

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



Asset-RM-2024-627

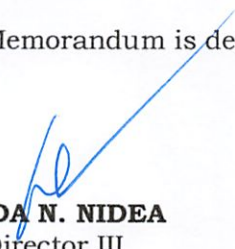
9 September 2024

**Regional Memorandum**  
No.627 s.2024

### HAULING OF LAPTOP AND SMART TV

**To: Schools Division Superintendents**

1. Enclosed herewith is the Memorandum OUA-OUT-082224 dated August 22, 2024, signed by Atty. Mel John I. Verzosa, Undersecretary for Administration, Atty. Gerald L. Chan, Undersecretary for Procurement, and Atty. Revsee A. Escobedo, Undersecretary for Operations, regarding the response to the request of Laptop and Smart TV allocation.
2. The request for the allocation of laptops and smart televisions was granted by DepEd Central Office. In this light, all concerned SDOs are hereby instructed to commence the hauling of the DepEd Computerization Program (DCP) packages from the Transpac Cargo Logistics, Inc., regional warehouse at Block 4 Lot 9 & 10 Southwoods Industrial Park, Governor's Drive Carmona, Cavite starting September 10, 2024, from 8:00 a.m to 5:00 p.m.
3. The concerned SDOs shall be responsible for the hauling of the DCP Package from the said warehouse, with the use of their own personnel, tools, equipment, and transport vehicles.
4. Attached is the Allocation List of DCP Packages Stored in Transpac Warehouse, Carmona, Cavite for your guidance and reference.
5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**LOIDA N. NIDEA**  
Director III  
Officer-in-Charge  
Office of the Regional Director

RO8/A1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

**ALLOCATION LIST OF DCP PACKAGES STORED IN TRANSPAC WAREHOUSE, CARMONA CAVITE**

(Note: Allocation is based on the survey conducted by AMS on the SDOs who are willing to haul the DCP package without downloaded funds.)

Division	Acer Laptop	Coby Laptop	Coby TV	Samsung TV	HDMI	Wallmount	Lapel	Mouse	Mouse Pad	Laptop Bag
DepEd CO Allocation	20	264	273	3	5	96	296	277	160	433
DepEd Regional Office	20							20		20
SDO Antipolo City	0	13	24		1	9	30	10	1	29
SDO Cavite Province	0	15	40	1	1	10	30	12	2	30
SDO Cavite City	0	12	24			9	26	12	1	27
SDO Dazmarinas City	0	13	24			10	30	12	1	27
SDO General Trias City	0	12	24			10	30	12	1	27
SDO Imus City	0	13	25	1	1	10	30	13	1	27
SDO Quezon Province	0	100	40	1	1	10	30	100	100	110
SDO San Pablo City	0	12	24			10	30	12	1	27
SDO Tanauan City	0	12	24		1	9	30	12	1	27
SDO Tayabas City	0	12	24			9	30	12	1	27
SDO Lucena		50						50	50	55
<b>Total Quantity</b>	20	264	273	3	5	96	296	277	160	433

By Authority of the Regional Director:

Prepared by:

**MICHAEL P. GLORIAL**  
Administrative Officer V  
Asset Management Section

Recommending Approval:

**ANN GERALYN T. PELIAS**  
Chief Administrative Officer  
Administrative Services Division

Approved by:

**LOIDA N. NIDEA**  
Assistant Regional Director



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-082224-

**MEMORANDUM**

**TO :** **ATTY. ALBERTO T. ESCOBARTE, CESO II**  
REGIONAL DIRECTOR  
REGION IV-A CALABARZON

**FROM :** **ATTY. MEL JOHN I. VERZOSA**  
UNDERSECRETARY FOR ADMINISTRATION  
*Gerard Chan*  
**ATTY. GERARD L. CHAN**  
UNDERSECRETARY FOR PROCUREMENT  
*Revsee Escobedo*  
**ATTY. REVSEE A. ESCOBEDO**  
UNDERSECRETARY FOR OPERATIONS

**SUBJECT :** **RESPONSE TO THE REQUEST OF LAPTOP AND SMART TV ALLOCATION**

**DATE :** AUGUST 22, 2024

This has reference to the Letter dated August 08, 2024, of Director Atty. Alberto T. Escobarte (Director Escobarte), relative to the allocation of laptops and Smart TVs from the Transpac Logistics Warehouse for the students and teachers in CALABARZON.

In view thereof, Director Escobarte is formally authorized to allocate the laptops and Smart TVs at the Transpac Warehouse, located at Block 4 Lots 9 & 10 Southwoods Industrial Park, Governor's Drive Carmona, Cavite.

To ensure observance of proper procedure in accordance with Department of Education Order No. 41, s. 2021, the Supply Officer representative from the Regional Office shall comply with the following:

1. Secure the presence of a representative from the ICTS and the Asset Management Division (AMD) to help monitor the hauling process;
2. The Supply Officer representative shall conduct an inventory and on-site inspection of the items to be hauled;
3. The Supply Officer representative shall submit to the AMD a Property Transfer Report on the result of the inventory and on-site inspection within fifteen days from the date of hauling; and
4. As proof and for record-keeping, a duly accomplished and signed Transfer Manifest Outbound form must be obtained and secured by the Supply Officer representative from Transpac.

