



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**

No. 050 s. 2024

To : School Heads  
 School Property Custodian  
 All Recipients of Dell Latitude Laptops  
 Stephen Pascual - IT Officer 1  
 Marcelino Ranollo - Administrative Officer IV  
 Heidi B. Escalona - Administrative Officer II

Subject: **VENUE OF THE TECHNICAL INSPECTION RELATIVE TO THE  
 AUDIT/INVESTIGATION ON THE PROCUREMENT OF LAPTOP  
 COMPUTERS FOR PUBLIC SCHOOL TEACHERS**

Date : August 14, 2024

In reference to Regional Memorandum FD-2024-027 re: **Technical Inspection Relative to the Audit/Investigation on the Procurement of Laptop Computers for Public School Teachers** made by the Department of Education (DepEd) through the Procurement Service-Department of Budget and Management (PS-DBM) using the Bayanihan Funds, the Commission on Audit (COA) will be conducting a technical inspection of the laptop units. This inspection is scheduled to take place from **August 22 to August 30, 2024 at Davao City National High School.**

To facilitate this activity, all recipients of the aforementioned Dell Latitude laptops are hereby requested to bring their fully charged laptops to the Supply Office on or before August 19, 2024. This will ensure that all units are accounted for and ready for inspection. To verify your inclusion, please see the attached list of recipients.

For more information, please refer to the attached memorandum.

For information, guidance, and strict compliance.

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 DATE: AUG 16 2024 TIME: 2:00 PM

