



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

April 23, 2025

**DIVISION MEMORANDUM**

No. 223, s. 2025

**DISSEMINATION OF THE GUIDELINES ON THE DELIVERY AND DISTRIBUTION OF DCP PACKAGES 2025**

TO: Assistant Schools Division Superintendent  
 Administrative Officer V (Admin)  
 Public Elementary and Secondary School Heads  
 Division Supply Officer  
 All Others Concerned

- For the information, guidance and compliance of all concerned, attached is a copy of Regional Memorandum No. 479, s. 2025 titled "Guidelines on the Delivery and Distribution of DCP Packages 2025."
- The Department of Education Regional Office I continuously develops, supports, and strengthens learning support systems to improve access to quality basic education by institutionalizing technology in learning, teaching and services.
- 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).
- The following guidelines are hereby issued for the effective and efficient deployment/delivery of DepEd Computerization Program (DCP) Packages.
- Immediate dissemination of and strict compliance with this Memorandum are desired.



*Vilma D. EDA*  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
 Telephone No: (077) 722-20-23 / (077) 632-05-33  
 Email Address: vigan.city@deped.gov.ph  
 Website: www.depedvigan.city.com

Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)





**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](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.



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 8





Republic of the Philippines  
**Department of Education**  
 REGION I

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

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.



Republic of the Philippines  
**Department of Education**  
REGION I

- 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*

<b>Document</b>	<b>SDO</b>	<b>School</b>
<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**

<b>PACKAGES</b>	<b>RECIPIENTS</b>	<b>CALENDAR DAYS</b>
<b>Package 1 – Laptop for Teaching</b> <ul style="list-style-type: none"> <li>• 5 laptops/ school</li> </ul>	<ul style="list-style-type: none"> <li>• The L4T packages will be delivered to the recipient schools</li> <li>• Five (5) laptops will be acknowledged with a Property Acknowledgement Receipt Acknowledge Receipt (PAR) to the principal which can</li> </ul>	150 calendar days



Republic of the Philippines  
**Department of Education**  
 REGION I

	be utilized by <b>All Teacher.</b>	
<b>Package 2 – Laptop for Non-Teaching Personnel (L4NT)</b>	<ul style="list-style-type: none"> <li>The L4NT packages will be delivered to the Schools Division Office</li> <li>Laptops will be issued to the <b>Administrative Officers II</b> of the schools.</li> </ul>	90 calendar days
<b>Package 3 – Smart TV Packages</b> <ul style="list-style-type: none"> <li>5 Smart TVs</li> <li>5 External Hard Drive</li> </ul>	<ul style="list-style-type: none"> <li>The STV packages will be delivered to the recipient schools</li> <li>The principal will select five (5) classrooms for the installation of the Smart TV</li> </ul>	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](mailto:sammy.legaspi@deped.gov.ph) or at [ictu.region1@deped.gov.ph](mailto: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







Republic of the Philippines  
**Department of Education**  
REGION I

**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

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	6 of 8



Certificate No. PMP 0265  
24 83 9179



Republic of the Philippines  
**Department of Education**  
REGION I

**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



Republic of the Philippines  
**Department of Education**  
REGION I

**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



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

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	8 of 8



Certificate No. PHP-ONS  
24 82 0179