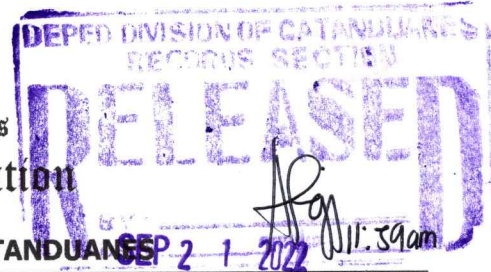




Republic of the Philippines  
Department of Education  
Region V – Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



September 20, 2022

DIVISION MEMORANDUM  
OSDS-ICTU-DM- 460

**GUIDELINES FOR THE DELIVERY AND DISTRIBUTION OF DEPED  
COMPUTERIZATION PROGRAM(DCP)FY 2021 PACKAGES**

TO : Assistant Schools Division Superintendent  
SDO Chiefs, Section/Unit Heads  
Division Supply Officer  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads Concerned  
District/School ICT Coordinators  
School Property Custodian  
All others concerned

1. Pursuant to **OUA-OUT-091522-016** dated September 15, 2022 entitled **“DELIVERY AND DISTRIBUTION OF DEPED COMPUTERIZATION PROGRAM FY 2021 PACKAGES”** our SDO and schools will receive DCP FY 2021 package containing **a laptop and hard drive**. These packages will be delivered by a third-party logistics provider to the Schools Division Office and Schools based on the approved allocation list. Below is the allocation list for SDO Catanduanes:

- a) **SDO** – 50 packages (the ITO shall recommend a list of recipients, subject to the approval of SDS prioritizing personnel who have not been issued laptops from the Central Office deliveries from 2018 to 2022)
- b) **Schools** – 75 schools /301 teachers (the School Head shall identify the list of recipients primarily for use in teaching and learning. It is recommended that the designated School ICT Coordinator be considered as one of the recipients. Since the allocation is intended for the school, the devices may be reassigned as needed, including but not limited to when one of the identified recipients is transferred to another school, reassigned, resigned, retired, or terminated).

2. To facilitate the distribution of recipient SDO personnel and teachers, the link will be provided to the school accounts concerned and to be complied by the School Heads concerned until **September 28, 2022** (refer to the attached **List of**



San Roque, Virac, Catanduanes  
052 – 8114063  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com  
DepEd Tayo – Region V - Catanduanes



Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**


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**Recipients for DCP FY 2021).** For SDO personnel who are qualified to be a recipient, pls coordinate at the ICT unit for approval of the SDS.

3. Further, the Division ITO/IT Staff and designated School ICT Coordinators(1) in coordination with the Division Supply Officer and School Property Custodian are advised to do the following during the delivery: a) Check & Inspect the delivered items(IT packages) physically like the brand name must be the same from the DRs and no defective units was detected, before signing the Delivery Receipts(DRs) since no installation will happen during the said delivery; b) Report immediately the findings to the Division ITO(if any); c) Submit a copy of all the documents(DRs, IARs, PTR) and a short narrative report with documentation during the delivery and acceptance of the said IT equipment at the ICTU Office and upload it in the GDrive by accessing this link: <https://tinyurl.com/DCPFY2021Documents>; and d) Ensure that the School(E-classroom) complied with the requirements as stipulated in the School Readiness Checklist (SRC) requirements.

4. For queries, Technical Assistance, and additional information, please contact the ICT Unit thru (CP#09291383262) or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

5. For information, guidance, and compliance.

  
**SUSAN S. COLLANO**  
Schools Division Superintendent



San Roque, Virac, Catanduanes  
052 – 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo – Region V - Catanduanes

