



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

AUG 28 2024

DIVISION MEMORANDUM

No. 346 s. 2024

SCHEDULE OF DISTRIBUTION AND PICK UP OF LAPTOP FOR NON-TEACHING PERSONNEL (DCP PACKAGES 2023 & 2024)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary School Principals/Heads
District and School Property Custodians
All Others Concerned

1. This Office informs all concerned about the **Schedule of Distribution and Pick up of Laptop for Non-Teaching Personnel (DCP Packaged 2023 & 2024)** on **September 5, 2024, 8:00 a.m. to 4:00 p.m.** at **Supply Unit, Schools Division Office of Bataan, Kabukiran St., Brgy Calaylayan, Abucay, Bataan.**
2. All designated **District Property Custodians and one (1) utility personnel**, in coordination with their respective District Supervisors, are advised to pick up their allocated laptop.
3. Further, in connection with **Memorandum ICTS-OD-MM-2024-0315**, the recipients of Package 3 (Laptop for Non-Teaching Personnel) will be issued to Administrative Officer II of the respective schools (*see Enclosure 1 – List of School and Administrative Officer II*).
4. Also, the AOs who have received the DELL Laptop shall transfer the accountability to Program Development Officer I (PDO I) and/or Clerk who were assigned to their school.
5. This Memorandum shall serve as the Travel Authority of the District Property Custodian and utility personnel.
6. Wide dissemination of and immediate compliance with this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent



Kabukiran, Calaylayan, Abucay 2114 Bataan

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CSC PRIME MERIT BRONZE AWARD
CSC Resolution No. 2007-P08



PHILIPPINE QUALITY STANDARD
QUALITY MANAGEMENT SYSTEM
2024

LIST OF PROPERTY CUSTODIAN

DISTRICT OF ABUCAY

No.	School Name	NAME	DESIGNATION	PDO
1	Abucay North ES	SOPHIA ELLIS M. RAMIREZ	ADMINISTRATIVE OFFICER II	MAGNOLIA DE LEON
2	Bangkal ES/ BANGKAL RES	JESSAMINE VICTORIA M. DE JESUS	ADMINISTRATIVE OFFICER II	
3	Capitangan ES / HACIENDA ES	RHODA BETH P. DUMALAG	ADMINISTRATIVE OFFICER II	
4	Kabukiran ES	SHYRENE D. DE GUZMAN	ADMINISTRATIVE OFFICER II	
5	Mabatang ES / P RUBIANO ES	CATHERINE V. ALARCON	ADMINISTRATIVE OFFICER II	
6	Jose Abejar MES	MARY ANN M. LADERA	ADMINISTRATIVE OFFICER II	
7	Salian ES	MARFIN LOJIE R. DE JESUS	ADMINISTRATIVE OFFICER II	
8	T. Pimpin MES	MARIFER T. VISDA	ADMINISTRATIVE OFFICER II	
9	Wawa ES	MARFIN LOJIE R. DE JESUS	ADMINISTRATIVE OFFICER II	

DISTRICT OF HERMOSA

No.	School Name	NAME	DESIGNATION	
1	Almacen ES / PULO IS	Dennis P. Guinto	ADMINISTRATIVE OFFICER II	
2	Bacong ES / Bamban ES / MAITE ES	ZHARMAINE T. RELUCANO	ADMINISTRATIVE OFFICER II	
3	Balsik ES / SABA ES	JOSEPH V. SIBUG	ADMINISTRATIVE OFFICER II	
4	Culis ES / MABIGA ES	RANDY PHILIP R. DE LEON	ADMINISTRATIVE OFFICER II	
5	Hermosa ES	ARDETH C. BELLEZA	ADMINISTRATIVE OFFICER II	
6	Mambog ES / MANDAMA ES	FRANCES DALE N. MENDOZA	ADMINISTRATIVE OFFICER II	
7	Pandatung ES / MABUCO ES	Marc Gail M. Marcelino	ADMINISTRATIVE OFFICER II	
8	Parapal ES / PASTOLAN ES	JENEVEI J. ACAR	ADMINISTRATIVE OFFICER II	
9	St. Ma. Virginia P. Leonzon Memorial Elementary School / SUMALO IS	CONERY BELTRAN	ADMINISTRATIVE OFFICER II	

