

Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 23, 2025

DIVISION MEMORANDUM

No. 458 s. 2025

**GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF
DCP PACKAGES FOR FY 2025**

To : OIC-Assistant Schools Division Superintendent
SDO Chiefs, Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District/School ICT Coordinators Concerned
All Others Concerned

1. Please be informed of the attached **Regional Memorandum No. 00513 s. 2025, re: Guidelines on the Delivery and Distribution of DCP Packages for FY 2025** dated April 10, 2025. The distribution and deployment of said packages 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 issued Regional Memorandum focuses on the guidelines for the following activities:

A. Deployment – the details on deployment shall be in accordance with DepEd Order No. 41 s. 2021 – Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education. (details are indicated in the Regional Memo)

The List of winning suppliers and the schedule of delivery, as follows:

DCP Batch 2025	NAME OF SUPPLIERS	Schedule of Delivery	Updates and links for the Delivery Schedule
Batch 2025-02 Smart TV Package (STV) and External HDD	Xitrix Computer Corporation	Waiting for the call from the supplier	GC and Teams Group for School ICT Coordinators
Batch 2025-03 Laptop for Teaching (L4T)	Columbia Technologies, Inc	June 2-6, 2025	GC and Teams Group for School ICT Coordinators
Batch 2025-04 Laptop for Non-Teaching (L4NT)	Silicon Valley Computer Group Phils. Inc.	Waiting for the call from the supplier	GC and Teams Group for School ICT Coordinators

Note: The School Heads in coordination with the property custodian and school ICT Coordinators are requested to review *DM No. 218 s. 2025 re: Submission of the School*



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Readiness Checklist(SRC) from the Recipient Schools for DCP FY 2025 dated March 11, 2025 for the reminders before, during and after delivery of the said packages to school to avoid issues related to the deployment and delivery from the suppliers. Please accomplish this link (<https://bit.ly/FY2025DeliveryStatus>) after the delivery of the items in your school for monitoring purposes.

B. Delivery and Documents (details are indicated in the Regional Memo)

C. DCP Packages Allocation

Division	STV Smart TV & HDD	L4NT Laptop for Non-Teaching	L4T Laptop for Teaching
Catanduanes	48	29	45
PACKAGE/s	- 5 Smart TVs & 5 External HDD per school	-1 laptop per personnel	-5 laptops per school
RECIPIENT	-The STV packages will be delivered to the recipient school -The principal will select five(5) secured classrooms (compliant to SRC) for the installation of the Smart TV	-The L4NT packages will be delivered to the Schools Division Office - Laptops will be issued to the Administrative Officers II/Personnel with Administrative Task of the schools	-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 .

D. Technical Specifications offered by the Suppliers (details are indicated in the Regional Memo) – Please check and ensure that the Testing Procedures for the IT Packages were complied by the suppliers using the provided templates (pls refer to the Annex A-Testing Procedure attached in the Regional Memo) during the delivery of the items in the school.

- Concerns or issues, may be reported online via MS Teams (SDO CTD-ICT Coordinators) or email at ictunit.ctd@deped.gov.ph
- For information, guidance, and compliance of all concerned.

By Authority of the OIC-Schools Division Superintendent:

FLOREN P. CLAVO

Senior Education Program Specialist
Officer-In-Charge



Republic of the Philippines
Department of Education
REGION V - BICOL



10 April 2025

REGIONAL MEMORANDUM
No. 00513 s. 2025

GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP PACKAGES 2025

To: Schools Division Superintendents
Regional and Division Supply Officers
Regional and Division IT Officers
School Heads
All Others Concerned

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 following guidelines are hereby issued for the effective and efficient deployment, delivery, allocation and technical specification of DepEd Computerization Program (DCP) Packages.

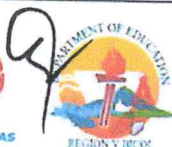
A. DEPLOYMENT

The details on deployment shall be in accordance with *DepEd Order No. 041 s. 2021 - Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education*.

List of recipient divisions, schools and their locations shall be based on the Master List made available by the Region prior to Bidding.

- (Batch 2025-02) Smart TV Package (STV) and External HDD
<https://bit.ly/R5-DCP2024STV>
- (Batch 2025-03) Laptop for Teaching (L4T)
<https://bit.ly/R5-DCP2025L4T>
- (Batch 2025-04) Laptop for Non-Teaching (L4NT)
<https://bit.ly/R5-DCP2025L4NT>

The Winning Bidder shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.



