

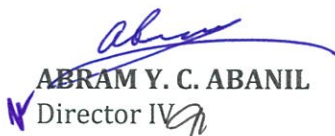


Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

MEMORANDUM

FOR : Regional Directors
Schools Division Superintendents
Regional and Division Supply Officers
Regional and Division IT Officers
District Supervisors
Public Elementary and Secondary School Heads
School Property Custodian
School ICT Coordinators
All others concerned

FROM : 
ABRAM Y. C. ABANIL
Director IV

SUBJECT : **DEPLOYMENT/DELIVERY OF THE DEPED COMPUTERIZATION PROGRAM (DCP) BATCHES 35, 36, 40 TO 44 COMPUTER PACKAGES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS NATIONWIDE**

DATE : March 2, 2018

To support the K-12 Basic Education Program, the Department of Education (DepEd) through the Information and Communications Technology Service (ICTS) has facilitated the procurement of equipment needed for the Implementation of the DepEd Computerization Program (DCP) batches 35, 36, 40, 41, 42, 43 and 44 E- Classroom Packages for Public Elementary and Secondary schools nationwide.

For effective and efficient deployment/delivery of these e-classroom packages, please be guided by the following DCP deployment processes:

- a. Supplier/Accredited Service Partner (ASP) shall coordinate with the following personnel prior to the delivery of the DCP packages for delivery schedules and needed preparations.
 1. Region/Division Supply & IT Officers
 2. School Head/Principal

- b. Acceptance of deliveries shall only be done during school days (holidays not included) from 8 AM to 5 PM, unless the Supplier/ASP, Supply Officers, Regional/Division itos and the recipient schools agree on a different schedule due to valid reason/s.
- c. Deliveries shall be made to the address of the recipient school specified in the listing provided by deped-ICTS, unless a previous agreement has been reached between all parties concerned.
- d. At the recipient school, the DCP package can only be unloaded when authorized School Personnel and/or the School Property Custodian is/are present (as witnesses). Initial opening of individual boxes/containers will only be done and facilitated by the Supplier/ASP/ Forwarder.
- e. 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.
- f. The School Property Custodian (or designated alternate) shall perform an initial inspection of the delivered DCP package as to physical conditions, quantity and in accordance to the items specified in the Inspection and Acceptance Report (IAR).
- g. In case the Supplier/ASP/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier/ASP 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/ASP and the recipient.
- h. Deliveries should be rejected if found to be NOT in accordance with conditions stated in the IAR.

Enclosed are the following documents for reference as stated in the Bid Documents

- o Enclosure No. 1 - DCP Packages List of Recipient Schools
- o Enclosure No. 2 - Counterpart Requirements Schedule of Deliveries
- o Enclosure No. 3 - School Readiness Checklist
- o Enclosure No. 4 - Deployment Timelines
- o Enclosure No. 5 - List of Recipient Schools (to be emailed)

For clarifications or more information on these matters, please direct concerns to:

ENGR. OFELIA L. ALGO
Supervising Administrative Officer
Officer-In-Charge, Technology Infrastructure Division
Information and Communications Technology Service
Phone Nos: +632.6332363 / +63.9088782413
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For your information and guidance.

Thank you.

cc: **Usec. Alain Del B. Pascua**
Undersecretary for Administration

DepEd Computerization Project (DCP)

Enclosure No. 1 - DCP 2016 & 2017 Configuration

Budget Year	Batch	Unit DESCRIPTION	QUANTITY per Package	Distribution
2016	Configuration 1 - Batches 35 & 36	Host PCs	3	Regions II, III, IV-A, IV-B, V and NCR
		Terminal Access (Monitor, Keyboard & mouse, Headset)	42	
		Desktop Virtualization device	42	
		Laptop	2	
		Projector	2	
		UPS	3	
		AVR	7	
		Switch	3	
		Networking Peripherals	1	
		Multimedia Speaker	1	
		External portable optical drive	1	
		3-in1 inkjet printer	1	
2016	Configuration 2 - Batches 35 & 36	Host PCs	2	Regions I, VI, VII, VIII, IX, X, XI, XII, CARAGA, ARMM and CAR
		Terminal Access (Monitor, Keyboard & mouse, Headset)	42	
		Desktop Virtualization device	42	
		Laptop	2	
		Projector	2	
		UPS	2	
		AVR	7	
		Switch	4	
		Networking Peripherals	1	
		Multimedia Speaker	1	
		External portable optical drive	1	
		3-in1 inkjet printer	1	
2017	Batch No. 40	Laptop 14"	1	All Regions
		Interactive Projector	1	
		Multimedia Speaker	1	
2017	Batch No. 41	Host Mini PC	2	All Regions
		UPS 300W	2	
		2-in-1 Tablet PC	50	
		Laptop 14"	1	
		Charging/Storage Cart	2	
		LCD/LED Television	2	
		3-in-1 Multifunction Inkjet Printer	1	
Wireless router	1			
2017	Batch No. 42	Host Mini PC	12	All Regions
		Laptop 14"	2	
		UPS 300W	12	
		LCD/LED Television	2	
		Wireless router	1	
2017	Batch No. 43	Desktop PC (standalone)	51	All Regions
		Wireless router	1	
		UPS 300W	51	
		3-in-1 Multifunction Inkjet Printer	1	
		LCD/LED Television	1	
2017	Batch No. 44	2-in-1 Tablet PC	50	All Regions
		Charging/Storage Cart	2	
		Wireless router	1	

