Regional Memorandum
No. 408 S. 2024

10 June 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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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 LHOU P. PALUCHO-CHAN
Co-Team Leader
Pursuant to COA Office Order No. 2023-138
dated February 6, 2023
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*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.