Transpac is available for hauling from Monday to Friday, excluding holidays, with operating hours from 8:00 a.m. to 5:00 p.m only.

Attached below is the list of items to be hauled for your guidance.

**REGION IV-A CALABARZON**

Summary	Quantity	Items	Total
Acer Laptop	20	Laptop	284
Coby Laptop	264		
Coby TV	273	Smart TV	276
Samsung TV	3		
HDMI	5	Smart TV	5
Wallmount	96	Accessories	96
Lapel	31	Lapel	296
Lapel	265		
Mouse	277	Mouse	277
Mouse pad	160	Mouse pad	160
Laptop Bag	10	Laptop Bag	433
Laptop Bag	423		

Thank you.

Copy Furnished:

**FERDINAND B. PITAGAN**

Director IV  
Information and Communications Technology Service

**ELLA CECILIA G. NALIPONGUIT**

Director III  
Office of the Director

**ALBERT C. ALANO**

Chief Administrative Officer  
Asset Management Division



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



Asset-OT01-2024-1418

August 8, 2024

**Dir. WILFREDO E. CABRAL**

Officer-in-Charge  
Office of the Undersecretary for Administration  
Department of Education  
Meralco Avenue, Pasig City

Attention: **Dir. FERDINAND B. PITAGAN**  
Director IV  
Information and Communication Technology Service

Dear OIC-Usec. Cabral:

Greetings in the name of Public Service!

As we continue to adapt to the evolving demands of modern education, it has become increasingly clear that access to technology, particularly laptops, and smart television sets, is essential for our teachers and students.

Despite our best efforts to provide the necessary resources, we find ourselves facing significant challenges. Many of our teachers and students lack access to adequate technology, which hampers their ability to deliver and participate in effective instruction. This gap in resources has become a barrier to achieving the high standards of education we aspire to provide.

In this regard, this Office respectfully requests to be allotted laptops and smart televisions for our students and teachers in CALABARZON, to improve access to educational materials, enhance the quality of instruction, and ensure that all students have the opportunity to succeed, regardless of their socio-economic background. Your support in this matter would surely impact our learners and teachers.

We look forward to your positive response to this request.

Very truly yours,

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

RO8/A1



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**Region IV-A SDO****Willing to haul DCP Package without fund**

<b>No.</b>	<b>Division</b>	<b>Yes / No</b>
1	Antipolo City	Yes
2	Bacoor City	No
3	Batangas	
4	Batangas City	
5	Binan City	
6	Cabuyao City	
7	Calamba City	
8	Cavite	Yes
9	Cavite City	Yes
10	Dasmaringas City	Yes
11	General Trias City	Yes
12	Imus City	Yes
13	Laguna	
14	Lipa City	
15	Lucena City	
16	Quezon	Yes
17	Rizal	
18	San Pablo City	Yes
19	San Pedro City	
20	Sta. Rosa City	
21	Sto. Tomas City	
22	Tanauan City	Yes
23	Tayabas City	Yes

**YES = 10****NO = 1**

**PROPOSED ALLOCATION LIST OF DCP PACKAGES STORED IN TRANSPAC WAREHOUSE, CARMONA CAVITE**

(Note: Allocation is based on the survey conducted by AMS on the SDOs who are willing to haul the DCP package without downloaded funds.)

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DepEd CO Allocation	20	264	273	3	5	96	296	277	160	433
DepEd Regional Office	20									
SDO Antipolo City	0	25	24		1	9	30	30	15	43
SDO Cavite Province	0	35	40	1	1	10	30	30	20	50
SDO Cavite City	0	20	24			9	26	20	15	40
SDO Dazmarinas City	0	25	24			10	30	30	15	43
SDO General Trias City	0	25	24			10	30	30	15	43
SDO Imus City	0	25	25	1	1	10	30	30	15	43
SDO Quezon Province	0	35	40	1	1	10	30	30	20	50
SDO San Pablo City	0	25	24			10	30	30	15	41
SDO Tanauan City	0	25	24		1	9	30	23	15	40
SDO Tayabas City	0	24	24			9	30	24	15	40
<b>Total Quantity</b>	20	264	273	3	5	96	296	277	160	433

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Asset Management Section

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Administrative Services Division

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SDO Antipolo City	2	25	24		1	9	30	30	15	43
SDO Cavite Province	2	35	40	1	1	10	30	30	20	50
SDO Cavite City	2	20	24			9	26	20	15	40
SDO Dazmarinas City	2	25	24			10	30	30	15	43
SDO General Trias City	2	25	24			10	30	30	15	43
SDO Imus City	2	25	25	1	1	10	30	30	15	43
SDO Quezon Province	2	35	40	1	1	10	30	30	20	50
SDO San Pablo City	2	25	24			10	30	30	15	41
SDO Tanauan City	2	25	24		1	9	30	23	15	40
SDO Tayabas City	2	24	24			9	30	24	15	40
<b>Total Quantity</b>	20	264	273	3	5	96	296	277	160	433

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