



Republic of the Philippines
Department of Education
Region V(Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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RELEASED
School Division Office of Catanduanes
RECORDS SECTION
Date: SEP 09 2015
Time: 1:40 PM
By: [Signature]

September 8, 2015

MEMORANDUM

**TO: Public Schools District Supervisors
Elementary & Secondary School Heads/ICT Coordinators Concerned**

As per information from the team leader of the Installation Team from the Sci-Com Tech, the installation were already done to One Hundred Eighty Five(185) **DCP Recipients Schools of Batch 26, 27 & 28** from July 7, 2015 to September 7, 2015.

In this connection, the attached form (**School Checklist of DCP Processes**) is required to be accomplished by the School ICT Coordinators duly certified by School Head as a requirement by the Technical Service – Information & Communication Technology Unit (TS-ICTU) after the deployment of the said ICT Packages to the recipient schools. Said form is due for submission on **September 14, 2015** at the **Schools Division Office/IT Section c/o Ms. Jennifer B. Metica - Information Technology Officer-I.**

For information and compliance.

By Authority of the Schools Division Superintendent

MIGUEL C. OGALINOLA
Chief Education Supervisor(SGOD)
Officer-In-Charge

CHECKLIST OF DCP PROCESSES

SCHOOL NAME	SCHOOL HEAD
ADDRESS:	DESIGNATION:
REGION :	DIVISION :

INSTRUCTIONS: This checklist serves to guide the school in the step-by-step processes to be undertaken in the deployment of DCP packages. The School Head or his/her authorized representative (e.g. School Property Custodian) shall accomplish this form and submit to the Division ICT Coordinator.

PROCESS	DONE	INFORMATION REQUIRED
DELIVERY		
1. RECEIVED INFORMATION ON SCHEDULE OF DELIVERY	<input type="checkbox"/>	IF NOTICE OF DELIVERY WAS RECEIVED, ↳ WHO COORDINATED WITH THE SCHOOL? _____ ↳ WHEN WAS SCHEDULE OF DELIVERY? _____
2. RECEIVED DELIVERED ITEMS	<input type="checkbox"/>	IF ITEMS WERE DELIVERED, WHEN WAS ACTUAL DELIVERY DATE? _____
3. INSPECTED BOXES IF ACCORDING TO SPECIFIED QUANTITY AND IF ANY WERE OPEN, TAMPERED WITH OR NOT IN GOOD CONDITION?	<input type="checkbox"/>	WERE THE BOXES IN GOOD CONDITION? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. SIGNED DELIVERY WAYBILL (FOR COURIER) AND/OR DELIVERY RECEIPT (FOR AUTHORIZED/LOCAL SERVICE PARTNER)	<input type="checkbox"/>	
5. KEPT BOXES SAFE & UNOPENED UNTIL AUTHORIZED INSTALLER ARRIVES	<input type="checkbox"/>	ISSUES / COMMENTS:
INSTALLATION & INSPECTION		
6. INSTALLED DCP COMPONENTS IN SCHOOL	<input type="checkbox"/>	DATE OF INSTALLATION: _____
7. SCHOOL INSPECTION TEAM TESTED AND INSPECTED INSTALLED EQUIPMENT AND SIGNED INSPECTION PORTION OF IAR	<input type="checkbox"/>	ISSUES / COMMENTS:

CHECKLIST OF DCP PROCESSES

TRAINING		INCLUSIVE DATES OF TRAINING : _____ TO _____
		NO. OF TEACHERS TRAINED : _____
8.	TRAINING OF SCHOOL TEACHERS COMPLETED	<input type="checkbox"/>
9.	TRAINING CHECKLIST SUCCESSFULLY ACCOMPLISHED	<input type="checkbox"/>
10.	PS-DBM DELIVERY RECEIPT SIGNED BY SH	<input type="checkbox"/>
11.	INVOICE RECEIPT OF PROPERTY (IRP) INITIALED BY SCHOOL HEAD AND PROPERTY CUSTODIAN	<input type="checkbox"/>
12.	IRP COLLECTED BY DIVISION ICT COORDINATOR	<input type="checkbox"/>
13.	INSPECTION ACCEPTANCE REPORT (IAR) SIGNED	<input type="checkbox"/>
14.	DR, IAR AND TC FORWARDED TO SUPPLIER	<input type="checkbox"/>

PREPARED BY:

 (Name and Signature of Authorized School Representative)

CERTIFIED BY:

 (Name and Signature of School Head)