Regional Center Site, Rawis, Legazpi City 4500

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region5@deped.gov.ph



B. DELIVERY and DOCUMENTS

- **Batch2025-02) Smart TV Package (STV) and (Batch 2025-03) Laptop for Teaching (LAT)**

- a. Prior to the scheduled delivery to the Recipient Schools:
 - i. The Supplier shall notify the DepEd's Regional Office, Division Supply Office and Schools School Head or Designated Property Coordinators on the schedule of the delivery.
- b. Upon delivery of the Goods to the Recipient Schools:
 - i. The Package can only be unloaded when authorized School Personnel like School Property Custodian and the School Inspectorate Team are present. If the Schools Property Custodian is not present nor available during the arrival of the package at the school, the School Head or Principal should designate/appoint plantilla personnel to receive, inspect and accept the DCP packages. School Head/Principal is also authorized to receive the DCP package. An original supporting document of the designation must be provided to the supplier.
 - ii. The supplier / forwarder shall bring the delivery receipt with quantity and specification of the delivered package to recipient schools and turned over to the School Property Custodian or designated alternate:
 - iii. The Schools Property Custodian (or designated alternate) shall perform an initial checking for the delivered package as to physical condition of the boxes, quantity and if it conforms to the items specified in the Inspection and Acceptance Report (IAR) and Property Transfer Report (PTR) prior to signing the Delivery Receipt.
 - iv. In case there are item/s is/are missing or damaged, Supplier should replace the missing/damaged items immediately. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.
 - v. Upon determination that deliveries are complete and in order, the School Property Custodian can now sign the PTR.
 - vi. The School's Inspectorate Team shall sign the Inspection Report for quantity, physical form and condition and if the deliveries comply with the requirements; if not, the deliveries must be rejected.
 - vii. The acceptance portion of the Inspection and Acceptance Report (IAR) and received by portion of the Property Transfer Report (PTR) shall then be signed by the School Property Custodian
- c. After the deliveries of the Goods to the Schools Recipient Schools: All pertinent original documents should be accomplished by authorized school personnel below;

Document	School
1. Inspection and Acceptance Report (IAR)	Designated Inspectorate Team

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2. Delivery Receipt (DR)	Property Custodian/Designated
3. Certificate of Completion CoC	School Head/Principal
4. Inventory of Transfer (ITR)	Property Custodian/Designated

• **Batch 2025-04) Laptop for Non-Teaching (L4NT)**

- a. Prior to the scheduled delivery to the Schools Division Office (SDO):
 - i. The Supplier shall notify the DepEd's Regional Office, DepEd Division Supply Office on the schedule of the delivery.
- b. Upon delivery of the Goods to the Recipient SDO:
 - i. 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.
 - ii. 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:
 - iii. 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.
 - iv. In case there are item/s is/are missing or damaged, Supplier should replace the missing/damaged items immediately. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.
 - v. Upon determination that deliveries are complete and in order, the Supply Officer can now sign the PTR.
 - vi. 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 A - TEST PROCEDURE. The Division's Inspectorate Team shall then sign the Inspection Report for quantity, physical form and condition and if the deliveries comply with the requirements; if not, the deliveries must be rejected
 - vii. The acceptance portion of the Inspection and Acceptance Report (IAR) and received by portion of the Property Transfer Report (PTR) shall then be signed by the Supply Officer.
- c. After the deliveries of the Goods to the Schools Division Office: All pertinent original documents should be accomplished by authorized school personnel below;



Document	Division
1. Inspection and Acceptance Report (IAR)	Designated Inspectorate Team
2. Delivery Receipt (DR)	Supply Officer /Designated
3. Certificate of Completion CoC)	Schools Division Superintend
4. Inventory of Transfer Report (ITR)	Supply Officer /Designated

C. DCP PACKAGES ALLOCATION

DIVISION	STV Smart TV & HDD	L4NT Laptop for Non-Teaching	L4T Laptop for Teaching
Albay	60	42	65
Camarines Norte	35	34	45
Camarines Sur	90	48	102
Catanduanes	48	29	45
Iriga City	9	16	12
Legaspi City	10	25	6
Ligao City	10	23	14
Masbate	78	40	88
Masbate City	9	17	6
Naga City	9	24	6
Sorsogon	50	37	60
Sorsogon City	10	23	15
Tabaco City	9	23	11
TOTAL	427	381	475
PACKAGE/s	• 5 Smart TVs & 5 External Hard Drive per school	• 1 laptop per personnel	• 5 laptops per school
RECIPIENT	<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 	<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/Personnel w/ Administrative Task of the schools. 	<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.

