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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0820-0093
MEMORANDUM
17 August 2020

For: **Regional Directors**
Schools Division Superintendents
District Supervisors
Principals and School Heads
Regional and Division Supply Officers
Regional and Division IT Officers
School Property Custodians
School ICT Coordinators

Subject: **GUIDELINES FOR THE DEPLOYMENT/DELIVERY OF VARIOUS IT PACKAGES UNDER FY2019 DCP**

The following guidelines are hereby issued for the effective and efficient deployment/delivery of VARIOUS IT PACKAGES under FY2019 DCP DepEd Computerization Program (DCP):

1. **Batch 2019-01: G4-6 ICT Package**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Smart TV	1
4	Wireless Router	1
5	Charging Cart	2
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

2. **Batch 2019-02: JHS/SHS ICT Package**

Item #	Description	Quantity
1	Host laptop	1
2	Laptop	50



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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3	Wireless Router	1
4	Charging Cart	2
5	Smart TV	1
6	3-in-1 Multifunction Inkjet Printer	1

Note: For All Regions

3. **Batch 2019-03: E-textbooks**

Item #	Description	Quantity
1	2-in-1 Tablet PC	50
2	Laptop	1
3	Wireless Router	1
4	Charging Cart	2

Note: For Regions II, III, IV-A, V only

A. DCP DEPLOYMENT:

1. The Goods and Services shall be delivered to the Project sites / recipient schools, within two hundred ten (210) days from issuance of the Notice to Proceed.
2. The Asset Management Division / Supply Office will inform the Division Supply Officers of the deliveries to be made by the suppliers and provide them a copy of the distribution list and schedule of deliveries.
3. The DCP Package can only be unloaded when authorized School Personnel like School Property Custodian and the School Inspectorate Team are present. If the School Property Custodian is not present nor available during the arrival of the DCP package at the school, the School Head/ Principal should appoint an alternate School Property Custodian that will handle the delivery for this project.
4. Only the Supply Officer / Property Custodian shall receive the deliveries whether the school is ready or not.
5. Deliveries after 5pm, holidays including Saturdays and Sundays can be accommodated on a case to case basis and with prior coordination with the School Property Custodian and IT Officers.
6. However, during the actual delivery of DCP packages, if the Supplier found that the recipient school is closed or un-energized or have no available Classroom/ makeshift structures, the Supplier shall deliver the packages to the Division or District Office. The Supply Officer shall perform an initial checking of the delivered DCP package as to physical conditions of the boxes, quantity and if accordance to the items specified in the Inspection and Acceptance Report (IAR).



7. In case the Supplier/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier should replace the missing/damaged items or opt to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier and the recipient. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.

B. UPON DELIVERY OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:

1. The supplier/forwarder shall bring the following documents to recipient schools and turned over to the **School Property Custodian or designated alternate:**
 - 1.1 Delivery Receipt;
 - 1.2 Property Transfer Report (PTR);
 - 1.3 Inspection and Acceptance Report (IAR); and
 - 1.4 Training Checklist
2. **The School Property Custodian (or designated alternate) shall perform an initial checking for the delivered DCP package** as to physical conditions of the boxes, quantity and if conforms to the items specified in the Inspection and Acceptance Report (IAR) **prior to signing of Delivery Receipt.**

C. SIGNING OF INSPECTION AND ACCEPTANCE REPORT (IAR) AND PROPERTY TRANSFER REPORT (PTR)

1. An inspection will be made on the delivered items by the School Inspectorate Team. The School Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected. The School Inspectorate Team shall see to it that the following requirements are complied with:
 - 1.1 Inspection of DCP Packages:
 - 1.1.1 Verify that what was stated in the IAR conforms to actual equipment delivered (technical specifications including the product description, model, brand, and product / serial numbers).
 - 1.1.2 Verify the quantity stated in the IAR against the actual quantity delivered.
 - 1.1.3 Inspect for damage.
 - 1.2 Check for Operability / Functionality
 - 1.2.1 **Batch 2019-01: G4-6 ICT Package**
 - a. Set-up 50 units 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router



- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- c. Set-up Charging/Storage Cart and check if all 2-in-1 Tablet PCs are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
 - USB ver. 2.0
 - HDMI
 - Ethernet
 - Bluetooth
 - Wi-Fi Support
 - Component and Composite Video
 - Ethernet
 - Bluetooth
 - Wi-Fi connect laptop to TV