List of Recipients for DCP FY 2021

NO	REGION	DIVISION	LEG. DISTRICT	SCH ID	SCHOOL NAME	MUNICIPALITY	BARANGAY	ADDRESS	NO. OF PACKAGE/S
1	Region V	Catanduanes	Catanduanes - Lone District	113171	San Miguel Elementary School	BARAS	SAN MIGUEL	San Miguel, Baras	4
2	Region V	Catanduanes	Catanduanes - Lone District	174002	Sta. Maria ES	BARAS	SANTA MARIA	Sta. Maria Baras, Catanduanes	4
3	Region V	Catanduanes	Catanduanes - Lone District	113180	Tilod ES	BARAS	TILOD	Tilod	4
4	Region V	Catanduanes	Catanduanes - Lone District	174003	Bagumbayan ES	BATO	BAGUMBAYAN	-	4
5	Region V	Catanduanes	Catanduanes - Lone District	174016	Pananaogan Elementary School	BATO	PANANAOGAN	not applicable	4
6	Region V	Catanduanes	Catanduanes - Lone District	113189	San Pedro ES	BATO	SAN PEDRO	Salvacion	4
7	Region V	Catanduanes	Catanduanes - Lone District	113190	San Roque ES	BATO	SAN ROQUE	Pangkalon	4
8	Region V	Catanduanes	Catanduanes - Lone District	113194	Sibacungan ES	BATO	SIBACUNGAN	Sibacungan, Bato, Catanduanes	4
9	Region V	Catanduanes	Catanduanes - Lone District	113195	Sipi ES	BATO	SIPI	PUROK 6, SIPI BATO, CATANDUANES	4
10	Region V	Catanduanes	Catanduanes - Lone District	113198	Caramoran Ces	Caramoran	Baybay (Pob.)	Salvacion Street	4
11	Region V	Catanduanes	Catanduanes - Lone District	113206	Bocon ES	Caramoran	BOCON	-	4
12	Region V	Catanduanes	Catanduanes - Lone District	113213	Obi ES	Caramoran	QBI	-Hilario Street	4
13	Region V	Catanduanes	Catanduanes - Lone District	113214	Sabloyon Elementary School	Caramoran	SABLOYON	Sabloyon	4
14	Region V	Catanduanes	Catanduanes - Lone District	113215	Salvacion ES	Caramoran	SALVACION	-	4
15	Region V	Catanduanes	Catanduanes - Lone District	113216	Supang ES	Caramoran	SUPANG	San Pedro	4
16	Region V	Catanduanes	Catanduanes - Lone District	302081	Caramoran Rural Development High School	Caramoran	TOYTOY (POB.)	Toyttoy	4
17	Region V	Catanduanes	Catanduanes - Lone District	500414	Palumbanes Integrated School	Caramoran	TOYTOY (POB.)	-	4
18	Region V	Catanduanes	Catanduanes - Lone District	113218	Biong Es	Gigmoto	Biong	-	4
19	Region V	Catanduanes	Catanduanes - Lone District	113219	Dororian E/S	Gigmoto	Dororian	Purok 1 Dororian	4
20	Region V	Catanduanes	Catanduanes - Lone District	113220	Gigmoto CES	Gigmoto	POBLACION DISTRICT II	- Magsaysay St., District 2, Gigmoto, Catanduanes	4
21	Region V	Catanduanes	Catanduanes - Lone District	113221	San Pedro ES	Gigmoto	SAN PEDRO	San Jose	4
22	Region V	Catanduanes	Catanduanes - Lone District	113233	Bagawang ES	Pandan	BAGAWANG	San Jose St., Bagawang, Pandan	4
23	Region V	Catanduanes	Catanduanes - Lone District	113234	Balognonan ES	Pandan	BALAG'ONAN	-Sitio Karbaw	4
24	Region V	Catanduanes	Catanduanes - Lone District	174009	Caruyo PS	Pandan	BALAG'ONAN	-Sitio Caruyo	4
25	Region V	Catanduanes	Catanduanes - Lone District	113224	Baldoc Es	Pandan	Baldoc	San Roque Street	4
26	Region V	Catanduanes	Catanduanes - Lone District	113241	San Andres Elementary School	Pandan	SAN ANDRES (DINUNGSURAN)	San Juan St.,	4
27	Region V	Catanduanes	Catanduanes - Lone District	113231	San Isidro ES	Pandan	SAN ISIDRO (LANGOB)	Del Carmen St. San Isidro, Pandan	4
28	Region V	Catanduanes	Catanduanes - Lone District	174014	San Rafael Elementary School	Pandan	SAN RAFAEL (BOGTONG)	San Rafael Pandan Catanduanes	4
29	Region V	Catanduanes	Catanduanes - Lone District	113242	Sta. Cruz ES	Pandan	SANTA CRUZ (CATAGBACAN)	San Antonio	4
30	Region V	Catanduanes	Catanduanes - Lone District	113232	Tabugoc CES	Pandan	TABUGOC	San Francisco Street	4
31	Region V	Catanduanes	Catanduanes - Lone District	302103	Leandro I. Verceles Sr. NHS	Pandan	TABUGOC	Panlilibon	4
32	Region V	Catanduanes	Catanduanes - Lone District	113247	Burabod Comm. Sch.	Panganiban (Payo)	Burabod	Burabod, Panganiban, Catanduanes	4

