Republic of the Philippines
Department of Education
REGION IV-A CALABARZO

Asset-RM-2024-506

22 July 2024

Regional Memorandum
No.506 s.2024

GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP PACKAGE 2023 & 2024

To: **Schools Division Superintendents**
Division IT Officers
Division Supply Officers
All others concerned

1. Enclosed herewith is the DepED Memorandum No. ICTS-OD-MM-2024-0315 dated July 22, 2024, signed by Ferdinand B. Pitagan, PhD, Director IV, Information and Communication Technology Service (ICTS), relative to guidelines on the delivery and distribution of DepEd Computerization Program (DCP) Package 2023 & 2024.

2. Immediate dissemination of and compliance with this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROA/A1

Office of the Director

MEMORANDUM
ICTS-OD-MM-2024-0315
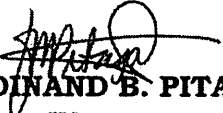
TO	:	**REGIONAL DIRECTORS**
		SCHOOL DIVISION SUPERINTENDENTS
		REGIONAL IT OFFICERS
		DIVISION IT OFFICERS
		PLANNING OFFICERS
		SUPPLY OFFICERS
		ALL OTHERS CONCERNED
FROM	:	**FERDINAND B. PITAGAN, PhD**
		Director IV
		Information and Communications Technology Service
SUBJECT	:	**GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP PACKAGES 2023 & 2024**
DATE	:	22 July 2024

The Department of Education (DepEd) continuously develops, supports, and strengthens learning support systems to improve access to quality basic education by institutionalizing technology in learning, teaching, and services.

The distribution and deployment of the DepEd Computerization Program (DCP) Packages for FY 2023 and 2024 is in progress. The winning suppliers will be responsible for delivering and maintaining the packages to the DepEd sites (Schools Division Offices and Recipient Schools).

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

A. DCP DEPLOYMENT

The list of schools and their locations shall be based on the master list provided by the ICT Service.

- e-Learning Cart and Smart TV 2023 and 2024 Packages
  https://bit.ly/DCP2023_Allocation_List
  https://bit.ly/DCP2024_Allocation_List

- Laptop for Non-Teaching Personnel 2023 and 2024
  https://bit.ly/DCP_L4NT_2023_Allocation
  https://bit.ly/DCP_L4NT_2024_Allocation

- Laptop for Teaching 2023 and 2024
  https://bit.ly/DCP_L4T_2023_Allocation
  https://bit.ly/DCP_L4T_2024_Allocation

B. DELIVERY DOCUMENTS

1. Prior to the scheduled delivery to the DepEd sites (Schools Division Offices and Schools), the supplier shall notify the DepEd's ICTS – Technology Infrastructure Division, Asset Management Division, Contract Management Division, and DepEd Division Supply Office on the schedule of delivery. Recipient SDOs/Schools must ensure that their authorized personnel are available during the delivery date as scheduled.

School Division Office	Recipient Schools
• Schools Division Superintendent • Inspectorate Team • Supply Officer	• Head/Principal • Inspectorate Team • Property Custodian

2. Upon delivery of goods to the DepEd sites:
   - The supplier shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.
   - 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 is not present nor available during the arrival of the package at the DepEd site,
     a. Division Office – **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 DCP 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 – IAR Sample)* shall only be signed by the SDO/School Inspectorate Team if the delivery complies with the requirements. A test parameter *(Annex B –Test Parameter)* 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) shall then be signed by the **Supply Officer/Property Custodian**.

○ All pertinent documents should be accomplished by authorized signatories. Refer to Table below;

Table of Pertinent Documents and Signatories

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

○ The Certification of Completion *(Annex C – COC)* should be signed by Principal/School Head for school delivery and School Division Superintendent (SDS) for Division delivery.

○ Ensure that the DCP packages are received, stored, and utilized properly.

