Audit Office of the Commission on Audit, with the information that the Special Audit Team will be conducting a technical inspection of the Dell latitude laptop units which were specifically procured for Public School Teachers by the Department of Education thru the Procurement Service – Department of Budget and Management using the Bayanihan Funds.
2. In this regard, the concerned Schools Division Office shall prepare the requested venue per Annex A of the abovementioned letter.
3. Attention is invited to the fourth paragraph thereof for the orderly conduct of the inspection.
4. For information, guidance and compliance.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

ROA1



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Republic of the Philippines  
**COMMISSION ON AUDIT**  
Commonwealth Avenue, Quezon City, Philippines

**SPECIAL SERVICES SECTOR  
FRAUD AUDIT OFFICE**

June 3, 2024

**ALBERTO T. ESCOBARTE**  
Regional Director  
Department of Education  
Regional Office No. IV-A  
Karangalan Village, Cainta, Rizal

**THRU** : **JOHN FERDINAND V. BALGUA**  
OIC-Regional Supervising Auditor  
Commission on Audit  
National Government Sector  
Cluster 5 – Education and Employment

**SUBJECT** : Schedule of technical inspection and confirmation relative to the audit/investigation on the procurement of laptop computers for Public School Teachers by the Department of Education thru the Procurement Service - Department of Budget and Management using the Bayanihan Funds

**Dear Sir:**

Relative to the above subject, and as part of our audit procedures, the Special Audit Team (SAT) will be conducting a technical inspection of the Dell latitude laptop units.

To facilitate the said activity, we request your assistance in coordinating and setting the schedule and venue of the said activity with the concerned Department of Education employees/teachers.

Additionally, we also need a venue that can accommodate up to 40-50 people at a time, a strong wi-fi connection, and two printers.

Lastly, for an orderly conduct of inspection, we would like to request the following:

1. Schedule around 30-40 persons per hour, depending on the number of laptops to be inspected for the day.
2. The Supply Officer to prepare a tabulated attendance sheet which shall contain the name of recipients of laptops, actual user of the laptops, school or ALS district, serial number of the laptop, and blank columns for signature and remarks.
3. Certified True Copy of the Property Acknowledgment Receipt (PAR), Property Transfer Receipt (PTR), and Delivery and Acceptance Receipts of the Dell 3420 laptop units to be given to the SAT before the start of the inspection.
4. The actual user shall bring their fully charged Dell laptop for inspection and will answer a Questionnaire by scanning a QR Code using their personal cellular phones. The questions are related to the usage and functionality of the laptop.
5. The Supply Officer and Information Technologist shall answer a questionnaire related to their receipt of laptops, which shall be sworn before a member of the SAT.
6. Separate tables with queuing for the attendance, QR code scanning, inspection and saving. (Process flow attached as Annex "B")

The SAT requests to conduct the said activities in the SDOs indicated in Annex

A.

Thank you.

  
**LAYDA LHOUP. FALUCHO-CHAN**

Co-Team Leader

Pursuant to COA Office Order No. 2023-138  
dated February 6, 2023

**REGION IV**

Office/SDO		TOTAL	Proposed Inspection Date	Proposed Inspection Time	Proposed Venue	Remarks
QUEZON	433	578	July 23-24	8am-4pm	SDO Quezon	
LUCENA CITY	90		7/25/2024	8am-11am	SDO Lucena	
TAYABAS CITY	55		7/25/2024	11am-2pm	SDO Lucena	
SAN PABLO	149	861		8am-4pm	SDO Calamba City	SDO Lucena
CALAMBA CITY	156		7/26/2024	8am-4pm	SDO Calamba City	
LAGUNA	188		7/29/2024	8am-4pm	SDO Calamba City	
CABUYAO	112		7/30/2024	8am-12nn	SDO Calamba City	
BINAN	109			1pm-4pm	SDO Calamba City	
STA. ROSA CITY	147		7/31/2024	8am-2pm	SDO Calamba City	
LIPA CITY	157	360	August		SDO Lipa City	
BATANGAS CITY	151		August		SDO Lipa City	
TANAUAN	52		August		SDO Lipa City	
CAVITE PROVINCE	336	1,022	August		SDO Dasmarinas	
DASMARINAS CITY	149		August		SDO Dasmarinas	
BACOR CITY	137		August		SDO Dasmarinas	
IMUS CITY	136		August		SDO Dasmarinas	
CAVITE CITY	132		August		SDO Dasmarinas	
GENERAL TRIAS CITY	132		August		SDO Dasmarinas	
RIZAL	313	608	September		SDO Antipolo	
ANTIPOLO	270		September		SDO Antipolo	
RO IV- CALABARZON	25		September		SDO Antipolo	
UNACCOUNTED		801				
<b>TOTAL</b>		<b>4,230</b>				

**\*July 1-19 - palarong pambansa**

Schedule for the SAT:

July 15 - Travel time going to Lucena

July 16 - inspection

July 17 - inspection

July 18 - inspection (8am-2pm)

- travel to Calamba (2pm)

July 19 - inspection

July 20-21 - weekend

July 22-24 - inspection

July 25 - inspection (8am-3pm)

- travel to Manila

# **ANNEX “B”**

## **LAPTOP INSPECTION PROCESS**

The Current Users of the laptops will attend the inspection as scheduled by the SDO concerned. In case the current user is unable to attend any of the scheduled dates, he/she may have a duly authorized representative bring his/her laptop on the venue for inspection. The current users shall bring their DepEd issued laptop, cellular phone (for answering the questionnaire) and DepEd ID.

The Inspection process has 4 steps as follows:

**STEP 1. ATTENDANCE SIGNING:** The current user/representative shall sign the attendance sheet on the area designated by the COA personnel therein. They shall check their names on the list including the serial number of their laptop, school or district, and sign on the appropriate column.

**STEP 2. QR SCANNING:** The users will be asked to scan a QR code (one per person), provided by the Special Audit Team (SAT). This QR code will give them access to the Questionnaire. The Questionnaire shall be answered only by the current users of the laptops. After answering all the questions on the said link, the users must click the “Submit” button at the bottom of the Questionnaire before closing the link and proceeding to the Printing Area.

**STEP 3. INSPECTION OF THE LAPTOP:** While the users are answering the questionnaires, they will be asked to proceed to the inspection area to have their laptops inspected. After the laptops are inspected, the users may proceed to the printing area if they have finished answering the Questionnaire. Representatives will not answer the Questionnaires as they have no personal knowledge of the functionality of the laptops, so after they are finished with the laptop inspection, they may leave the venue already.

**STEP 4. SAVING:** When the users are done answering the Questionnaire, they can be assisted in downloading their answers, or in the correction of any errors in their answers.