



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-157

To : School Heads
Division IT Officer
Division Supplier Officer
School Property Custodian
School ICT Coordinators
Teachers and Personnel Concerned

Subject : GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF FY 2025
DCP PACKAGES – SMART TV, L4T, L4NT

Date : May 29, 2025

Attached is DepEd Regional Memorandum ORD-2025-053, dated May 21, 2025, regarding the Guidelines on the Delivery and Distribution of FY 2025 DCP Packages – Smart TV, Laptop for Teachers and Laptop for Non-Teachers.

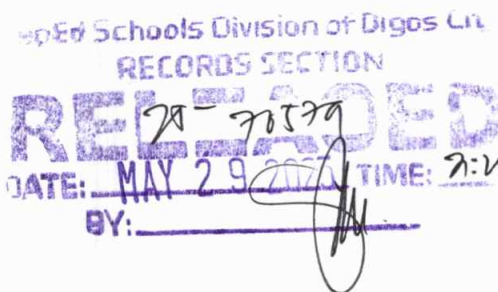
The distribution and deployment of the DepEd Computerization Program Packages for FY 2025 is in progress. The winning suppliers will be responsible for delivering and maintaining the packages to the DepEd sites (SDO Offices and Recipient Schools).

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

Queries related to this can be relayed to the Division IT Officer or the Regional IT Officer.

For information and compliance.

For and in the absence of the
Schools Division Superintendent



Sollie B. Oliver
SOLLIE B. OLIVER
Chief Education Supervisor - SGOD
Officer-In-Charge



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Republic of the Philippines
Department of Education
DAVAO REGION



May 21, 2025

REGIONAL MEMORANDUM
ORD-2025-053

**GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF FY 2025 DCP
PACKAGES - SMART TV, L4T, L4NT**

To: Schools Division Superintendents

1. 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.
2. The distribution and deployment of the DepEd Computerization Program (DCP) Packages for FY 2025 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).
3. The attached guidelines are hereby issued for the effective and efficient deployment/delivery of DepEd Computerization Program (DCP) Packages.
4. Queries relative to this can be relayed to Pocholo Hernandez, at (082) 291 0051 and ictu.depedxi@deped.gov.ph.
5. For information and strict compliance.

Encl.: As stated
ORD/ICT2/jcw

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

Digitally signed by
Farnazo Allan Gabriel
Date: 2025.05.22
08:40:38 +0800
ALLAN G. FARNAZO
Director IV

By: *[Signature]*
Date: *May 22, 2025*
Time: *2100g*



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A. DEPLOYMENT

1. Pre-Delivery Inspection shall adhere to DO 041, s.2021 "Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education" and shall use the recommended test procedure provided by the ICTS as included in the attached Annex B - Test Procedure.

FY	PACKAGES	RECIPIENTS	CALENDAR DAYS
2025	Batch 2025-02: Smart TV Package (STV) <ul style="list-style-type: none">• 5 Smart TVs• 5 External HDDs	<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 and external HDD	150
	Batch 2025-03: 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 an Inventory Custodian Slip (ICS) to the School Head or Property Custodian, which can be utilized by All Teachers.	150
	Batch 2025-04: 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

2. Smart TV Packages and Laptop for Teaching shall be delivered directly to target recipient schools. Meanwhile, Laptop for Non-teaching shall be delivered to School Division Offices.
3. The Delivery, Inspection, Acceptance, and Documentation of the items shall be done by authorized personnel:
- School Division Office
 - School Division Superintendent
 - Inspectorate Team
 - Supply Officer
 - Recipient Schools
 - School Head/Principal
 - Inspectorate Team
 - Property Custodian



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4. All acts of third-party agents of the Supplier (such as forwarder/courier employed by the Supplier) shall be deemed acts of the Supplier.
5. The Supplier shall be responsible for informing Regional ICT Unit, Regional Asset Management Section, Division Property and Supply Unit, and Division ICT Unit of the expected date of delivery of the goods.
 - a. The responsibility of notification shall be on the part of the Supplier and not of the latter's third-party agent.
6. The Inspectorate Team shall inspect 100% of the delivered goods assessing the physical form, condition, and quantity, while the Supply Officer/Property Custodian shall accept the same, in accordance with the process/procedure under applicable government and DepEd rules. Please refer to the attached Annex B - Test Procedure.
7. In case there are item/s is/are missing or damaged, the Supplier should:
 - a. Replace the missing/damaged items; or
 - b. Opt to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier and the Recipient.
8. Inspection and Acceptance Report (IAR) shall only be signed by the SDO/ School Inspectorate Team if the delivery complies with the requirements.
9. The deliveries should be rejected if found to be NOT in accordance with conditions stated in the Inspection and Acceptance Report (IAR).

