



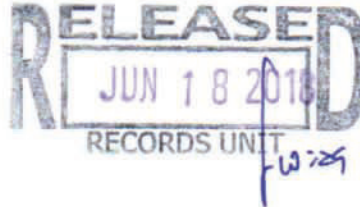
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



DIVISION OF CITY SCHOOLS
MARIKINA

June 13, 2018



DIVISION MEMORANDUM
No 147, s. 2018

**RETRIEVAL OF DOCUMENTS RELATED TO THE PROCUREMENT OF
VARIOUS EQUIPMENT UNDER THE DEPED COMPUTERIZATION PROGRAM**

TO: Chief Education Supervisors, CID and SGOD,
Division Property and Supply Office
Elementary and Secondary Principals/OICs
Public Schools

1. Attached is a memorandum from Abram Y.C. Abanil, Director IV - DepEd ICTS, dated June 6, 2018, re: *Requesting Assistance for the Retrieval of Documents Related to the Procurement of Various Equipment Under DepEd Computerization Program (DCP)*, content of which is self-explanatory.
2. To ease the retrieval of the said documents, the Division ICTU, through the Division Property and Supply Office, is requesting all schools to submit the following:
 - a. Delivery Receipts;
 - b. Property Transfer Reports (PTR) if available; and
 - c. Inspection and Acceptance Reports (IAR)
3. Requested documents are for DCP packages delivered earlier than 2016. Batches 29-33, 36, 38, 40, and all AusAid packages are excluded from this request.
4. In cases when the abovementioned documents are no longer available due to loss or damage, school heads are requested to issue a certification that the school have received the package.
5. Submission of the documents is not reliant to the physical condition of the package.

6. Please submit the documents on or before January 19, 2018 and have it received by the Records Unit.
7. For strict compliance.



SHERYLL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent



Republika ng Pilipinas

Kagawaran ng Edukasyon

Information and Communications Technology Service

MEMORANDUM
06 June 2018

**For : Regional Directors
Schools Division Superintendents**

Attention:

**Regional and Division Supply Officers
Regional and Division IT Officers
Principals and School Heads**

**From : 
ABRAM Y. C. ABANIL
Director IV**

**Subject : Requesting Assistance for the Retrieval of Documents
related to the Procurement of Various Equipment Under
DepEd Computerization Program (DCP)**

The DepEd Central Office is in the process of reconciling the procured ICT equipment thru DBM-PS due to the Audit Observation Memorandum (AOM) dated May 15, 2018 that some ICT equipment procured made thru DBM-PS in 2004 – 2015 are not recorded in the DepEd Book of Accounts.

In this regard, the ICTS would like to request the assistance of IT Officers to retrieve all documents related to the procurement of various equipment under DepEd Computerization Program (DCP) as follows:

- a. Delivery Receipts;
- b. Property Transfer Reports (PTR) if available; and
- c. Inspection and Acceptance Reports (IAR)

Please submit the necessary documents on or before June 15, 2018.

A. For more information on these matter, please direct concerns to:

ENGR. OFELIA L. ALGO
Supervising Administrative Officer
Officer-In-Charge, Technology Infrastructure Division
Information and Communications Technology Service
Phone Nos: +632.6332363 / +63.9088782413
Email: dcp.recipients@deped.gov.ph

Office of the Director
Department of Education Central Office, 3rd Floor Bonifacio Building
Meralco Avenue, Pasig City