D. TECHNICAL SPECIFICATIONS OFFERED BY THE SUPPLIERS

i. SMART TV & EXTERNAL HDD (STV)

ITEM	SMART TV
SPECIFICATION	VALUE
Brand/Model	• Xitrix XPN-DSAF850
Screen Resolution	• 3840 x 2160
Screen Display	• LED

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Size	• 58"
Screen Mirroring	• Wireless and built-in
Power	• Auto Volt
Ports	• 1 x Ethernet port • 2 x USB ver. 3.0 • 3 x HDMI ports
Network	• 802.11 b/g/n: Wi-Fi 4 • 802.11 ac: Wi-Fi 5 • 802.11 ax: Wi-Fi 6
Bluetooth	• 5.0
Operating System	• Android 14
Cable	• HDMI cable (at least 5 meters)
Stand	• TV leg stand
Support	• Wall Mounting Kit
Remote Control	• Remote Control (batteries included)
Manual	• Written in English
ITEM	EXTERNAL HARD DRIVE
Brand/Model	• Seagate LaCie Rugged Mini
Capacity	• 5TB
Weight	• 342 grams
Rotational Speed	• 5400 rpm
Compatibility	• exFAT (Extended File Allocation Table) for compatibility with both offered Smart TV and Windows4-based laptops.
Interface	• USB 3.2 compliant
Power	• DC 5V (Power supplied through USB)
Durability	• Shockproof & rubber casing
LED Indicator	• Provides users with information about drive status / activity
Cable	• USB 3.0 cable compatible with offered Smart TV
Support	• Mount kit compatible with offered Smart TV
Manual	• Written in English
Content	• Training videos and other files to be provided by DepEd

ii. **LAPTOP FOR TEACHING (L4T)**

SPECIFICATION	VALUE
Brand/Model	• Acer TravelMate P214-55
Processor	• Intel Core i5 13th Gen
Memory	• 8GB RAM
Storage	• 512GB SSD
Screen Size	• 14"
Screen Resolution	• 1920 x 1200
Screen Mirroring	• wireless and built-in
Weight	• 1.6 KG
Keyboard	• US English Layout (QWERTY) • Build-in Standard Size • Backlit
Battery	• 7 hours minimum

Ports	<ul style="list-style-type: none"> 1 x USB – Type C 2 x USB 3.2 1 x standard 3.5mm audio port 1 x HDMI SD Card RJ 45
Speakers	<ul style="list-style-type: none"> Built-in stereo speakers
Camera	<ul style="list-style-type: none"> Built-in 720 16.9 30fps
Network	<ul style="list-style-type: none"> 802.11b/g/n: Wi-Fi 4 802.11ac: Wi-Fi 5 802.11ax: Wi-Fi 6
Bluetooth	<ul style="list-style-type: none"> 5.3
Operating System	<ul style="list-style-type: none"> Windows 11 Pro Education ("Shape the Future") SKU
Applications	<ul style="list-style-type: none"> Pre-installed applications based on DepEd instructions such as but not limited to Adobe and InTune
Recovery Key	<ul style="list-style-type: none"> Alt F10
Power Adapter	<ul style="list-style-type: none"> Type-C
Headset	<ul style="list-style-type: none"> Over-the-ear headphone
Mouse	<ul style="list-style-type: none"> A4Tech - wireless optical, rechargeable
Laptop bag	<ul style="list-style-type: none"> Acer laptop bag
Copy of Software	<ul style="list-style-type: none"> In USB Format (bootable and capable of restoring the original system state to another hard disk) to be provided to: (a) One (1) USB each per Regional Office and Schools Division Office (thru IT officer); and (b) One (1) USB per recipient school.

