



REGIONAL MEMORANDUM

No. 418, s. 2025

ONLINE MEETING IN THE PRE-IMPLEMENTATION FOR THE SUPPLY AND DOOR-TO-DOOR DELIVERY AND MAINTENANCE OF DCP 2025 PACKAGES – LAPTOP FOR NON-TEACHING AND TEACHING PACKAGES

To: All Schools Division Superintendents
 Head, Regional Asset Management Section
 Head, Regional Information & Communications Technology Unit
 All Other Concerned

1. This Office, through the Office of the Regional Director- Information and Communications Technology Unit and together with the Supplier (Silicon Valley Computer Group Phils. Inc.) of DCP 2025 Packages – Lot 2: Laptop for Non-Teaching and Lot 3: Laptop for Teaching Packages, will be conducting an online meeting for the pre-implementation of the above-mentioned projects. The meeting will be held via Google Meet on May 14, 2025 at 9:00am, using the link below:

<https://meet.google.com/qge-ioqk-acx>

2. The agenda for the meeting is as follows:

- a. Documents Requirements
- b. Delivery Schedule
- c. Other matters

3. Participants in the online meeting are the Regional and Schools Division Office Information Technology Officers (ITOs) and Supply Officers (SOs).

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.



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Republic of the Philippines
Department of Education
REGION I

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 MEETING

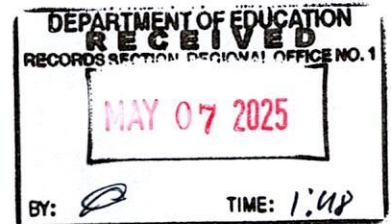
ORD/ICTU/SCL/RM_DCP2025OnlineMeeting
May 7, 2025

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May 7, 2025

MR. TOLENTINO G. AQUINO
Regional Director
Head of Procuring Entity
Department of education, Regional Office Administration 1
City of San Fernando, La Union

Thru: RHODA T. RAZON
BAC Chairperson
Department of Education (DepEd) Regional Office I
City of San Fernando, La Union



Subject: Pre- Implementation Meeting for DCP 2025 Packages.

Dear Ms. Razon,

We are writing to request a PRE- implementation meeting for the Project : “ Supply, Door to Door Delivery and Maintenance of DCP 2025 Packages for Teaching and Non-Teaching Personnel scheduled on:

DETAILS: PRE -IMPLEMENTATION MEETING- R1- Supply, Door to Door Delivery and Maintenance of DCP 2025 Packages Wednesday, 14 May · 9:00 – 11:00am Time zone: Asia/Manila
Google Meet joining info Video call link: <https://meet.google.com/qge-ioqk-acx>

Agenda:

1. Documentary Requirements:
 - A. Inspection and Acceptance Report (IAR)
 - B. Inventory Transfer Report (ITR)
 - C. Delivery Receipt (DR)
2. Delivery Schedule for Non-Teaching Personnel and Teaching Personnel Packages
3. Authorized Signatories
4. Contact Details of Recipients for Non-Teaching and Teaching Personnel
5. Open Forum

This meeting aims to discuss project details, clarify requirements, and ensure a smooth implementation process.

We look forward to your confirmation and participation.

Sincerely Yours,

Genalyn D. Terrenal

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Silicon Valley Computer Group Phils INC.

35 San Antonio Street, San Francisco Del Monte, Quezon City 1504
Tel. No.: 371-6868 Fax no.: 374-4908





COMPUTER GROUP PHILS. INC.

Authorized Representative
Silicon Valley Computer Group Phils Inc.

Silicon Valley Computer Group Phils INC.

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