  
**MELANIE L. ESTACIO, PhD, CESO VI**  
 OIC-Schools Division Superintendent 

**DepED**  
**MATATAG**



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
 1/(082)553 8375

Serial Number	Actual User	Location (7)
JPDJG3	Ivy D. Eting	Mahayahay ES
HG3CPG3	Meliza O. Sanchez	Binaton ES
DRCJPG3	Nerlyn E. Bacod	Soong NHS
3Z1KPG3	Margie M. Sucayre	Colorado ES
7W1KPG3	Adelaida G. Felix	DICNHS-Aplaya HS
5JDJPG3	Sarah H. Canteveros	Dulangan ES
8X1KPG3	Junar L. Binag	Balabag NHS
970CPG3	Rocel T. Salvaña	Bagumbuhay ES
CW6CPG3	ABALLE, CHRISTY C.	Lungag ES
8W1KPG3	Angelyn A. Embodo	Ruparan NHS
760CPG3	Claire C. Acido	Ramon Magsaysay CES
CF3CPG3	Arlene B. Parantar	Digos City CES
BG3CPG3	Eva A. Basan	Cogon ES
3S7JGP3	Rose Ann F. Delos Reyes	Dawis NHS
2X1KPG3	Mary Ann P. Paran	Federico Alferex ES
CQDJPG3	Denzel B. Aquino	Igpit NHS
5S5JPG3	Mae Amor P. Alojado	Necensio A. Isidro ES
9W6CPG3	ANTONIO, MIZARUVA A.	Badiang ES
CY1KPG3	CHIQUITO, RAIZZA F.	Remedios N. Saplala ES
5W6PCG3	DERICK REBUSTO	San Miguel ES
1X6CPG3	LOPEZ JR., EGMIDIO R.	Gaudioso Reusora ES
GX1KPG3	IRADA, MARGIE B.	Damñas ES
H40CPG3	DUMAGAN, FELIX RAY R.	Kapatagan NHS
BD3CPG3	DALUMPINES, HILARIO V.	Soong ES
GDJPG3	LLEMIT, IMMA TESSIE DONNE D.	Goma NHS
FNDJPG3	YULIN, GINA C.	Domingo Abawag Sr. ES
6F1CPG3	ABAPO, SHERRI MERRILL L.	Rizal CES
CX1JPG3	DAÑO, GEMMA G.	Dawis ES
CCDJPG3	GONORA, JAKE D.	Don Mariano Marcos ES
2Y1JPG3	ARELLANO, JUPALOYD S.	Ruparan ES
660CPG3	SEGURA, CRISELDA C.	Matti ES
JW1JPG3	POMPERADA, MARISTLE Q.	Casildo B. Nonol ES
9JDJPG3	LOPEZ, JOSEPHINE L.	Isaac Abalayan ES
CZBJPG3	JIMENEZ, TESSIE S.	Pedro S. Garcia ES
6X6CPG3	ROSIMA, ROWELEM V.	Kibanban ES
8Y1JPG3	PUNAY, JENNELYN D.	Aplaya ES
DY1JPG3	PALLER, FLORITA R.	Arcaflor Maniapao ES
6PDJPG3	GILLADO, MERLA M.	Apolandia ES
3S3KPG3	BAUTISTA, AILLEN MAE W.	Balabag ES
5NDJPG3	LEPARDO, APRIL JEAN R.	Pedro V. Basalan ES
670CPG3	GOC-ONG, SHEILA BLISS	Matti NHS
GXIJPG3	SOSMEÑA, JAZZEL A.	Marawer ES
HFDJPG3	CABURAL, JAY PAUL B.	Ranao ES / Matti ES
7QDJPG3 / 3492097!	DIAZ, ERNIELYN S.	ALS-Ruparan ES
8Z2CPG3	RETURNED TO STOCK	SDO-SGOD
HGDJPG3	RETURNED TO STOCK	SDO-SGOD (YFP)
7DOCPG3	Returned to stock - Retired	SDO-CID
GDDJPG3	OLIVA, CHERRY ROSSETTE E.	SDO-CID
5FDJPG3	DIAMANTE, ROSARIO B.	SDO-Admin (Cashier)
JFDJPG3	SANOY, DAISSY JANE P.	SDO-SGOD (HNU)
4XIJPG3	Returned to stock - Defective	SDO-CID
1Z1JPG3	JAY MARK ESTRADA	ALS
HDDJPG3	DALOPE, MYRACEL	SDO-SGOD (HNU)
3X1JPG3	LUCERO, JESSICA G.	SDO-CID
JDDJPG3	MATEO, ELESER D.	SDO-SGOD
3CDJPG3	BONGCAYAO, NEIL	SDO-CID
8DDJPG3	CHIONG, ALELI M.	SDO-Admin (Records)
FYIJPG3	Returned to stock - Defective charging port	SDO-SGOD (HNU)
3G0CPG3	JERICK VERGARA	SDO-SGOD (Phys. Fac.)
HD0CPG3	DAUGDAUG, BEVERLY S.	SDO-CID
CC0CPG3 / 3492097	DEIPARINE, ALVIN V.	ALS-PEDRO GARCIA ES
4CDJPG3 / 3492097!	WENCESLAO, ROMEL H.	ALS-REMEDIOS SAPLALA I
2FDJPG3 / 3492097!	OLANDRIA, SHIRLEY R.	ALS-COLORADO ES
JY1JPG3 / 43417313!	MORAL, CATHERINE N.	SDO
DGDJPG3	JAVE ENDAR	SDO-CID
1X1JPG3	JUEZAN, IDA I.	SDO-CID
GHDJPG3	DE MESA, ROFELIA T.	SDO-CID
5DDJPG3	Returned to stock	SDO-OSDS (ICT)
JZ1JPG3 / 349209750	BELTRAN, MARIA CHRISTINE C.	ALS-REMEDIOS SAPLALA I
7CDJPG3 / 3492097!	Returned to stock	ALS-G. REUSORA ES
3HDJPG3 / 3492097!	SAAVEDRA, ROSEMELL LOCABERTE	ALS
2JDJPG3	DEE JEAN AREVALO	SDO-SGOD (YFP)
BYIJPG3	RENIL CONCOLES	SDO-CID
6DOCPG3	MG FRANCISQUETE	
6FDJPG3	JOEL GOMITO	SDO-HNU
9Z1JPG3	Returned to stock	
CD3CPG3	DEMIMOORE TAGALOG	DICNHS



Final



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

SCHOOLS DIVISION OFFICE  
RECORDS SECTION

RECEIVED

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13 AUG 2024

3:15

Office of the Regional Director

**REGIONAL MEMORANDUM**  
FD-2024-027

To : Schools Division Superintendents

Subject : VENUE OF THE TECHNICAL INSPECTION RELATIVE TO THE  
AUDIT/INVESTIGATION ON THE PROCUREMENT OF  
LAPTOP COMPUTERS FOR PUBLIC SCHOOL TEACHERS

Date : August 12, 2024

Relative to the audit/investigation on the procurement of Dell latitude laptop units for public school teachers made by Department of Education thru the Procurement Service-Department of Budget and Management using the Bayanihan Funds, the Commission on Audit shall conduct a technical inspection of the laptop units on August 22-30, 2024 at Davao City National High School.