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33	Region V	Catanduanes	Catanduanes - Lone District	113251	Maculiw Comm. Sch.	Panganiban (Payo)	MACULIW	Maculiw, Panganiban, Catanduanes	4
34	Region V	Catanduanes	Catanduanes - Lone District	113252	Panay Comm. Sch.	Panganiban (Payo)	PANAY	panay	4
35	Region V	Catanduanes	Catanduanes - Lone District	113254	San Miguel ES	Panganiban (Payo)	SAN MIGUEL	Barangay San Miguel	4
36	Region V	Catanduanes	Catanduanes - Lone District	113253	Panganiban Central Elementary School	Panganiban (Payo)	SAN NICOLAS (POB.)	San Nicolas	4
37	Region V	Catanduanes	Catanduanes - Lone District	113246	Bayhan Ps	Panganiban (Payo)	Taopon (Pangcayanan)	Bayhan, Taopon, Panganiban, Catanduanes	4
38	Region V	Catanduanes	Catanduanes - Lone District	113255	Tibo Comm. Sch.	Panganiban (Payo)	TIBO	Tibo	4
39	Region V	Catanduanes	Catanduanes - Lone District	113268	Agojo Es	San Andres (Calolbon)	Agojo	-Rizal St.	4
40	Region V	Catanduanes	Catanduanes - Lone District	113256	Alibuag Es	San Andres (Calolbon)	Alibuag	-	4
41	Region V	Catanduanes	Catanduanes - Lone District	113269	Bagong Sirang Es	San Andres (Calolbon)	Bagong Sirang	Bagong Sirang	4
42	Region V	Catanduanes	Catanduanes - Lone District	113270	Barihay ES	San Andres (Calolbon)	BARIHAY	n/a	4
43	Region V	Catanduanes	Catanduanes - Lone District	113257	Batong Paloway Es	San Andres (Calolbon)	Batong Paloway	N/A	4
44	Region V	Catanduanes	Catanduanes - Lone District	113263	Palawig Es	San Andres (Calolbon)	Palawig	-	4
45	Region V	Catanduanes	Catanduanes - Lone District	113280	Puting Baybay ES	San Andres (Calolbon)	PUTING BAYBAY	National Road	4
46	Region V	Catanduanes	Catanduanes - Lone District	113261	Jose Rizal Es	San Andres (Calolbon)	Rizal	-None	4
47	Region V	Catanduanes	Catanduanes - Lone District	113281	San Isidro ES	San Andres (Calolbon)	SAN ISIDRO	San Isidro	4
48	Region V	Catanduanes	Catanduanes - Lone District	113265	San Jose Es	San Andres (Calolbon)	San Jose	N/A	4
49	Region V	Catanduanes	Catanduanes - Lone District	113282	San Vicente Elementary School	San Andres (Calolbon)	SAN VICENTE	-San Vicente, San Andres, Catanduanes	4
50	Region V	Catanduanes	Catanduanes - Lone District	113264	San Andres Ces	San Andres (Calolbon)	Sapang Palay (Pob.)	Sapang-Palay	4
51	Region V	Catanduanes	Catanduanes - Lone District	174015	Boton PS	San Miguel	BOTON	San Rafael St.	4
52	Region V	Catanduanes	Catanduanes - Lone District	113299	Buhi Elementary School	San Miguel	BUHI	San Martin St.	4
53	Region V	Catanduanes	Catanduanes - Lone District	113289	Kilikilian Es	San Miguel	Kilikilian	Quirino Highway	4
54	Region V	Catanduanes	Catanduanes - Lone District	113290	Mabato Ces	San Miguel	Mabato	Sto. Domingo	4
55	Region V	Catanduanes	Catanduanes - Lone District	113305	San Miguel CES	San Miguel	POBLACION DISTRICT III	Quirino Highway	4
56	Region V	Catanduanes	Catanduanes - Lone District	113285	Alma Es	San Miguel	Progreso	Quirino Highway	4
57	Region V	Catanduanes	Catanduanes - Lone District	113303	Patagan ES	San Miguel	SALVACION (PATAGAN)	-	4
58	Region V	Catanduanes	Catanduanes - Lone District	113295	San Marcos ES	San Miguel	SAN MARCOS	0	4
59	Region V	Catanduanes	Catanduanes - Lone District	113296	Siay Elementary School	San Miguel	SIAY	Salvacion St., Siay, San Miguel	4
60	Region V	Catanduanes	Catanduanes - Lone District	113309	Botinagan Es	Viga	Botinagan	Botinagan	4
61	Region V	Catanduanes	Catanduanes - Lone District	113310	Buenavista Es	Viga	Buenavista	Buenavista, Viga, Catanduanes	4
62	Region V	Catanduanes	Catanduanes - Lone District	113319	Burgos Elementary School	Viga	Burgos	Burgos,Viga, Catanduanes	4
63	Region V	Catanduanes	Catanduanes - Lone District	113333	Viga Ces	Viga	San Pedro (Pob.)	San Pedro	4
64	Region V	Catanduanes	Catanduanes - Lone District	113313	Soboc Es	Viga	Soboc	-	4
65	Region V	Catanduanes	Catanduanes - Lone District	113314	Tambongon Ces	Viga	Tambongon	-	4
66	Region V	Catanduanes	Catanduanes - Lone District	302104	Tambogñon Nhs	Viga	Tambongon	N/A	4
67	Region V	Catanduanes	Catanduanes - Lone District	113315	Tinago Elementary School	Viga	Tinago	Tinago	4

