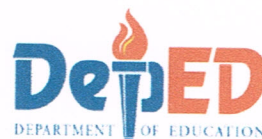




Republic of the Philippines
Department of Education
REGION XI
Division of Digos City
Tel Nos. (082)553-8375/553-8376
Fax. (082) 553-8376



DIVISION MEMORANDUM

No. 208, series 2016

TO : School Heads
FROM : *[Signature]*
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent
SUBJECT : DepEd Computerization Program Documents
DATE : April 20, 2016

1. The office of the Supervising Auditor is currently conducting audit on the Implementation of the project " Supply, Delivery, Configuration, Testing, Commissioning, Training and Maintenance of E-Classroom for various School under DepEd Computerization Program (DCP).
2. The division Accounting Unit will conduct the Journal Entry to record the received equipment in the books of accounts and submit reports to our State Auditor.
3. All DCP recipient schools are advised to submit the following documents (2 copies each) to this office (c/o Marcelino E. Ranollo Jr, Admin Officer IV).
 - a.) Delivery Receipts
 - b.) Inspection and Acceptance Report (IAR)
 - c.) Training Checklist
 - d.) Invoice Receipt for Property
 - e.) Acknowledgement Receipt for Equipment (ARE)
4. Recipient Schools of DCP Batches 26-28 must submit the said documents and accomplish the attached "Checklist of DCP Process" before April 22, 2016.
5. For immediate compliance.

DepEd Schools Division of Digos
RELEASED
3254
Date: APR 20 2016 Time: 1:43
By: *[Signature]*

CHECKLIST OF DCP PROCESSES

SCHOOL NAME		SCHOOL HEAD	
ADDRESS:		DESIGNATION:	
REGION :		DIVISION :	

INSTRUCTIONS: This checklist serves to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages. The School Head or his/her authorized representative (e.g. School Property Custodian) shall accomplish this form and submit to the Division ICT Coordinator.

PROCESS		DONE	INFORMATION REQUIRED
DELIVERY			
1.	RECEIVED INFORMATION ON SCHEDULE OF DELIVERY	☐	IF NOTICE OF DELIVERY WAS RECEIVED, ↳ WHO COORDINATED WITH THE SCHOOL? _____ ↳ WHEN WAS SCHEDULE OF DELIVERY ? _____
2.	RECEIVED DELIVERED ITEMS	☐	IF ITEMS WERE DELIVERED, WHEN WAS ACTUAL DELIVERY DATE ? _____
3.	INSPECTED BOXES IF ACCORDING TO SPECIFIED QUANTITY AND IF ANY WERE OPEN, TAMPERED WITH OR NOT IN GOOD CONDITION?	☐	WERE THE BOXES IN GOOD CONDITION ? ☐ YES ☐ NO
4.	SIGNED DELIVERY WAYBILL (FOR COURIER) AND/OR DELIVERY RECEIPT (FOR AUTHORIZED/LOCAL SERVICE PARTNER)	☐	
5.	KEPT BOXES SAFE & UNOPENED UNTIL AUTHORIZED INSTALLER ARRIVES	☐	ISSUES / COMMENTS :
INSTALLATION & INSPECTION			
6.	INSTALLED DCP COMPONENTS IN SCHOOL	☐	DATE OF INSTALLATION : _____
7.	SCHOOL INSPECTION TEAM TESTED AND INSPECTED INSTALLED EQUIPMENT AND SIGNED INSPECTION PORTION OF IAR	☐	ISSUES / COMMENTS :

CHECKLIST OF DCP PROCESSES

TRAINING		
8. TRAINING OF SCHOOL TEACHERS COMPLETED	☐	INCLUSIVE DATES OF TRAINING : _____ TO _____
9. TRAINING CHECKLIST SUCCESSFULLY ACCOMPLISHED	☐	NO. OF TEACHERS TRAINED : _____
10. PS-DBM DELIVERY RECEIPT SIGNED BY SH	☐	
11. INVOICE RECEIPT OF PROPERTY (IRP) INITIALED BY SCHOOL HEAD AND PROPERTY CUSTODIAN	☐	
12. IRP COLLECTED BY DIVISION ICT COORDINATOR	☐	
13. INSPECTION ACCEPTANCE REPORT (IAR) SIGNED	☐	
14. DR, IAR AND TC FORWARDED TO SUPPLIER	☐	

PREPARED BY:

(Name and Signature of Authorized School Representative)

CERTIFIED BY:

(Name and Signature of School Head)

DEPARTMENT OF EDUCATION
List of Recipient Schools
DCP Batch 26-28

School ID	School Name	Region	Province	Municipality	Division	District	DCP Batch	Lot	Supplier	
316303	Digos City NHS - Balabag HS Annex	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	27	5	Vibal/ASI	
304401	Kapatagan NHS	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Mt. Apo	27	5	Vibal/ASI	
304402	Ruparan NHS	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	27	5	Vibal/ASI	
129773	Apolandia ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Mt. Apo	26	5	Vibal/ASI	
129746	Arcaflor Maniapao ES (San Agustin)	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
206501	Bagumbuhay ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Oriental	26	5	Vibal/ASI	
129747	Balabag ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129774	Binaton ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Mt. Apo	26	5	Vibal/ASI	
129761	Casildo B. Nonol, Sr. ES (San Roque ES)	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129764	Cogon ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Oriental	26	5	Vibal/ASI	
129749	Damñas ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129750	Digos City CES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129751	Domingo Abawag ES (Tiguman)	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129766	Don Mariano Marcos ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Oriental	26	5	Vibal/ASI	
129752	Dulangan ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129770	Kibanban ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Oriental	26	5	Vibal/ASI	
129754	Lungag ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129755	Mahayahay ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Occidental	26	5	Vibal/ASI	
129776	Marawer ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Mt. Apo	26	5	Vibal/ASI	
129777	Matti ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Mt. Apo	26	5	Vibal/ASI	
129771	Ramon Magsaysay CES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Digos Oriental	26	5	Vibal/ASI	
129780	Soong ES	Region XI	Davao Del Sur	City of Digos (Capital)	Digos City	Mt. Apo	26	5	Vibal/ASI	