



REGIONAL MEMORANDUM

No. 479, s. 2025

GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP PACKAGES 2025

To: **All Schools Division Superintendents**

1. The Department of Education Regional Office I continuously develops, supports, and strengthens learning support system to improve access to quality basic education by institutionalizing technology in learning, teaching and services.
2. The implementation 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 of DepEd Computerization Program (DCP) Packages.

A. DCP Deployment

The recipient schools/Schools Division Offices and their locations shall be based on the master list provided by ORD-ICT Unit and can be access at the link below.

- https://bit.ly/DCP_FY2025

B. Delivery Documents

1. Prior to the scheduled delivery to the DepEd sites (Schools Division Offices and Schools), the supplier shall notify the DepEd RO I thru ORD-ICT Unit, and DepEd Division Supply Office and ICT Unit on the schedule of delivery. Recipient SDOs and schools must ensure that their authorized personnel are available during the delivery date as scheduled.



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Schools Division Office	Recipient Schools
<ul style="list-style-type: none">• Schools Division Superintendent• Inspectorate Team• Supply Officer	<ul style="list-style-type: none">• School Head/ Principal• Inspectorate Team• School Property Custodian

2. Upon delivery of goods to the DepEd sites:

- The supplier shall require all its service personnel to always wear their company IDs and uniform during deployment of DCP packages.
- They can only be unloaded when authorized personnel (e.g. Supply Officer, Property Custodian, etc.) and the SDO/School Inspectorate Team are present.
- If the Supply Officer or School Property Custodian and member/s of the Inspectorate Team of SDO or School is not present nor available during the arrival of the package at the DepEd site:
 - a. Division Office – **Schools Division Superintendent** to designate and authorized office personnel to receive, inspect and accept the DCP packages.
 - b. School – School Head/ Principal to designate school plantilla personnel to receive, inspect and accept the DCP packages. School Head/ Principal is also authorized to receive the packages.
 - c. An original supporting document of designation must be provided to the supplier.
- The Inspectorate Team and Supply Officer/ Property Custodian should check the delivered goods for:
 - ✓ Quantity
 - ✓ Physical Form
 - ✓ Condition

If there are any defects, missing or broken parts, reject the items and return them to the supplier immediately. The supplier must replace them with their buffer stock or schedule separate deliveries.

- The **Inspection** portion of Inspection and Acceptance Report (IAR) (Annex A – AIR Sample) shall only be signed by the SDO/School Inspectorate Team if the delivery complies with the requirements. A test parameter (Annex B – Test Parameter) to guide the inspectorate team in checking the technical specifications.



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- The **Acceptance** portion of the Inspection and Acceptance Report (IAR) and the Received portion of the Inventory Transfer Report (ITR) shall then be signed by the **Supply Officer/ School Property Custodian**.
- All pertinent documents should be accomplished by authorized signatories. Refer to Table below:

Table of Pertinent Documents and Signatories

Document	SDO	School
<i>Inspection and Acceptance Report (IAR)</i>	<i>Designated Inspectorate Team</i>	<i>Designated Inspectorate Team</i>
<i>Delivery Receipt (DR)</i>	<i>Supply Officer</i>	<i>Property Custodian/ Designated</i>
<i>Certificate of Completion (COC)</i>	<i>SDS</i>	<i>School Head</i>
<i>Inventory Transfer Receipt (ITR)</i>	<i>Supply Officer</i>	<i>Property Custodian/ Designated</i>

- The Certification of Completion (Annex B1, B2 and B3 – COC) should be signed by Principal/ School Heas for school delivery and Schools Division Superintendent (SDS) for Division delivery.
- Ensure that the DCP packages are received stored, and utilized properly.

C. DCP Packages Deployment FY 2025

PACKAGES	RECIPIENTS	CALENDAR DAYS
Package 1 – Laptop for Teaching <ul style="list-style-type: none"> • 5 laptops/ school 	<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 Acknowledge Receipt (PAR) to the principal which can 	150 calendar days



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	be utilized by All Teacher.	
Package 2 – Laptop for Non-Teaching Personnel (L4NT)	<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 of the schools. 	90 calendar days
Package 3 – Smart TV Packages <ul style="list-style-type: none"> 5 Smart TVs 5 External Hard Drive 	<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 	150 calendar days

4. For queries and/or concerns regarding this matter, please contact Sammy C. Legaspi, ITO I, ORD-ICT Unit, DepEd RO1 through telephone number (072) 682-2324 local 105 and e-mail address at sammy.legaspi@deped.gov.ph or at ictu.region1@deped.gov.ph.

5. For information, guidance and compliance.

TOLENTINO G. AQUINO
 Director IV

Reference: None
 Encl.: None
 To be indicated in the Perpetual Index
 under the following subjects:

DCP

ORD/ICTU/SCL/RM_DCP2025Guidelines
 April 4, 2025



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INSPECTION AND ACCEPTANCE REPORT

Entity Name : _____

Fund Cluster : _____

Supplier : _____	IAR No. : _____
PO No./Date : _____	Date : _____
Requisitioning Office/Dept. : _____	Invoice No. : _____
Responsibility Center Code : _____	Date : _____

<i>Stock/ Property No.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>

<i>INSPECTION</i>	<i>ACCEPTANCE</i>
<p>Date Inspected : _____</p> <p><input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications</p> <p>_____</p> <p>Inspection Officer/Inspection Committee</p>	<p>Date Received : _____</p> <p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> Partial (pls. specify quantity)</p> <p>_____</p> <p>Supply and/or Property Custodian</p>



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Annex B1

Certificate of Completion

This certifies the satisfactory completion of the delivery, installation and commissioning of Supply, Door-to-Door Delivery and Maintenance of DCP 2025 Packages: Batch 2025-02: Smart TV Package (STV) with Contract No. 2025-02-14, received by [School ID]-[School Name] in accordance with the Inspection and Acceptance Report No. _____.

This certification is issued upon the request of [Supplier's Name].

Issued this _____ of _____, 2025.

Approved by:

Principal/ School Head
(Signature over Printed Name)

Date



Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
f DepEd Region I @ region1@deped.gov.ph
M www.depedro1.com

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Certificate No. PMP 0265
24 83 9179



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Annex B2

Certificate of Completion

This certifies the satisfactory completion of the delivery, installation and commissioning of Supply, Door-to-Door Delivery and Maintenance of DCP 2025 Packages: Batch 2025-03: Laptop for Teaching with Contract No. 2025-02-15, received by [School ID] [School Name] in accordance with the Inspection and Acceptance Report No. _____.

This certification is issued upon the request of [Supplier's Name].

Issued this _____ of _____, 2025.

Approved by:

Principal/ School Head
(Signature over Printed Name)

Date



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Annex B3

Certificate of Completion

This certifies the satisfactory completion of the delivery, installation and commissioning of Supply, Door-to-Door Delivery and Maintenance of DCP 2025 Packages: Batch 2025-04: Laptop for Non-Teaching with Contract No. 2025-02-16, received by [Schools Division Office] in accordance with the Inspection and Acceptance Report No. _____.

This certification is issued upon the request of [Supplier's Name].

Issued this _____ of _____, 2025.

Approved by:

Principal/ School Head
(Signature over Printed Name)

Date



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Certificate No. PHP-ONS
24 82 0179