E A S E D
sion of Catanduanes
SECTION
NOV 2 2 2019
Time: 4:40 PM
Initial/Signature:

DIVISION MEMORANDUM
No. 434 s. 2019

TO: **Assistant Schools Division Superintendent**
              CID & SGOD Chiefs
              Education Program Supervisors
              Public Schools District Supervisor
              Elementary & Secondary School Heads Concerned
              Designated District/School ICT Coordinators Concerned
              School ICT Coordinators/Property Custodians Concerned

FROM: **DANILO E. DESPI**
              Schools Division Superintendent

SUBJECT: **DELIVERY OF COMPUTER PACKAGES FOR DEPED COMPUTERIZATION PROGRAM
              (DCP) BUDGET 2019 RECIPIENT SCHOOLS**

DATE: **November 21, 2019**

Please be informed that the delivery of computer package for DepEd Computerization Program(DCP) Budget 2019 started yesterday(November 20, 2019) to the following recipient schools:

For Secondary (SHS) stand-alone package: (40 Desktops, 1 TV -55', 1 printer and 1wireless router) – 1 Classroom is needed
1. Bato RDHS

For Elementary (E-textbooks) : (50 netbooks/tablets, 1 laptop(server), 2 charging cart and 1 router) – to be placed/stored in existing E-classroom
1. Cabuyoan ES - Panganiban District
2. Cagdarao ES – Panganiban District
3. JMA (Asgad) ES – San Andres District
4. Pangilao ES – San Miguel District

It is expected that the said schools complied already the counterpart requirements as stipulated in the School Readiness Checklist (SRC).

Further, you are hereby advised **to do the following during** delivery, installation and trainings of the said packages to your school:

1) Sign the **Inspection and Acceptance Report** if the delivery is complete or partial, depending on the result of inspection;
2) Sign and furnish a copy of **Delivery Receipt** to SDO-IT Section;
3) Indicate in the documents(**IAR & DR**) the date when you signed and received said computer packages;
4) Proper wiring must be observed;
5) Trainings must be conducted before the final turnover of the said IT equipment/devices to school; and
6) Submit Narrative Report to the SDO-IT unit with attached documents (pictorials during the delivery, installation and training)

For Information, guidance and compliance.