C. DCP PACKAGES DEPLOYMENT FY 2023 and FY 2024

FY	PACKAGES	RECIPIENTS	CALENDAR DAYS
2023 and 2024	**Package 1** - e-Learning Cart (e-LC) • 46 Laptops • 1 Smart TV • 2 Charging /Storage Carts • 2 Wireless Routers • 1 External Hard Drive	• The e-LC packages will be delivered to recipient schools • 45 Laptops are intended for the Learners and 1 for the Classroom Teacher	180
	Package 2 - Smart TV Package (STV) • 5 Smart TVs • 5 External Hard Drive	• The STV packages will be delivered to the recipient schools • The principal will select five (5) classrooms for the installation of the Smart TV	180
	Package 3 - Laptop for Non-Teaching Personnel (L4NT)	• The L4NT packages will be delivered to the Schools Division Office • Laptops will be issued to the **Administrative Officers II** of the schools.	90
	Package 4 - Laptop for Teaching (L4T) • 5 laptops per school	• The L4T packages will be delivered to the recipient schools • Five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the principal which can be utilized by **All Teachers**.	180

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **Alvin Salcedo** Information Technology Officer I and **Danilo Ablay II** through telephone numbers **8631-9636** and e-mail address at alvin.salcedo002@deped.gov.ph/danilo.ablay@deped.gov.ph/ icts.tid@deped.gov.ph/icts.od@deped.gov.ph

For information and guidance. Thank you.

INSPECTION AND ACCEPTANCE REPORT

Entity Name :   Fund Cluster : **Information and Communications Technoology Service**

Supplier : Contract No. : Requisitioning Office/Dept. : Responsibility Center Code :	IAR No. : Date : Invoice No.

Stock/ Property No.	Description **BATCH 2023-02:**	Unit	Quantity	Cost	Total Amount
	Item 1	Units	5	-	-
	Item 2	Units	5	-	-
	TOTAL AMOUNT				0.00

REMARKS (*put n/a if not applicable*) :

INSPECTION	ACCEPTANCE
Date Inspected : _____ ☐ Inspected, verified and found in order as to quantity and specifications Signature: _____ Printed Name: _____ Designation _____ Date _____ Mobile No.: _____ Email Address: _____ Signature: _____ Printed Name: _____ Designation _____ Date _____	Date Received : _____ ☐ Complete ☐ Partial (pls. specify quantity) Signature: _____ Printed Name: _____ Designation _____ Date _____ Mobile No.: _____ Email Address: _____

Republic of the Philippines

Department of Education

eLEARNING PACKAGE
TEST PARAMETER

SUPPLIER:

PROJECT: Supply, Delivery, and Maintenance of DCP Packages 2023

CONTRACT NO:

DATE AND TIME TESTING:

I. INSTRUCTION TO INSPECTORATE TEAM

- The School Inspectorate Team must conduct the testing.
- The school inspectorate team will install Pass Mark Monitor Test and CPUID CPU-Z. Inspectorate team are expected to bring Bluetooth Speaker (for Bluetooth test connection), Laptops that have been fully charged for purposes of testing.

I. TEST PROCEDURE

ITEM NO.	DEVICE INFORMATION	ITEMS	PROCEDURE		PARAMETER
1	LAPTOP PC POWER	Battery	• Setup a laptop. • Turn off the screen saver and set brightness at middle level. • Remove the power cord from the laptop. • Leave for 30 minutes, take note of the time started.	Battery indicator	Battery indicator of Laptop should be at least 90% after 30 minutes.
2	LAPTOP BIOS	BIOS information	• Access the BIOS menus using the BIOS Key. • Enter BIOS using function Key. • Check CPU • cores and frequency. • Check RAM size.	CPU & RAM	PROCESSOR CORE: 6-Core & 12- Thread 16MB cache RAM: Total of 8GB
3	LAPTOP HARDWARE	CPU Memory	• Check hardware Configuration. • Check CPU Frequency. • Check RAM size.	CPU & RAM	PROCESSOR CORE: 2.3Ghz Base Speed RAM: Min 8GB
4	LAPTOP STORAGE	Hard Disk Drive	• Open Operating System. • Go to disk management and check the size of the Hard disk drive. • Check the partition of the drive.	Hard Disk partition and capacity	Hard disk drive must have three (3) partitions for: 1. System (local C) and 2. recovery (local D) 3. data (Local E) The combined hard disk capacity of (local C), (local D) and (local E) should not be below 475GB.
5	LAPTOP MONITOR	LCD/LED	• Run Pass Mark Monitor Test	High Contrast Black	ON BLACK: There should be no. 1. Bright dot; 2. white dot; and 3. light leakage in the laptop