List of Recipients for DCP FY 2021

NO	REGION	DIVISION	LEG. DISTRICT	SCH ID	SCHOOL NAME	MUNICIPALITY	BARANGAY	ADDRESS	NO. OF PACKAGE/S
68	Region V	Catanduanes	Catanduanes - Lone District	302105	Tinago Nhs	Viga	Tinago	Tinago, Viga, Catanduanes	4
69	Region V	Catanduanes	Catanduanes - Lone District	113316	Villa Aurora Elementary School	Viga	Villa Aurora	Villa Aurora	4
70	Region V	Catanduanes	Catanduanes - Lone District	113353	Antipolo Es	Virac (Capital)	Antipolo Del Sur	Antipolo Del Sur, Virac, Catanduanes	4
71	Region V	Catanduanes	Catanduanes - Lone District	113338	Danicop Es	Virac (Capital)	Danicop	Danicop	4
72	Region V	Catanduanes	Catanduanes - Lone District	113373	Virac CES	Virac (Capital)	GOGON SIRANGAN	Gogon Sirangan	4
73	Region V	Catanduanes	Catanduanes - Lone District	113370	Sto. Cristo ES	Virac (Capital)	SANTO CRISTO	Sto. Cristo	4
74	Region V	Catanduanes	Catanduanes - Lone District	113371	Talisoy ES	Virac (Capital)	TALISOY	San Pedro Street	4
75	Region V	Catanduanes	Catanduanes - Lone District	113372	Valencia ES	Virac (Capital)	VALENCIA	Surtida St.	5
	Region V	Division Office of Catanduanes							<b>50</b>

**301**

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-091522-016

**MEMORANDUM**

15 September 2022

TO : **REGIONAL DIRECTORS  
SCHOOL DIVISION SUPERINTENDENTS**

FROM : **ATTY. KRISTIAN R. ABLAN**  
Undersecretary for Administration

SUBJECT : **DELIVERY AND DISTRIBUTION OF DEPED  
COMPUTERIZATION PROGRAM FY 2021 PACKAGES**

The Department of Education (DepEd) continues to support education delivery and operations by providing information technology equipment across various governance levels.

Each DepEd Computerization Program (DCP) FY 2021 package contains a laptop and hard drive. These packages are being delivered by a third party logistics provider to the Regional Offices (RO), Schools Division Offices (SDO) and schools, based on the approved allocation list.

In the ROs and SDOs, the Information Technology Officer (ITO) shall recommend a list of recipients, subject to the approval of the Regional Director or Schools Division Superintendent, prioritizing personnel who have not been issued laptops from the Central Office deliveries from 2018 to 2022.

In the schools, the School Head shall identify the list of recipients primarily for use in teaching and learning. It is recommended that the designated School ICT Coordinator be considered as one of the recipients. Since the allocation is intended for the school, the devices may be reassigned as needed, including but not limited to when one of the identified recipients is transferred to another school, reassigned, resigned, retired or terminated.

The Supply Officers and School Property Custodians shall be responsible for releasing the devices based on the approved recipient list following the established property and supply management processes.

For clarifications or queries, please contact Mr. John Harvey Hontiveros of the Technology Infrastructure Division through [dcp.recipients@deped.gov.ph](mailto:dcp.recipients@deped.gov.ph) or (02)86332363.

For your information and guidance.

Thank you.

**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City; Landline 8638-1780  
Email: [useeforadministration@deped.gov.ph](mailto:useeforadministration@deped.gov.ph)

**RECEIVED**

DepEd-Division Office - **Aduanes**  
Office of the SDO

Date : SEP 19 2022  
Time : P.M. 3:20  
By : MGL

EM1483