1.2.2 **Batch 2019-02: JHS/SHS ICT Package**

- a. 50 Laptops can access files from Host Laptop (Host) using Wireless Router
- b. Set-up Printer on laptop, run the printer's self-test/ Print test page, check if working
- c. Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working
- d. Set-up the Smart Television and check the following connections if working:
 - USB ver. 2.0
 - HDMI
 - Ethernet
 - Bluetooth
 - Wi-Fi Support
 - Component and Composite Video
 - Ethernet
 - Bluetooth
 - Wi-Fi connect laptop to TV

1.2.3 **Batch 2019-03: E-textbooks**

- a. Set-up the 50 2-in-1 Tablet PCs and check if all devices can access files from the Host Laptop via Wireless Router
- b. Set-up Charging/Storage Cart and check if all Laptops are charging and all USB cables/ports/ plugs are working

1.3 Training Requirements

- 1.3.1 Training stated above shall be provided for at least two (2) teachers from each recipient school. Attendees must



- include the school's designated ICT Coordinator and Division IT Officer.
- 1.3.2 Training manuals in hardcopies and soft copies (in DVD) shall be provided per recipient school.
 - 1.3.3 Training shall be conducted in the recipient school installed IT equipment and be done during school hours, unless the school head and teachers request to be trained after school or teaching hours.
 - 1.3.4 Training manuals shall be signed by the participants after completing the required hours of training and certified by the supplier and the ICT Coordinator.

D. AFTER THE DELIVERIES OF THE GOODS TO THE PROJECT SITES / RECIPIENT SCHOOLS:

1. The supplier shall bring the following documents back to DepEd - ICTS – TID:
 - 1.1 Signed Delivery Receipts
 - 1.2 Signed Inspection and Acceptance Report (IAR)
 - 1.3 Signed Property Transfer Report (PTR)
2. The School Property Custodian shall keep the school copy of the above documents.

E. AFTERSALES SUPPORT:

1. A three (3)-year comprehensive and onsite warranty for the whole IT Equipment package including networking peripherals and for operation and maintenance of all licensed software products will be applied. The 3-year period shall reckon from the date of issuance of the Certification of Final Acceptance by the DepEd that the delivered goods and services have been duly inspected and accepted (final acceptance).
2. For the following consumable items, a standard/base warranty or minimum of one (1) year warranty shall be applied:
 - 2.1 Laptop and Tablet Batteries
 - 2.2 Headsets
 - 2.3 Optical Mouse for Laptops
3. Upon receipt by the Supplier of the Procuring Entity's notice of any claims arising under this warranty, the Supplier shall immediately act upon to repair or replace the defective Goods or parts thereof. The period for correction of defects in the warranty period is within seven (7) calendar days from receipt of such notice.
4. For defects arising from within the first-half of the warranty period, as applicable, DepEd may opt to demand for recall and replacement of the defective items.



5. On the other hand, defects arising from the onset until the expiry of the warranty period, DepEd may ask for repairs of the defective items.
6. The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd. DepEd shall deduct the liquidated damages from any money due or which may become due to the Supplier or collect from any of the securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, DepEd may rescind the Contract, without prejudice to other courses of action and remedies open to it.
7. The Division IT Officers must consolidate all unresolved issues from the recipient schools and submit to Regional IT Officers. The Regional IT Officers must transmit all unresolved issues to dcp.recipients@deped.gov.ph. The TID-ICTS to forward all concerns to the appropriate supplier. The Supplier must respond reports indicating resolved, pending and closed issues to DepEd ICTS - Technology Infrastructure Division.
8. DepEd TID-ICTS accommodates non-supplier action report at icts.tid@deped.gov.ph.

- F.** Please refer to **DepEd Order No. 42 s.2018** - Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.
- G.** For clarifications or more information on these matters, please direct concerns to Engr. Ofelia L. Algo, ICTS-TID Chief, at ofelia.algo@deped.gov.ph.

For reference and strict compliance.



ALAIN DEL B. PASCUA
 Undersecretary



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- Attachments:
- a. List of recipients' schools
 - b. Copy of IAR
 - c. Copy of Training Checklist