COUNTERPART REQUIREMENTS

DCP Budget	Batch No.	Package	Criteria	Presence/Quantity
2016	35	e-Classroom for New Junior High School (JHS)	Multi-media classroom	✓
			Computer Tables	Good for 49 students
			Chairs	Good for 49 students
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
	36	e-Classroom for regular Senior High School (SHS)	Multi-media classroom	✓
			Computer Tables	Good for 49 learners
			Chairs	Good for 49 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
Provision of adequate security mechanisms			✓	
Organized School Inspectorate Team			✓	
2017	40	New e-Classroom for K to G3	Secure classroom	✓
			Windows and Door grills	✓
			Provision of adequate security mechanisms	✓
			Organized School Inspectorate Team	✓
	41	New e-Classroom for JHS/SHS	Multi-media classroom	✓
			Computer Tables	Good for 50 learners
			Chairs	Good for 50 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
	Organized School Inspectorate Team	✓		
	42	New e-Classroom for G4 to 6	Multi-media classroom	✓
			Computer Tables	Good for 12 learners
			Chairs	Good for 12 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
			Sufficient Electrical Lighting	✓
			Provision of adequate security mechanisms	✓
	Organized School Inspectorate Team	✓		
	43	e-Classroom for SHS (Specialized Package)	Multi-media classroom	✓
			Computer Tables	Good for 51 learners
			Chairs	Good for 51 learners
			Windows and Door grills	✓
			Stand fan/Air Conditioner	At least two (2)
			Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	✓
Sufficient Electrical Lighting			✓	
Provision of adequate security mechanisms			✓	
Organized School Inspectorate Team	✓			
44	e-Classroom for JHS (augmentation)	Secure classroom	✓	
		Windows and Door grills	✓	
		Provision of adequate security mechanisms	✓	
		Organized School Inspectorate Team	✓	



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SCHOOL READINESS FORM / CHECKLIST

SCHOOL ID: _____ **NAME OF SCHOOL:** _____

Classification (if recipient pls. check):

- Main Annex Annex A Annex B
 Campus A Campus B Campus C

DCP Batch No. _____ (Allocated)

Region: _____ Province: _____ District: _____ City/Municipality: _____

Division: _____ Superintendent: _____

Principal/School Head: _____

Contact No./Cellphone No.: _____ E-mail: _____

School Property Custodian: _____ Contact No: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

Criteria	Yes	No	Remarks
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables (see attached distribution List)	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. 50 pieces mono chairs (see attached distribution List)	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. At least 2 units of stand fan	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Windows and Doors with grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Request assistance from Electrical Engineer deployed to the Regional Offices to assess the electrical connection. Submit validation Report to avoid overloading.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____

Based on the assessment above, the school is:

Ready

All criteria (1-9) were satisfactorily met

Partially Ready

Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment

Not Ready

At least one of critical 1-6 is not met

Others:

Electricity Energized
 Unenergized
Report on recent flood in the Area

(24hrs, Local grid Connection)
(Not 24hrs Generator, Solar)
 (Yes) (No)

No Electricity

RECOMMENDATIONS:

Date: _____

ASSESSED BY:

CONCURRED BY:

(Name and signature of Validation Team)

(Name and signature of School Head)

Suppliers Delivery Timeline

DCP 2016 & 2017		Lot	February	March	April	May	June	July	TOTAL	REMARKS
Reddot		I	300	1660	1668				3628	based on submitted target delivery months. Pre-deployment Inspection scheduled on 19th Feb
		VI			1637	1640	1640		4917	based on submitted target delivery months. Pre-deployment Inspection scheduled on 19th Feb
		VIII				2078	2078	2078	6234	based on submitted target delivery months. Pre-deployment Inspection scheduled on 19th Feb
		TOTAL	300	1660	3305	3718	3718	2078	14779	
GirlTeki		V		1919	1920	1920			5759	based on submitted target delivery months
		VII				1210	1210	1211	3631	based on submitted target delivery months
		TOTAL	0	1919	1920	3130	1210	1211	9390	
CTI		II & IV		2132	3162	2453	1206		8953	based on submitted target delivery months
		TOTAL	0	2132	3162	2453	1206	0	8953	
Allcards		III	38	411	411	411	411	411	2093	only for 1 batch (batch 40) submitted. Total of 910 other package not projected. Pre-deployment Inspection not yet requested
		TOTAL		182	182	182	182	182	910	estimate if other batch will start to be delivered on March
		TOTAL							3003	

ENCLOSURE NO. 4