DISTRICT OF ORANI

No.	School Name	NAME	DESIGNATION	
1	Dona ES	CHRISTIAN R. FORBES	ADMINISTRATIVE OFFICER II	
2	Kabalutan ES	DONNA MABEL V. YUMANG	ADMINISTRATIVE OFFICER II	
3	Kaparangan ES	DIANNE-NICOLE S. BAUTISTA	ADMINISTRATIVE OFFICER II	

4	Orani North ES	MIRASOL I. MANIQUEZ	ADMINISTRATIVE OFFICER II	
5	Orani South ES	CHRISTINE J. LORENZO	ADMINISTRATIVE OFFICER II	
6	Pantalan Bago ES / TALIMUNDOC ES	BESSIE G. AROBAN	ADMINISTRATIVE OFFICER II	
7	Pantalan Luma ES	ANGIE MARIE A. GAVINO	ADMINISTRATIVE OFFICER II	JO ANN ESLUZAR
8	Paraiso ES	ARLENE A. ANTONIO	ADMINISTRATIVE OFFICER II	
9	Sibul ES	MINA ROSE Q. SARMIENTO	ADMINISTRATIVE OFFICER II	
10	Tapulao ES	ANGELICA T. FERRERA	ADMINISTRATIVE OFFICER II	

DISTRICT OF SAMAL

No.	School Name	NAME	DESIGNATION	
1	Adamson ES	Ma. Cecilia B. Bernabe	Administrative Officer II	
2	Calaguiman ES	Lorena Q. Du	Administrative Officer II	ROSELVN PUNZALAN
3	Gugo ES / PALLI IS	Lady Mae M. Esconde	Administrative Officer II	
4	Asuncion Consunji MES / FC DEL ROSARIO IS	MARISSA C. CRUZ	ADMINISTRATIVE OFFICER II	
5	Lalawigan ES	MARRY CONN M. GACUTAN	ADMINISTRATIVE OFFICER II	
6	Samal North ES	AVEGAIL B. NANASCA	ADMINISTRATIVE OFFICER II	
7	Samal South ES	ZAIRA MAE M. VILLEGAS	ADMINISTRATIVE OFFICER II	
8	Sapa ES	MARIELLE C. VICTORIA	ADMINISTRATIVE OFFICER II	

DISTRICT OF BAGAC

No.	School Name	NAME	DESIGNATION	
1	Bagac ES	DARLENE GRACE C. GALICIA	ADMINISTRATIVE OFFICER II	
2	Banawang ES / OVERLAND ES	LORY JANE G. GONZALES	ADMINISTRATIVE OFFICER II	
3	Binuangan ES / QUINAWAN ES	ANGELIE B. VELASCO	ADMINISTRATIVE OFFICER II	
4	Binukawan ES / PINAGSIMULAN ES	JIM NOR O. CUNANAN	ADMINISTRATIVE OFFICER II	
5	Parang ES	MARIA CARIZA PIZZARO	ADMINISTRATIVE OFFICER II	
6	Paysawan ES / SAYSAIN ES	CATHERINE ALCANTARA	ADMINISTRATIVE OFFICER II	

DISTRICT OF DINALUPIHAN WEST

No.	School Name	NAME	DESIGNATION	
1	Bangal Elementary School	DARRELLE T. PANGILINAN	ADMINISTRATIVE OFFICER II	
2	Colo Elementary School	KELVIN JOHN B. OCAMPO	ADMINISTRATIVE OFFICER II	KATRINA CRUZ
3	Happy Valley ES / NAPARING ES	JANA MARIE C. DIEGO	ADMINISTRATIVE OFFICER II	

4	Jose C. Payumo Jr. ES	CIARA KATHIRINA D. FELICITAS	ADMINISTRATIVE OFFICER II	
5	Kataasan ES / LUAKAN ES	MICHA ELLA M. MACASPAC	ADMINISTRATIVE OFFICER II	JENGKIE GONZALES
6	Magsaysay ES / TUBO TUBO IS	DONNA D. OCAMPO	ADMINISTRATIVE OFFICER II	
7	Malgaya ES / SAGUING ES	EMELINDA M. BASI	ADMINISTRATIVE OFFICER II	
8	Pag-asa ES / SAN BENITO ES	MELVIN L. SINGIAN	ADMINISTRATIVE OFFICER II	
9	San Pablo ES / PAYANGAN IS	JOYCE S. TALA	ADMINISTRATIVE OFFICER II	
10	San Ramon ES	MARY JANE M. SANTOS	ADMINISTRATIVE OFFICER II	