The Supply Officers are the authorized personnel to bring the laptops to the venue and their presence is required during the inspection. They are also required to bring the Property Acknowledgement Receipts (PAR) and other pertinent documents relative to the procured equipment.

Refer to the schedule of the inspection per Schools Division Office in the attached communication dated August 6, 2024 from Layda Lhou P. Falucho-Chan, Co-Team Leader, Fraud Audit Office, Special Services Sector, Commission on Audit.

For information, guidance and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.

ROB2kcd

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By:   
Time: Aug. 13, 2024  
2436248



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
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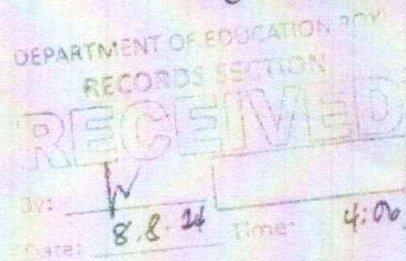




Republic of the Philippines  
**COMMISSION ON AUDIT**  
Commonwealth Avenue, Quezon City, Philippines  
**SPECIAL SERVICES SECTOR**  
**FRAUD AUDIT OFFICE**

August 6, 2024

**ALLAN G. FARNAZO, CESO IV**  
Regional Director  
Department of Education  
Regional Office No. XI  
F. Torres St., Davao City



**THRU** : **HELENA L. VALDEZ**  
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 a printer.




Lastly, for an orderly conduct of inspection, we would like to request the following:

1. Schedule around 30-40 laptops per hour, depending on the number of laptops to be inspected for the day. If, for a justifiable reason, the laptop recipient or user cannot bring his/her laptop, an authorized representative can bring the laptop to the venue for inspection.
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. Bring the fully charged Dell laptop at the venue for inspection.
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.

The SAT requests to conduct the said activities in the SDOs indicated in Annex

A.

Thank you.

  
**LAYDA LHOUP. FALUCHO-CHAN**  
Co-Team Leader  
Pursuant to COA Office Order No. 2023-138  
dated February 6, 2023



Region XI- Davao Region					
Office/SDO	Laptops for inspection	TOTAL	Proposed Inspection Date	Proposed Inspection Time	Venue
SDO Davao City	216	432	August 22	8am to 4pm	SDO Davao City
SDO Digos City, Davao Del Sur	216		August 23	8am to 4pm	
SDO Davao del Sur	76	208	August 26	8am to 10am 10pm to 3pm	
Regional Office XI, Davao Del Sur	107			3pm to 4pm	
SDO Davao Occidental	25	301	August 27	8pm to 12pm	
SDO Davao del Norte	150			1pm to 5pm	
SDO Davao del Norte	151			8am to 9:30am	
SDO Panabo City, Davao Del Norte	61	198	August 28	9:30am to 11am	
SDO Tagum City, Davao Del Norte	78			11am to 12nn	
SDO Island Garden City of Samal, Davao Del Norte	59		August 28	1pm-5pm	
SDO Davao de Oro	162	324	August 29	8am to 12nn	
SDO Davao Oriental	162		August 29	1pm-5pm	
SDO City of Mati, Davao Oriental	170	231	August 30	8am to 10am	
	61	70	August 30	10am-12nn	
	70	1764			

**Schedule for the SAT:**

- 21-Aug travel time - NALA to Davao City (pm)
- August 22-23 Inspection
- August 24-25 Weekend
- August 26-29 Inspection
- 30-Aug inspection 8am-12nn
- travel to davao airport to NALA (pm)