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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY


DM-2024-07-280

DEPED MALAYBALAY CITY DIVISION
RELEASE
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Date: _____
By: _____

DIVISION MEMORANDUM

No. 280, s. 2024

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary & Secondary School Heads
Division Supply Officer
School ICT Coordinators
School Property Custodians
All Others Concerned**

From: 
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent ↑

Date: July 08, 2024

Subject: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 0491, S. 2024 RE:
REITERATION OF ICTS MEMO ICTS-OD-MM-2024-0072, REGIONAL
MEMORANDUM NO. 352, S. 2024 RE: DELIVERY AND DISTRIBUTION
OF DCP PACKAGES**

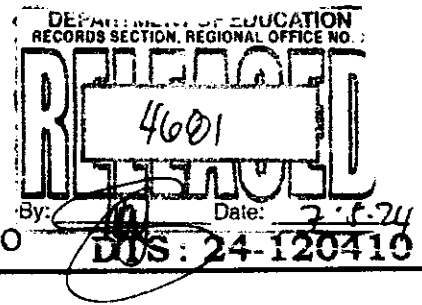
- For the information and guidance of all concerned, this Office hereby disseminates Regional Memorandum no. 0491, s. 2024 re: Reiteration of ICTS Memo ICTS-OD-MM-2024-0072, Regional Memorandum No. 352, s. 2024 re: Delivery and Distribution of DCP packages 2022, all recipient schools must strictly adhere to the instructions in the Regional Memorandum, specifically items I and II of letters A (e-Learning Cart) and B (Smart TV).
- Enclosed is the Regional Memorandum for reference.
- Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09606260298.

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TO BE POSTED IN THE WEBSITE



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June 28, 2024

REGIONAL MEMORANDUM
 No. 0491, s. 2024

REITERATION OF ICTS MEMO CTS-OD-MM-2024-0072, REGIONAL
 MEMORANDUM 352 s2024 DELIVERY AND DISTRIBUTION OF DCP PACKAGES

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. This is to reiterate the ICTS Memorandum CTS-OD-MM-2024-0072 and Regional Memorandum 352 s2024 on the delivery and distribution of DepEd Computerization Program (DCP) packages 2022. Henceforth, Schools Division Offices (SDOs) and DCP recipient schools are reminded to strictly adhere to the following instructions to ensure a smooth and efficient deployment process:

a. DCP Package 1: e-Learning Cart

- i. This package shall be utilized by all learners in secondary schools, including Junior High School and Senior High School students.
- ii. The forty-six (46) laptops included in this package must be returned to their charging/storage cart after each use. It is prohibited for students to take these laptops home.
- iii. The supplier will coordinate directly with the School Head to arrange the delivery schedule for this package. Please ensure to be available for communication before the delivery date on Weekdays from 8 AM to 5 PM only.
- iv. School Heads shall report to the Division Information Technology Officer if the DCP supplier will deliver on weekends and beyond 5 PM.
- v. If the e-learning Cart is found being used by teachers or non-teaching personnel instead of learners, the cart will be retrieved and transferred to another school.

b. DCP Package 2: Smart TV

- i. The School Head is responsible for selecting five (5) classrooms in the Elementary School where the Smart TVs will be installed.
- ii. It is prohibited to install Smart TVs from this package in the School Head's office or any location other than the selected classrooms.
- iii. The supplier will coordinate directly with the School Head to arrange the delivery schedule for this package. Please ensure to be available for communication before the delivery date on Weekdays from 8 AM to 5 PM only.
- iv. School Heads shall report to the Division Information Technology Officer if the DCP supplier will deliver on weekends and beyond 5 PM.
- v. If the Smart TVs are found in offices other than the classrooms, they will be retrieved and transferred to another school.



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Effectivity	01.22.24	Page	1 of 2

c. DCP Package 3: Laptop for Non-Teaching Personnel

- i. Each Schools Division Office (SDO) will receive twelve (12) units of laptops.
- ii. These laptops will be allocated as follows:
 - School Division Superintendent
 - Assistant School Division Superintendent
 - Division IT Officer
 - Division Planning Officer
 - Administrative Officer II
 - Two (2) DCP Trainers
 - The remaining units will be distributed at the discretion of the Schools Division Superintendent.

d. DCP Package 4: Laptop for Teacher

- i. Each school will receive five (5) laptops.
- ii. The package will be delivered to the Schools Division Office (SDO).
- iii. The SDO Offices will deliver the DCP Packages to schools.
- iv. The five (5) laptops will be acknowledged with a Property Acknowledgement Receipt (PAR) to the Principal and can be utilized by all teachers.
- v. Priority will be given to Alternative Learning System (ALS) teachers.

2. School Heads should prohibit DCP suppliers from making arrangements to retrieve the packages from any location other than the school. All DCP packages must be delivered directly to the school. Division IT Officers shall report incidents of suppliers forcing school heads to retrieve DCP packages outside the school.

3. For further inquiries and clarification, please contact Renel Jay Quirit, IT officer, at 0917-307-7968.

4. This Office directs the immediate and wide dissemination of this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

CTS-OD-MM-2024-0072
RM 352 s 2024

ICT/rjq24-16