iii. **LAPTOP FOR NON-TEACHING (L4NT)**

SPECIFICATION	VALUE
Brand/Model	<ul style="list-style-type: none"> Lenovo ThinkPad E14
Processor	<ul style="list-style-type: none"> AMD Ryzen 5 7535U
Memory	<ul style="list-style-type: none"> 8GB RAM
Storage	<ul style="list-style-type: none"> 500GB SSD
Screen Size	<ul style="list-style-type: none"> 14"
Screen Resolution	<ul style="list-style-type: none"> 1920 x 1080 (Full HD), 1080p LED
Screen Mirroring	<ul style="list-style-type: none"> wireless and built-in
Weight	<ul style="list-style-type: none"> 1.5 KG
Keyboard	<ul style="list-style-type: none"> US English Layout (QWERTY) Build-in Standard Size Backlit
Battery	<ul style="list-style-type: none"> 1 day & 2 hours
Ports	<ul style="list-style-type: none"> 2 x USB – Type C 2 x USB 3.0 1 x standard 3.5mm audio port 1 x HDMI
Speakers	<ul style="list-style-type: none"> Built-in stereo speakers
Camera	<ul style="list-style-type: none"> Built-in 720 HD
Network	<ul style="list-style-type: none"> 802.11b/g/n: Wi-Fi 4 802.11ac: Wi-Fi 5 802.11ax: Wi-Fi 6

Bluetooth	• 5.0
Operating System	• Windows 11 Pro Education ("Shape the Future") SKU
Applications	• Pre-installed applications based on DepEd instructions such as but not limited to Adobe and InTune
Recovery Key	• F11
Power Adapter	• Type-C
Headset	• Headphone
Mouse	• Wireless optical mouse, batteries included
Laptop bag	• Lenovo laptop bag
Copy of Software	• In USB Format (bootable and capable of restoring the original system state to another hard disk) to be provided to: (a) One (1) USB each per Regional Office and Schools Division Office (thru IT officer); and (b) One (1) USB per recipient school.

4. List of Winning Suppliers as follows:

DCP BATCH 2025	NAME OF SUPPLIERS
(Batch2025-02) Smart TV Package (STV) and External HDD	Xitrix Computer Corporation
(Batch 2025-03) Laptop for Teaching (L4T)	Columbia Technologies, Inc.
(Batch 2025-04) Laptop for Non-Teaching (L4NT)	Silicon Valley Computer Group Phils., Inc.

5. For any queries and/or comments, please contact **Salvador B. Deyto Jr.** IT Officer I in mobile 09285546398 or email at salvador.deyto@deped.gov.ph.

6. For information, guidance and wide dissemination of this memorandum is desired.


GILBERT T. SADSAD
 Regional Director

To be indicated in the Perpetual Index
under the following subjects:
DCP

ORD-ICT/sbdjr
04/10/2025



Republic of the Philippines
Department of Education
Pasig City, Philippines

Annex A – Testing Procedure

ITEM: SMART TV AND EXTERNAL HARD DRIVE

DATE AND TIME OF SAMPLE PHYSICAL EVALUATION/INSPECTION: _____
NAME OF BIDDER/SUPPLIER: _____

ITEM: Smart TV

DEVICE INFORMATION	EVALUATION DETAILS	REMARKS / COMMENTS
BRAND		
MODEL		
SCREEN SIZE		
PORTS		

ITEM: External Hard Drive

BRAND		
MODEL		

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Republic of the Philippines
Department of Education
Pasig City, Philippines

TEST PROCEDURE

PROJECT NO.: _____

DATE AND TIME OF SAMPLE/TESTING EVALUATION: _____

NAME OF BIDDER: _____

INSTRUCTION TO BIDDERS:

- Bidders are expected to bring Laptops installed with Pass Mark Monitor Test.
- DepEd Logo sticker shall not be required for the samples during post qualification.
- Training Video must be installed in the external drive.

THE FOLLOWING ITEMS ARE REQUIRED FOR TESTING:

- One (1) Smart TV
- One (1) External Hard Disk Drive

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Republic of the Philippines
Department of Education
Pasig City, Philippines

TEST PROCEDURE (SMART TV & External HDD)

DEVICE INFORMATION	ITEMS	PROCEDURE	PARAMETER		EVALUATION DETAILS	COMPLIANCE (Comply / Not Comply)	REMARKS / COMMENTS
			Accessories	Remote control, wall bracket, TV stand, and HDMI cable are available			
1	SMART TV SIZE	• Check Smart TV accessories availability	High Contrast Black	ON BLACK: There should be no; 1. bright dot; 2. white dot; and 3. light leakage in the TV screen			
2	SMART TV DISPLAY	• Run Pass Mark Monitor Test	High Contrast White	ON WHITE There should be no; 4. dark dot; 5. yellow mark; 6. ripple mark; light leakage in the TV screen			
3	SMART TV SCREEN RESOLUTION	• Locate and open display settings.	Display Resolution	Resolution: Min 3840 x 2160			

[Signature]