



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

08 May 2018

For: **Regional Directors
Schools Division Superintendents
District Supervisors
Principals and School Heads
Regional and Division Supply Officers
Regional and Division IT Officers
School Property Custodians
School ICT Coordinators**

Subject: **DEPLOYMENT / DELIVERY OF DEPED COMPUTERIZATION PROGRAM (DCP) BATCHES 35, 36 AND 40 TO 44 FOR PUBLIC ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL**

For effective and efficient deployment/delivery of these e-classroom packages, please be guided by the following guidelines:

A. DCP DEPLOYMENT:

1. The Goods and Services shall be delivered to the Project sites / recipient schools, within two hundred ten (210) days from issuance of the Notice to Proceed. **Only the Supply Officer / Property Custodian** shall receive the deliveries **whether the school is ready or not.**
2. Deliveries **after 5pm, holidays including Saturdays and Sundays** can be accommodated on a case to case basis and with prior coordination with the School Property Custodian and IT Officers.
3. The DCP package can only be unloaded when authorized School Personnel like the **School Property Custodian** and the **School Inspectorate Team** are present. If the School Property Custodian is not present nor available during the arrival of the DCP package at the

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school, the School Head/Principal should appoint an alternate School Property Custodian that will handle the delivery for this project.

4. **The School Property Custodian (or designated alternate) shall perform an initial checking of the delivered DCP package** as to physical conditions of the boxes, quantity and if accordance to the items specified in the Inspection and Acceptance Report (IAR).
5. However, during the actual delivery of DCP packages, **if the Supplier found that the recipient school is closed or un-energized or have no available Classroom / makeshift structures, the Supplier shall deliver the packages to the Division or District Office.** The Supply Officer shall perform an initial checking of the delivered DCP package as to physical conditions of the boxes, quantity and if accordance to the items specified in the Inspection and Acceptance Report (IAR).
6. In case the Supplier/ASP/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier/ASP should replace the missing/damaged items or opt to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier/ASP and the recipient. Deliveries should be rejected if found to be NOT in accordance with conditions stated in the IAR.
7. **Signing of the Inspection and Acceptance Report (IAR) shall only be done after completing of the following requirements as stated in the contract.**
 - 7.1 All computer packages shall be installed, layout should adopt to the Multimedia Classroom and will depend on your teaching style of the teachers.
 - 7.2 A six (6) hour face-to-face training shall be provided by the supplier for at least three (3) teachers from the recipient school. Attendees must include the school's designated ICT Coordinator, Division IT Official or ICT Coordinator. If the training were conducted for only two (2) hours, the supplier shall schedule a cluster training to comply with the required hours of training. Training checklist to be accomplished by all attendees.
8. Proper coordination between the Suppliers and Supply Officers/ Information Technology Officers shall be observed all times.


B. AFTERSALES SUPPORT:

1. A three (3) year comprehensive and onsite warranty for the whole IT Equipment package including networking peripherals and for operation and maintenance of all licensed software products will be applied. The 3-year period shall reckon from the date of issuance of the Certification by the DepEd that the delivered goods have been duly inspected and accepted (final acceptance).
2. The three (3) year warranty requirement is not applicable to consumables listed below but a standard/base warranty or minimum of one (1) year warranty shall be applied:
 - a. Laptop and Table Batteries
 - b. Projector Lamps
 - c. Headsets
 - d. External Portable Optical Drives
 - e. Optical Mouse for Laptops
 - f. Laptop Coolers

C. **TRAINING**

1. **Six (6) hour face to face training shall be provided for at least 3 teachers from the recipient school.** Attendees must include the school's designated ICT Coordinator, Division IT Official or ICT Coordinator.
2. A training checklist will be signed by the participants after completing the required hours of training. Training checklist template will be provided by DepEd ICT Service.
3. Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.
4. Training manuals in hardcopies and soft copies (in DVD) shall be provided per recipient school.
5. Training content shall have the following topics:
 - a. IT Equipment Orientation
 - b. Equipment components and functionalities
 - c. Proper installation and configuration of equipment
 - d. Training on hardware and software maintenance
 - e. Orientation on software installed in equipment
 - f. Hands-on troubleshooting/system restoration and back-up
 - g. Training on Basic software and hardware of Host PC and virtualization kit
 - h. Training on desktop virtualization, configuration, set-up and troubleshooting, and Hands-on training on classroom management tool using WMS dashboard

- j. Orientation on the equipment warranty and technical support procedures.


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Undersecretary