				High Contrast White	ON WHITE There should be no; 1. dark dot; 2. yellow mark; 3. ripple mark; 4. light leakage in the laptop
6	LAPTOP SCREEN RESOLUTION	Resolution	• Open Display Settings • Under Scale and Layout look for the display resolution drop-down. • Make note of the resolution listed.	Display Resolution	Resolution: Able to set screen resolution at 1920 x 1080 (Full HD)
7	EXTERNAL HARD DRIVE CONNECTION TEST AND STORAGE CAPACITY CHECK	External Hard drive and Cable connector	• Connect the device on a laptop/PC and check the storage capacity.	LED Light Indicator and Laptop Connection to HDD	A LED light indicator must turn in the device and a file folder must pop out in the laptop. The HDD capacity must be at least 4,540GB/4.54TB.
8	EXTERNAL HARD DRIVE PERFORMANCE TEST		• Save and retrieve file for its performance and functional test.	Video File and Text File Transferred	Successfully transferred the video file and text file to the laptop and hard drive and vice versa.
9	EXTERNAL HARD DRIVE EXTERIOR CHECK	External Hard drive	• Check the item for its physical and visual examination.	Physical features of the external hard drive	The hard disk must not have any deformation, dents and cracks and the completeness of the device.
10	CHARGING CART FUNCTIONALITY	Charging Cart	• Check the item for its physical and visual examination. • Switch power on/off. • Security lock	Physical features of Charging Cart	Please inspect based on the technical specification. Check for any deformation, dents, cracks, or displaced parts which shall be a ground for disqualification. Power should indicate on/off. Door keys should lock/unlock door

#					
11	SMART TV SIZE	Dimensions	• Measure the Smart TV diagonally	Physical size of the Smart TV	Size: Min 55" active display
12	SMART TV DISPLAY	LCD/LED	• Run Pass Mark Monitor Test	High Contrast Black High Contrast White	ON BLACK: There should be no; 1. bright dot; 2. white dot; and 3. light leakage in the Smart TV screen ON WHITE There should be no; 4. dark dot; 5. yellow mark; 6. ripple mark; 7. light leakage in the Smart TV screen
13	SMART TV SCREEN RESOLUTION	Resolution	• Locate and open display settings. • Check screen resolution	Display Resolution	Resolution: Min 3840 x 2160
14	SMART TV CONNECTIVITY	Connectivity	• Open Wi-Fi Settings • Connect to Wi-Fi	Wi-Fi	Successfully connected to the Wi-Fi
			• Connect Ethernet cable to the TV	Ethernet	Successfully connected to the network
			• Open Bluetooth Settings • Connect to a Bluetooth device	Bluetooth	Successfully connected to the Bluetooth device
			• Open settings • Locate and enable wireless mirroring. • Cast to Smart TV	Wireless Mirroring	Successfully casts content to the Smart TV
			• Connect the External Hard Drive to Smart TV.	Storage Connect	Must be able to read and access the External Hard Disk Drive
15	SMART TV AND EXTERNAL HARD DISK DRIVE		• Connect the External Hard Drive to Smart TV.	Storage Connect	Must be able to read and access the External Hard Disk Drive

I. RESULT

. LAPTOP

TEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED						OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#1	#2	#3	#4	#5	#6		
1									
2									
3									
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. **SMART TV**

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED					OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#11	#22	#13	#14	#15		
1								

. CHARGING CART

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED #10	OVERALL RESULTS (PASSED/FAILED)	REMARKS
1				
2				

. EXTERNAL HARD DRIVE

ITEM NO.	MODEL: SERIAL NUMBER	TEST PROCEDURE ✓ - PASSED ; × - FAILED			OVERALL RESULTS (PASSED/FAILED)	REMARKS
		#7	#8	#9		
1						
2						

Conducted by:

Signature:_____
Printed Name: _____
Designation: _____
Date: _____
Mobile No.:_____
Email Address:_____

Signature:_____
Printed Name: _____
Designation: _____
Date: _____
Mobile No.:_____
Email Address:_____

Republic of the Philippines
Department of Education

CERTIFICATION OF COMPLETION

This certifies the satisfactory completion of the delivery, installation and commissioning of [**Project Name, Contract number**] received by [**school name, school ID**] in accordance with the Inspection and Acceptance Report No. [**IAR Number**].

This certification is issued upon the request of [**Supplier**].

Issued this _____ of _____ 2024.

Approved by:

_____
(Signature over printed name)
Principal/School Head (School Delivery)
School Division Superintendent (SDO Delivery)

_____
Date