DISTRICT OF DINALUPIHAN EAST

No.	School Name	NAME	DESIGNATION	
1	Bayan-Bayanan ES / PENTOR ES	EDWIN M. OCAMPO	ADMINISTRATIVE OFFICER II	
2	Daang Bago ES / STO NINO ES	JOSEPH AARON C. MACALINAO	ADMINISTRATIVE OFFICER II	
3	Dalao ES / PITA ES	REA C. ESPIRITU	ADMINISTRATIVE OFFICER II	
4	Dinalupihan ES	EDLYN P. CASTRO	ADMINISTRATIVE OFFICER II	MARJORIE DIEGO
5	Layac ES	LEILANI L. CABIGTING	ADMINISTRATIVE OFFICER II	
6	New San Jose ES	JOANA R. SORIANO	ADMINISTRATIVE OFFICER II	
7	Old San Jose ES	JERLYN P. PAGUIO	ADMINISTRATIVE OFFICER II	
8	Pagalanggang ES	MARICEL P. BALATBAT	ADMINISTRATIVE OFFICER II	
9	Sapang Balas ES	MARIA TERESA L. RIOPERIO	ADMINISTRATIVE OFFICER II	
10	Sta. Isabel ES	PAULINE MAE B. MALATE	ADMINISTRATIVE OFFICER II	CHARIZ LINTAG

DISTRICT OF MARIVELES UPPER

No.	School Name	NAME	DESIGNATION	
1	Alasasin ES	ROSELENE M. SILVA	ADMINISTRATIVE OFFICER II	
2	Batangas 2 ES	SHERLYN N. BAUTISTA	ADMINISTRATIVE OFFICER II	
3	Bayview ES	CHARMAINE LOISE T. DIZON	ADMINISTRATIVE OFFICER II	
4	Cabcaben ES	ARJOHN M. REYES	ADMINISTRATIVE OFFICER II	
5	Lucanin ES	JOBEN CONRAD G. SAPLALA	ADMINISTRATIVE OFFICER II	
6	Allion Elementary School	JERRY V. DESTURA	ADMINISTRATIVE OFFICER II	
7	Townsite ES	MARY GRACE P. VILLANUEVA	ADMINISTRATIVE OFFICER II	
8	Marina Bay ES	LIEZEL DENOLGO	ADMINISTRATIVE OFFICER II	
9	Mt. View ES	JOMAR D. DELA CRUZ	ADMINISTRATIVE OFFICER II	

DISTRICT OF MARIVELES LOWER

No.	School Name	NAME	DESIGNATION
1	A. G. Llamas ES	DONNA N. SALCEDO	ADMINISTRATIVE OFFICER II
2	Balon ES	CLAIRE E. BIARE	ADMINISTRATIVE OFFICER II
3	Basoco ES	FLOR CLYNE B. MENDOZA	ADMINISTRATIVE OFFICER II
4	Bepez ES	LENNEINE O. MANAAYAN	ADMINISTRATIVE OFFICER II
5	Biaan Aeta IS	MARIVIE S. PERALTA	ADMINISTRATIVE OFFICER II
6	Ipag ES	BREXTER C. CABALLAS	ADMINISTRATIVE OFFICER II
7	Renato L. Cayetano Memorial School	JEVERLYN H. VILLALUZ	ADMINISTRATIVE OFFICER II
8	Sisiman ES	LORIELYN A. MANUEL	ADMINISTRATIVE OFFICER II
9	Sto. Niño Biaan ES	OLIVENZA B. MANDOCDOC	ADMINISTRATIVE OFFICER II