B. DELIVERY AND DOCUMENTS

1. Prior to the scheduled delivery to the Schools Division Office (SDO):
 - a. The Supplier shall notify the DepEd's Regional Office, DepEd Division Supply Office on the schedule of the delivery.
2. Upon delivery of the Goods to the Recipient SDO:
 - a. The Package can only be unloaded when authorized SDO Personnel like Supply Officer and the SDO Inspectorate Team are present. If the Supply Officer is not present nor available during the arrival of the package at the SDS designate/appoint plantilla personnel to receive, inspect and accept the DCP packages. An original supporting document of the designation must be provided to the supplier.
 - b. The supplier / forwarder shall bring the delivery receipt with quantity and specification of the delivered package to SDO and turned over to the Supply Officer or designated alternate.
 - c. The SDO Supply Officer (or designated alternate) shall perform an initial checking for the delivered package as to physical conditions of the boxes, quantity and if conforms to the items specified in the Inspection and Acceptance Report (IAR) and Property Transfer Report (PTR) prior to signing of Delivery Receipt.



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- d. In case there are item/s is/are missing or damaged, the Supplier should replace the missing/damaged items immediately. Deliveries should be rejected if found to be NOT in accordance with the conditions stated in IAR.
 - e. Upon determination that deliveries are complete and in order, the Supply Officer can now sign the PTR.
 - f. The Division's Inspectorate Team and Supply Officer should inspect/check 100% of the delivered goods assessing the physical form and condition. Please refer to Annex B - TEST PROCEDURE. The Division's Inspectorate Team shall then sign the Inspection Report for quantity, physical form, condition, and if the deliveries comply with the requirements; if not, the deliveries must be rejected
 - g. The acceptance portion of the Inspection and Acceptance Report (IAR) and the received by portion of the Property Transfer Report (PTR) shall then be signed by the Supply Officer.
3. After the deliveries of the Goods to the Schools Division Office/ School: All pertinent original documents should be accomplished by authorized SDO/School personnel below;

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

C. CUSTODY

1. The following assigned personnel shall be responsible for the safekeeping and maintenance of the packages:
 - a. For recipient Schools:
 - i. School Heads; and
 - ii. School Property Custodian
 - b. For recipient Division Offices:
 - i. Supply Officer; and
 - ii. Division Information Technology Officer (ITO)



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2. For damaged or defective equipment, a three-year comprehensive and onsite warranty will be applied.
3. The Division ITO shall assist with the repair and maintenance of the out-of-warranty packages.
4. The cost of the repair and/or maintenance of the devices shall be charged to the school's Maintenance and Other Operating Expenses (MOOE), subject to the existing accounting and auditing rules and regulations.

D. DISPOSAL

The applicable government rules and regulations on the disposal of properties shall be complied with, including specific guidelines issued or may be issued by DICT.

E. AFTER SALES SUPPORT

1. The supplier shall maintain the IT equipment to be functional and in good running condition as a whole package by providing the post implementation support and services including: (i) Operation and management of deployment and (ii) deployment of support technicians for maintenance, troubleshooting and repair purposes.
2. A three (3) day guarantee to repair the unit/s upon receipt of the request/report of the recipient school. Ensure availability of required spare parts of hardware items for quick response time.
3. In case unit/s cannot be repaired within the three (3) day guarantee period, Supplier shall provide service unit/s to avoid school disruption on their equipment utilization, and the unit/s must also be replaced within the maximum of seven (7) calendar days. Service unit/s and replacement must be of the same branding specifications and shall be installed prior to pull-out of the defective or unrepairable unit/s.
4. Supplier shall set up and manage Helpdesk Support that shall accommodate and process all queries and troubleshooting calls within applicable business hours and business days.
5. Supplier shall accommodate and process the recipient's immediate technical support for both hardware and software. Inquiries coming from the emails, phone calls, letters and SMS from different TelCos coming from the recipient school are considered official communication modes and shall be addressed accordingly.
6. Supplier shall provide a technical guide (video clips) on how to install, configure and maintain the DCP packages.



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F. WARRANTY

1. L4T & L4NT

A three (3)-year comprehensive and onsite warranty for the whole IT Equipment package will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance).

For the following consumable items, a standard/base warranty or minimum of one (1) year warranty shall be applied:

- ii. Laptop Headsets
- iii. Optical Mouse for Laptops

2. SMART TV & EXTERNAL HDD

A three (3)-year comprehensive and onsite warranty for the whole IT Equipment (Smart TV and External HDD) package will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance).

G. ANNEXES

Please refer to the attached Annexes:

- b. Allocation List – Annex A
- c. Test Procedures – Annex B
- d. Certificate of Completion – Annex C