DISTRICT OF MORONG

No.	School Name	NAME	DESIGNATION
1	Binaritan ES / KANAWAN IS	MA. CRISTINA B. GUECO	ADMINISTRATIVE OFFICER II
2	Mabayo ES	EZEKIEL T. RUBIC	ADMINISTRATIVE OFFICER II
3	Minanga ES / PANIBATUHAN ES	CLARISSE E. MINOR	Administrative Officer II
4	Morong ES	MA. DEBBIE S. LIMONGCO	Administrative Officer II
5	Nagbalayong ES / FACUNDO ANGELES MES	FEBBIE YLOISA B. SANTOS	ADMINISTRATIVE OFFICER II
6	Sampaloc ES	JEMA CARMELA R. GAOR	ADMINISTRATIVE OFFICER II

DISTRICT OF LIMAY

No.	School Name	NAME	DESIGNATION
1	Arsenal ES	Kristine Joy M. De Leon	Administrative Officer II
2	St. Francis ES (Bacong)	Levelyn T. Cruz	Administrative Officer II
3	BLISS ES	Clariza J. Calimbas	Administrative Officer II
4	Duale ES	Mary Angell Concepcion R. Santiago	Administrative Officer II
5	Kinaragan ES	Ivy Joy R. Imperial	Administrative Officer II
6	Kitang ES	Francelle C. Tabije	Administrative Officer II
7	Lamao ES	Zephylyn G. Mallari	Administrative Officer II
8	Limay ES	Aleah Louise S. Diwa	Administrative Officer II
9	Luz ES	Lizandro E. Lopez	Administrative Officer II
10	St. Francis II Elementary School	Archie R. Bagtas	Administrative Officer II

DISTRICT OF ORION

No.	School Name	NAME	DESIGNATION
1	Bantan ES	MA. THERESA A. MORONG	ADMINISTRATIVE OFFICER II
2	Bilolo ES	CELESTINA A. LOPEZ	ADMINISTRATIVE OFFICER II
3	Capunitan ES	CHRISTIAN MICHAEL S. SAMONTE	ADMINISTRATIVE OFFICER II
4	Daan Pare ES	PAULINE JOY B. SIMEON	ADMINISTRATIVE OFFICER II
5	General Lim ES	MARIA MAY M. GARCIA	ADMINISTRATIVE OFFICER II
6	Arellano Elementary School	MYRA T. ISIDRO	ADMINISTRATIVE OFFICER II
7	Pablo R. Roman ES	ARLYN V. ESPIRITU	ADMINISTRATIVE OFFICER II
8	Puting Buhangin ES	IVY ETHEL D. CUNANAN	ADMINISTRATIVE OFFICER II
9	Sta. Elena ES	DOMINIQUE J. VIRAY	ADMINISTRATIVE OFFICER II
10	Sto. Domingo ES	ANDREW KING J. PIZARRO	ADMINISTRATIVE OFFICER II

DISTRICT OF PILAR

No.	School Name	NAME	DESIGNATION
1	Alauli ES	Michelle T. Serran	Administrative Officer II
2	Balut ES	GELLI S. ESTRELLA	ADMINISTRATIVE OFFICER II
3	Diwa ES	Perses Veadini D. Sabino	Administrative Officer II
4	J.S. Herrera Sr. MES	Rozan A. Quisay	Administrative Officer II
5	Liyang ES / PANTINGAN ES	ARGEL ANGELO D. IGNACIO	ADMINISTRATIVE OFFICER II
6	Nagwaling ES	EMMALYN G. GIMPES	ADMINISTRATIVE OFFICER II
7	Panlao ES	AMORSOLO P. REYES	Administrative Officer II
8	Pilar ES	MA. CONCEPCION C. RONQUILLO	ADMINISTRATIVE OFFICER II
9	Wakas ES	PAULINE T. SALAVERIA	ADMINISTRATIVE OFFICER II

JERICO CRUZ



Republika ng Pilipinas

Department of Education


INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

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
<ul style="list-style-type: none">• Schools Division Superintendent• Inspectorate Team• Supply Officer	<ul style="list-style-type: none">• 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

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

- 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) <ul style="list-style-type: none"> • 46 Laptops • 1 Smart TV • 2 Charging /Storage Carts • 2 Wireless Routers • 1 External Hard Drive 	<ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 5 Smart TVs • 5 External Hard Drive 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 5 laptops per school 	<ul style="list-style-type: none"> • 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.